

## UG Student Research Travel Grants

The SJCNY UG research program, Brooklyn campus, will award two<sup>1</sup> competitive research travel grants, up to a maximum of \$500 each, to support student conference travel for the presentation of original scholarship.

The intent of these grants is to encourage exceptional students to submit original scholarly work to academic conferences by off-setting costs that may prohibit attendance. These grants also serve to advertise and promote the high-impact practice of undergraduate research at SJCNY.

### Who can apply for these grants?

Any Brooklyn-based student who has had a paper, poster or other scholarly work accepted to a recognized academic conference in his/her field may apply for funds.

### What applications will be funded?

Applications for travel to conferences, for the purpose presenting original work, in any discipline, will be accepted for review. Applications will be evaluated according to a set of criteria (see attached document "Information for Applicants") that encompass overall quality of the work, scholarly merit & potential contribution to its field, and prestige of the conference (e.g., student – only conferences would rank lower than professional-association conferences). Applications will be reviewed and rated by at least two, but sometimes three, members<sup>2</sup> of the UG research advisory panel. Applications with the highest ratings will be funded. **These grants are competitive.** Applicants should carefully review the application requirements with their faculty mentors and should take care to submit well written and persuasive applications. Applications that do not adhere to the application requirements will not be considered for funding.

### What can grant money be used for?

Grant money can be used for transportation, accommodation and food (meal expenses will be funded up to a reasonable maximum per day; alcoholic drinks will **not** be covered regardless of the age of the student).

### How do I apply?

Refer to the next page: [Information for Applicants](#)

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<sup>1</sup> If the funds requested by two highest rated applicants together do not reach the maximum amount of money designated for research support under this program (currently \$1000) the review panel may, at their discretion, fund the next highest rated applicants until the funds for research support are exhausted.

<sup>2</sup> If a member of the advisory panel is an applicant's faculty mentor, he/she will recuse him/herself from the reviewer pool.

# UG Student Research Travel Grants: Information for Applicants

**Applications are due October 21<sup>st</sup>, 2019.**

## **Application requirements**

A. Applicants should submit a single document, in PDF format, that includes the following sections:

1. Cover letter that includes:
  - a. Contact information (e.g., address, phone number, e-mail address)
  - b. Project title
  - c. Conference name, date, location
  - d. Students role (e.g., lead author; contributor; presenter)
2. Proposal that includes:
  - a. An abstract (up to 250 words) describing the project/paper.
  - b. Proposed budget with budget justifications.

B. A letter of support from applicant's faculty mentor. This can be in the form of an email from the mentor to the Director of Undergraduate Research, Dr. Michael Magee ([mwmagee@sjcny.edu](mailto:mwmagee@sjcny.edu)).

**Applications should be submitted to the Director of Undergraduate Research, Dr. Michael Magee ([mwmagee@sjcny.edu](mailto:mwmagee@sjcny.edu)), with the subject line as follows: LAST NAME, FIRST NAME research travel grant application.**

## **Evaluation Criteria**

**Applications will be given an Overall Quality Score, which is an average score of several indices each scored between 1 (lowest)-5 (highest).** Reviewers will rate the project according to its scholarly merit and potential contribution to its field, the extent to which the student was a primary or lead contributor to the project<sup>3</sup> and the prestige/quality of the conference.

**The two highest quality applications will be funded.**

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<sup>3</sup> Since order of authorship does not reflect author contribution in the same way across all disciplines, the student's contribution and the way in which the student's contribution will be understood within the conference should be addressed in the faculty mentor's letter.