

SUNY ONEONTA STUDENT GRANT PROGRAM FOR RESEARCH AND CREATIVE ACTIVITY

Funded by the State University College at Oneonta Foundation, Inc. and the Alumni Association
Administered by the College Senate Committee on Research and the Grants Development Office

GUIDELINES / APPLICATION INSTRUCTIONS for 2011/12 FUNDING (Fall 2011 deadline)

See separate required **FORMS** (student form and faculty form, which must be submitted separately). Application materials are available at <http://www.oneonta.edu/academics/frc/applications/applications.asp>.

Due date: **5:00 PM, Wednesday, November 16, 2011**

Examples of previously funded Student Grant projects are available at <http://www.oneonta.edu/academics/frc/samples.asp>.

General Program Description: To encourage and support student research and creative activity at SUNY Oneonta, the College Senate Committee on Research, with financial support from the State University College at Oneonta Foundation, Inc. and the SUNY Oneonta Alumni Association, awards grants for independent research and creative activity projects conducted by students with faculty sponsorship in any discipline or interdisciplinary area.

Student and Faculty Sponsor Eligibility and Expectations:

- All applicants must be full- or part-time SUNY Oneonta students during the period that the proposed work will be conducted (retroactive funding is not allowed). All 2011/12 grant awardees must be enrolled students as of the Fall 2011 semester and plan on enrolling for the Spring 2012 semester. Applications from seniors graduating in December 2011 will not be accepted.
- The program's priority is to fund undergraduate applicants; however, graduate students may apply. A maximum of 10% of the total funding allocated for a given year will be awarded to graduate applicants.
- Faculty sponsors must be SUNY Oneonta "academic staff" as defined in the *SUNY Board of Trustees Policies*, Article II (i), page 1 (see <http://www.oneonta.edu/academics/senate/>).
- Adjunct/part-time faculty *do* qualify as a sponsor if they have a contract for the Fall 2011 and expect to have a contract for the Spring 2012 semester.
- The number of student participants on a single proposal may not exceed three [3]; the unique contribution of each student participant must be described in the proposal.
- No faculty member may sponsor or co-sponsor more than two [2] projects per grant cycle.
- Student applicants must write the proposal and, if awarded, carry out the project, keep records of the use of grant funds, and present the project at the 2012 Student Research Day [SRD] (April 18) and/or the 2013 SRD (date TBD).
- Funding is intended for **independent student research or creative activity**; faculty sponsors are expected to help plan the project, assist with its progress, and assure its completion within the specified time frame.
- The Faculty Sponsor Form **must be submitted separately by the deadline** and should clearly indicate the quality of the project and the student(s)' ability to perform the project. Demonstration of faculty support of the project and student(s) will be taken into serious consideration by the review committee.

Budget Information: See Budget Page on Student Application Form (separate file).

This Program does NOT Fund:

- Research or creative activity projects that are conducted as part of a regular course (independent study or internship projects *are* eligible).
- Lessons (private or otherwise) or training courses, workshops, etc.
- Work that has been completed prior to award notification; *grants will be awarded only for work that is to be undertaken.*
- Project dissemination or exhibition, including travel to attend and/or present at professional conferences (only travel to *conduct* the research or creative activity is allowed). See <http://www.oneonta.edu/general/step.asp> for the Student Travel for Excellence Program (STEP) which provides support for students to travel to academic and co-curricular conferences, programs, and activities.
- Proposals that do not follow the specific guidelines and required project description format described in the Guidelines/Application Instructions/Forms.

Other Considerations:

- Applications will be reviewed primarily on: [a] clarity and completeness of the Project Description; [b] quality of the research/creative activity; [c] potential of the project to be carried out and completed by the student(s) as proposed; [d] evidence of student-authored proposal; [e] commitment and demonstrated support of the faculty sponsor(s); [e] learning experience for the student; and [f] compliance with guidelines and instructions.
- Students who have not previously been funded by this program are encouraged to apply; faculty who have not previously served as sponsors are also encouraged to participate in this program.
- The Committee on Research reserves the right to contact student applicants and/or their faculty sponsors with questions regarding the contents of applications prior to award decision.
- Successful applicants and their faculty sponsors will be required to sign a Terms of Award Agreement, including acknowledgement of fiscal responsibility, prior to accessing awarded funds.
- Grant awards are not transferable to students other than the original applicant(s) without approval of the Committee on Research.
- Publications/presentations of the work must carry the names of both student(s) and faculty sponsor(s).

SUBMISSION OPTIONS:

1. **Send one printed copy to:** *Student Grant Program, c/o Grants Development Office, 29B Bacon Hall.*
2. **Email with file attachment** (Adobe or Word) to meeckerkl@oneonta.edu.

See required FORMS files (separate student form and faculty form) available at
<http://www.oneonta.edu/academics/frc/applications/applications.asp>.

Student application and Faculty Sponsor Forms must be submitted separately.

If you have questions about the eligibility of your project, specific budget items or other issues, please contact a member of the College Senate Committee on Research:

Thomas Beal (Chair, Fall 2011 semester) – History (436-3362, bealt@oneonta.edu)

Jacqueline Bennett – Chemistry & Biochemistry (436-3431, bennetjs@oneonta.edu)

Kelly Gallagher – Chemistry & Biochemistry (436-3180, gallagkr@oneonta.edu)

Jen-Ting Wang – Mathematics, Computer Science & Statistics (436-3650, wangj@oneonta.edu)

or

Kathy Meeker (*ex officio* member) – Grants Development Office (436-2632, meeckerkl@oneonta.edu)