

Student Research Grants

Information Q&A

Submit proposals through [InfoReady](https://iup.infoready4.com/) (<https://iup.infoready4.com/>)

Dr. Harrison Wick (hwick@iup.edu)

Director of Student Research Grants

IUP Special Collections Librarian and University Archivist



Overview

- Proposals are due the first Friday of November at 4:30 pm
- Up to \$1,000 in funding
- For IUP student research (undergraduate and graduate)
- Funds are for this fiscal year (ends June 30)
- Grant runs each semester (Fall and Spring with the same guidelines)
- Apply in [InfoReady](https://iup.infoready4.com/) Review (<https://iup.infoready4.com/>)
- Application will route to your advisor and grad coordinator for approval
- Need IRB/IACUC approval (if applicable)
 - Can be approved *pending IRB/IACUC* but it's to your advantage to already have it in place; funds cannot be released until IRB/IACUC approval.

Eligible Expenses

- Materials and supplies necessary for conducting your project
 - ex: sample boxes, field tracking device, specific type of netting
- Participant incentives with justification
 - Must have IRB Approval and [follow university policy](#)
- Travel expenses if travel is essential to conduct the project
 - Be clear about why travel is necessary
 - Eligible expenses: flight, mileage reimbursement (not gas), and lodging
 - Current mileage reimbursement: [\\$0.70/mile](#)
 - Ineligible expenses: per diem/meal reimbursement

Ineligible Expenses

- Materials and supplies already available at IUP
 - Services or software provided by IUP
 - Books/Equipment available at the library
 - Equipment/Materials owned by IUP that is available for students to use
- Personal expenses
 - Internet, cell phone, rent, childcare, etc.
 - Travel to get to IUP campus
 - Compensation to pay yourself for your time
- Services that do not include a specific vendor and quote in the budget notes

Proposal Writing Tips

- Write to an interdisciplinary review committee
 - We're smart! But not from your field. Don't get too technical or use jargon
 - Define your measures, scales, procedures, etc.
- Include enough information to be clear, without being wordy.
- Address all required sections
 - Reviewers closely read the content of these proposals. Each section matters. Make clear your purpose, objectives, research design, etc.

Proposal Sections

- Purpose and Significance
 - Present a clear, concise statement of the purpose and significance of the problem
 - Use non-technical language that is easily understood by those outside the field
- Review of Lit/Significance of the Problem
 - Summarize the pertinent research.
 - Cite sources of major significance in the references, explaining their importance.
- Objectives
 - Clearly present objectives, hypotheses, and/or questions.
- Procedure
 - Describe how you will undertake the project for which you are requesting funding.
 - Include your timeline for completing the project.
 - Use concise and clear language; methodology needs to be readily understood by non-experts.

Proposal Sections (cont.)

- Facilities/Supplies/Equipment
 - If applicable, describe university facilities, supplies and equipment that will be provided for this study (e.g., laboratory space, departmentally provided supplies, computers and technology devices) and not charged to the grant. If not applicable, simply enter “N/A” in the proposal narrative section.
- IRB/IACUC approval
 - Note timeline of anticipated submission/approval if not already in place
- References
 - Include only the references that are cited in the proposal narrative. The references should not exceed one (1) page.
- Personal Information
 - Give a brief statement of your pertinent experience and qualifications to undertake the proposed project.

Proposal Sections: Budget

- Make sure your math adds up
- Define the requested items, specify make/model if applicable
- Include a quote if applicable
- Clearly connect your budget items to your proposal and provide a rationale for the expenses
 - Don't make the reviewers ask: "Why do they need this?"
- Are these items already available on campus?
- Be sure your timeline and budget fit the grant period. Will you have enough time?

Example of a Good Budget

Geologic sieves 1 set @ \$183.00 = \$183.00

Snails 5 lb @ \$28.70/lb = \$57.40

Clay 50lb @ \$54.99/50lb = \$54.88

Shipping to Pennsylvania (6 boxes @ \$40/box) = \$240.00

Shipping to Tennessee (6 boxes @ \$40/box) = \$240.00

Total = \$775.28

Why is it Good?

- Specific items with detailed budget break down
- Precise math; individual items sum to the total request
- Budget notes contextualize the requested items in a way that is readily understandable
- Vendor is named, and shipping information is noted

Geological sieves will be needed to size grade microartifacts. A set of three sized sieves can be purchased from Amazon.com for \$183.00. The cooking of snails is an important part of the research objectives. The snails will need to be ordered from an online vendor since collecting and identifying them in the field would not be feasible within the time constraints of this thesis. A seafood company such as The Fresh Lobster Company (www.freshlobstercompany.com) sells periwinkle snails for \$28.70 per 5-pound bundle. Two of these bundles will be adequate for experimental cooking. Likewise, clay surfaces are needed for the experiments, and time constraints will prevent this from being extracted for this project. A 50-pound box can be ordered online from www.clay-king.com for \$54.88. Finally, the microartifact samples from Dust Cave need to be shipped from the University of Tennessee's Archaeological Research Laboratory (ARL) in Knoxville, Tennessee. ARL estimates that 6 boxes will be required to ship the samples, at an approximate cost of \$40 per box (ARL's discounted FedEx rate), one way. Following the research at IUP, the sample will need to be shipped back to ARL in Knoxville. The total cost for all requested items is \$775.28

Example of a Bad Budget

NVIVO subscription - \$200

New laptop - \$600

Gas to get to AirBNB for focused writing time - \$50

Some batteries - \$20

Total: \$1000

Why is it Bad?

- NVIVO is already available to IUP students at no cost
- Laptops are personal items but also are available through the IUP Libraries at no cost.
- Travel for a writing retreat is a personal expense. Even if it was allowable, driving costs are calculated by mileage.
- “Some batteries” is vague. How many? What type? Why?
- The math doesn’t add up! Items sum to 870 but proposer has rounded up to \$1000
- No budget notes providing context or additional details

You are funded! Now what?

- Grant funds will be transferred to your program/dept. cost center
 - You won't get a personal check.
 - Work with your department's financial manager and your advisor to use funds
- Generally, you'll pay the cost up front and submit for reimbursement
- You must use the grant funds as described in your approved budget
- **MUST BE USED BY THE END OF THE FISCAL YEAR (June 30)**
 - Be mindful of end-of-year cut-offs
- Final/Progress Report will be due June 30 (submit in InfoReady)

You weren't funded...Now what?

- You are welcome to reapply in the next round
 - Grant competition runs each fall and spring semester
 - Must be an active student at the time of application and award
 - You will receive reviewer comments to guide your resubmission.
- Grant funds are eligible for expenses already incurred as well as those not yet incurred
- There can be an advantage to projects already done, as it proves viability as well as leads to precise expenses

Questions?

Please contact Dr. Harrison Wick (hwick@iup.edu)
Stapleton Library Room 302 (IUP Special Collections)

Submit your proposal in [InfoReady](#)

