

GSA Graduate Research Award

Purpose of the award: The Graduate Student Association (GSA) graduate research award is to provide financial support up to \$2,000.00 per recipient for costs associated with approved research projects required for the degree that are not covered by other resources. Tuition, stipend, and travel expenses are excluded.

General Guidelines for the GSA Graduate Research Award

*Proposals that do not follow these guidelines and any additional instructions will **not** be accepted. Award funds must be spent by June 1, 2018. No carry over of unused funds into Fiscal Year 2019. (FY 19 begins July 1, 2018) will be allowed.*

Eligibility:

1. UT Master's and Doctoral Students in academic good standing. (Graduate certificate, JD, PharmD, MD, and Executive MBA programs are not eligible.)
2. Must be enrolled in a research course (Dissertation, Scholarly Project, or Field Experience) that is part of an approved Plan of Study for the Spring 2018 academic Semester.
3. Must have Major advisor approved research (Dissertation, Thesis, Scholarly project, or Field Experience)
4. Applicants may not submit more than one proposal per academic year GSA Graduate Research Award cycle.
5. Students may not receive more than one GSA Graduate Research Award.

Proposal Process and Requirements:

1. Complete application submitted by 5 p.m. on November 17, 2017.
2. Complete the online application request form - http://www.utoledo.edu/graduate/currentstudents/gsa/webforms/GSA_GRADUATE_RESEARCH_AWARD_2017-2018_APPLICATION.html.
3. Submit the following application items by way of email attachment to The College of Graduate Studies at COGS@utoledo.edu.
 - 1500 word summary which includes the following:
 - Title
 - Purpose
 - Significance
 - Methods

Preliminary results if available
Reference section (not counted toward the word count.)

The student submitting the graduate research award proposal should keep in mind that most, if not all, of the proposal reviewers will not be conversant with the student's research discipline. For a more highly competitive application, avoid discipline-specific scientific jargon and acronyms. If the reviewers cannot understand your proposal, it will not be scored competitively.

- Submit a budget. The budget total request may be any dollar amount up to \$2000. (A sample budget template is provided on the web page where the award application form is located.)
- A letter of support from your research advisor which includes the following. (The letter must be signed and sent electronically to COGS@utoledo.edu.)
 - Student is making progress toward degree completion.
 - Student is in good academic standing.
 - The research project is approved and monitored by the research advisor.
 - The research is part of Dissertation, Thesis, Scholarly Project, or Field Experience required for degree completion.
 - The budget request is appropriate.
 - The research advisor is willing and able to provide oversight of the expenditure of the awarded funds.

Other documents that must be on file by November 17, 2017. GSA Graduate Research Award applications will not be considered if the following are not on file. These documents require time for administrator signatures so please do not wait until the last week of the application window to initiate the processing.

- Plan of Study must be on file in the College of Graduate Studies.
- GRAD form (Graduate Research Advisory Committee Approval & Assurances form. <http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/>)
- Approved IRB application for the research on human subjects. The IRB number is required on the application form below.

Application review process

The Graduate Council of the UT Graduate Faculty standing committee Graduate Student Affairs will review applications and recommend award. The award will be made on a competitive basis.

Items on the online application request form

Student Name

Student Rocket number

Student College, Department

Student Research (check one) Dissertation, Thesis, Scholarly project, Field Experience

Student degree

Student major

Student email

Student phone

Planned semester of graduation

GRAD form on file (yes/no)

Plan of study on file (yes/no)

IRB required (yes/no)

IRB application approved (yes/no)

If yes, provide IRB number

Major advisor – name, college, dept

Major advisor email

Major advisor phone

Sources of funding (major advisor, COGS, scholarships, tuition waiver, etc..)

Sources of research funding (major advisor, etc..)

4. Submit a budget by way of email attachment to _____

The budget total request may be any dollar amount up to \$2,000.00.

Budget and Budget Justification

Line Item		Request
Laboratory Supplies/Material (specify)		
Purchased Services (core labs, etc.)		
Other (specify)		
Total:		

Justification:

6. Additional information might be requested by the review committee