

**Graduate Research Grants**

For research, creative activities and conference presentations

**Grant Application for 2018-2019**

Deadline for Fall 2018: October 15, 2018

Deadline for Spring 2019: February 15, 2018

Georgia College graduate students are encouraged to apply for Graduate Research Grants to support the costs (conference fee, travel, and accommodations) associated with the *presentation* of their own original scholarship at professional academic conferences.

Students seeking funds to support *attendance* at academic conferences in the field of study should apply through the SGA student travel fund.

**Mail or Deliver Completed Applications to:**

The Office of Graduate Studies

Campus Box 024

Milledgeville GA 31061

Academic Affairs- 307 Parks Hall

**Graduate Research Grants will be made in the following category:**

Category 1: Grants will be awarded that support student presentations of original scholarship or research conducted with a faculty mentor at professional academic conferences (international, national, regional, and state-level) in the student’s discipline. Grants will also cover costs of research in the student’s discipline.

There is a *maximum* of $400 per grant for conference fees, travel, and accommodations. Incomplete applications will not be considered. Only students who have not received funding in the past are eligible to apply.

**Reimbursement Requirements**

Reimbursement will be distributed for student expenditures once all documentation has been received and approved. All documentation must be delivered to the Office of Graduate Studies within 14 business days (Monday-Friday) of the end of the conference or end of research trip as noted in grant application.

1. A one to three page reflection on the experience is due within 14 days of the end of the conference or research trip.
2. Travel expense report complete with receipts and a copy of the agenda/program of event if the grant is used to present at a conference or the completion date of the research trip in the grant application. Student employees of the university will submit for reimbursement online.

**Evaluation Criteria Based on Student Abstract and Faculty Letter**

Application Requirements:

1) Confirmation student work has been accepted for presentation at a conference, if applicable

2) Student originality of scholarship (i.e., research or creative activity)

3) Contribution of the scholarship to the discipline or profession

4) Presentation reflects student's familiarity with relevant literature and techniques

5) Budget includes clear justification of expenditures

|  |  |
| --- | --- |
| **Name** | **Department** |
| **Phone Number** | **Email** |
| **Faculty Sponsor** | |
| **Presentation Title** | |

Institutional Research Board Approval Required: Yes No

Institutional Research Board Approval Received: Yes No

Application must include the following:

\_\_\_\_ The presentation or project abstract

\_\_\_\_ Proof that work has been accepted for presentation, if applicable

\_\_\_\_ Curriculum Vita

\_\_\_\_ Dates of conference or proposed research trip

\_\_\_\_ Brief description of conference (what organization, dates and location)

\_\_\_\_ Budget proposal: Please list other funding sources for this project

\_\_\_\_ Faculty sponsor letter of support

By my signature, I have provided the Georgia College Graduate Research Grants Committee with complete and accurate information.

Applicant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By my signature and supporting letter of support, I have read this student's Program Statement and I endorse this grant application.

Faculty Sponsor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Graduate Research Grant Proposed Budget**

Applicant Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Name & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| **List All Anticipated Expenses** | | |
| Please include a copy of a document verifying expenses, e.g. airline, hotel, or conference registration.  Also include any other funding you’ll be using, e.g. department support, SGA funds, etc. | | |
| **Proposed Expenditure** | **Approved Business Purpose**  (transportation, housing, registration) | **Amount** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| **Total Proposed Expenses** | | $ |
| Note: Maximum Grant Funding  $400 | | Approved Amount |

For Committee Use:

Application received:

Reflection/Expenses

Received:

TES submitted to

Financial Services:

|  |  |
| --- | --- |
| Other Funding Sources | Amount |
|  |  |
|  |  |