

ARTS & SCIENCES

Graduate Student Research Grants

Spring 2012

A&S Graduate students are encouraged to apply for support [maximum of \$300] from the Office of Graduate Studies and Research (OGSR) that will allow them to collect data at museums or archives, purchase minor research supplies/equipment, and travel to field sites. The purpose of the support is to assist students with expenses directly related to the conduct of research. Not all applicants will receive funding or full funding. Therefore, students are encouraged to apply for additional aid or matching funds from other sources and to indicate this information on their applications. Such information will be viewed favorably in the evaluation process. Students seeking funding for conference travel should not apply to this program, but should see application guidelines for the Graduate Student Association Supplemental Conference Travel funds at <http://wmpeople.wm.edu/site/page/gsa/conferencefundinginstructions>. A portion of all of these A&S research and travel grants is made possible by contributions from alumni. After graduation, please consider assisting W&M graduate students in A&S by making a contribution to A&S Graduate Studies <http://www.wm.edu/as/graduate/support/index.php>.

Eligibility

Any graduate student actively enrolled as a degree-seeking student (full-time, part-time, research graduate status, or continuous enrollment) in a graduate program of Arts & Sciences, and who is in good academic standing may apply. Students who have previously received a Graduate Student Research Grant from the Office of Graduate Studies and Research are eligible to apply, but applications from students who have received fewer OGSR Graduate Student Research Grants recently will be given higher funding priority.

Application Procedure

Applications for Fall 2011 must be received in the Office of Graduate Studies and Research by 4:00 p.m. on **Friday, February 17, 2012**, and will cover expenses incurred from January 1, 2012 through April 15, 2012. Late applications will not be accepted. Applications must be signed by the student's faculty advisor, and must also include a signed Institutional Compliance Form.

Guidelines

- Students may request funding for research expenses associated with thesis/dissertation research projects (e.g., materials, supplies, equipment, and/or travel expenses associated with work at museums, archives, and field sites). Funds cannot be used for salaries or payments to College personnel.
- Applicants must provide a written description of the research project to be undertaken (no more than one single spaced page). The applicant should provide sufficient information on how the funding is important for achieving the goals of the project.
- Applicants should prepare a detailed itemized budget description (vendor, item/unit number, description and costs) so that the student's academic department can purchase items. Reimbursement will be considered only if original receipts can be provided to the student's department/program.

- Students who receive an award are to submit original travel receipts to their departments for their expenses for which they are requesting reimbursement within 30 days from the date of travel. **International travel is not supported.** Travel arrangements (except for personal vehicle mileage) must be coordinated through the student's academic department; tickets should not be purchased independently by the student.
- Reimbursement will be limited to actual expenditures. **Private automobile mileage will be reimbursed at 25 cents per mile**, if the student has submitted a Student Driver Authorization Form (<http://www.wm.edu/about/administration/senioradmin/adminoffice/documents/riskmanagement/StudentDriverAuthorizationFormFeb2011.pdf>) to their department/program office. All purchases must be handled through normal university purchase procedures.
- Students should consult with their department/program for other department/program expenditure guidelines and requirements.
- All property, equipment, and unused supplies purchased will remain the property of the College of William and Mary, Arts and Sciences.
- A completed and signed Institutional Compliance Committee form must be submitted to the Office of Graduate Studies and Research with your application. Final approval of your Graduate Student Research grant will await approval by the appropriate compliance committees.

For Department/Programs

Department/programs are asked to provide proof of expenditure for retroactive expenses before a budget transfer is initiated.

W&M ARTS & SCIENCES

Application for Graduate Student Spring 2012 Research Grants

Office of Graduate Studies and Research Use Only

Approved

Denied

Amount \$

OGSR Dean Signature _____

STUDENT INFORMATION

Name (Last, First, Middle initial)		W&M Identification number
Email		Daytime phone (with area code)
Department/Program	Degree Sought	Expected Graduation Date
Have you applied for funding elsewhere? List all funding sources.	Amounts Requested from other Sources	Amounts Awarded or Expected Date of Notification
1.)	1.)	1.)
2.)	2.)	2.)
3.)	3.)	3.)
4.)	4.)	4.)

FUNDING REQUEST

Provide a budget itemization and brief description of your anticipated [or actual] expenditures. Additionally, attach a written description of the research project being undertaken (maximum one single-spaced page), with information on how the funding is important for achieving the project goals.

Item Name	Description	Budget [Cost]
1.) Transportation		
2.) Lodging		
3.) Meals		
4.) Supplies		
•		
•		
•		
•		
5.) Fees/Payments		
6.) Other		
•		
•		
•		
•		
	TOTAL	

WVU ARTS & SCIENCES

Applicant's signature

Date

The signature below attests the following information is true and accurate:

1. The student is in good academic standing; and
2. This entire application has been read by and receives the endorsement of the applicant's faculty advisor/committee chair.

APPLICANT'S ADVISOR/COMMITTEE CHAIR:

Name (please print)

Signature

Date

Campus phone

Institutional Compliance Committees

Answer each question below by checking the boxes. If you answer **YES** to any question you must go to <http://www.wm.edu/offices/grants/preaward/policies/compliancereqs/index.php> "Institutional and Federal Compliance Requirements" to submit the necessary forms to the appropriate committee(s). You must also certify by checking the boxes below that you have, in fact, submitted the necessary forms to the appropriate committee(s), BEFORE submission of this grant application to the Office of Graduate Studies and Research, and you must provide the protocol number in the box below.

Final approval of your Graduate Student Research grant will await approval by the appropriate committees.

Yes	No	Questions	Name of committee from which approval needed if answer to question is YES	If you have checked the YES box, you MUST provide the full protocol number that is assigned when the protocol is submitted online (e.g., IACUC-2011-04-12-7939-slsand)
<input type="checkbox"/>	<input type="checkbox"/>	Will this project involve surveys, testing of human subjects, or collection of information from living human beings?	Protection of Human Subjects Committee	
<input type="checkbox"/>	<input type="checkbox"/>	Will live vertebrate animals be used in this project?	Institutional Animal Care and Use Committee	
<input type="checkbox"/>	<input type="checkbox"/>	Will this project use any (a) recombinant DNA molecules (including transgenic animals or the transfection of cell lines), (b) infectious agents, (c) human tissue or body fluids (including saliva, urine, blood, semen, or primary human cell cultures), or (d) wild-caught or random source animals or animal tissue (for anyone employing animals that may carry zoonotic disease)?	Institutional Biosafety Committee	
<input type="checkbox"/>	<input type="checkbox"/>	Will this project involve research with radioactive material?	Institutional Radiation Safety Committee	

Student Signature

Date:

Advisor Signature

Date: