

GRADUATE STUDENT ASSOCIATION Graduate Research Grant Award (GRGA)

APPLICATION PACKET

Purpose of the Award

The Graduate Student Association (GSA) has established the Graduate Research Grant Awards (GRGAs) to support the research efforts of graduate students at the University of Massachusetts Lowell. The intent is to further promote students' research endeavors rather than support faculty research. The GRGA Committee will determine the merit of each application on an individual basis. The GSA will fund, **in whole or in part**, applications that the GRGA committee determines to be meritorious. It is also understood that this award represents a supplement of the applicants other resources of funding (e.g. other grants, department funds, personal funds, etc.).

Responsibilities of the Applicant

The applicant should not assume that funds have been approved unless he or she has received a written confirmation from the GSA. Advance funds for graduate research grants are not available. However any equipment purchases **MUST** be made via a University Purchase Order after written approval from the GSA. Monies will be disbursed after the expenses have occurred and proper documentation has been turned into the GSA GRGA Chair. Only original receipts for items purchased by the applicant are accepted. No third party reimbursements are allowed. Original receipts will not be returned to the applicant. The applicant should keep copies of all documents submitted to the GSA.

Applicants are expected to follow guidelines presented on pages 2 & 3 of the application.

Important Facts

- **Deadlines for GRGA Application submission are listed on the GSA website. Applications are accepted once per semester.**
- **On Time Submission:** Applications must be successfully received by GRGA Committee no later than 5:00 pm on the due date in order to be considered "on time." **Late applications will not be considered.**
- Only **completed** applications will be reviewed.
- The GRGA review process can take up to **four weeks** from the deadline date.
- There is a **\$1600 per Masters Student** limit on the Award. **Doctoral Students may renew** their Award on the following three conditions:
 1. Applicant must publish a peer-reviewed paper for the previously funded research.
 2. Renewal applications will only be accepted for the **spring GRGA deadline**.
 3. Renewal applications will only be considered **after** all of the first-time applications have been considered.
- Applicant **may be** responsible for paying taxes on award.
- Matriculated graduate students in good standing may apply.
- GRGA applications can be submitted to Cumnock Hall, Suite 109 or mailed to the GSA attention:

**GSA – GRGA Committee
Cumnock Hall, Suite 109
UMass Lowell
One University Ave.
Lowell, MA, 01854**

APPLICATION INSTRUCTIONS

1. Fill out the GRGA application (Please follow instructions and guidelines including page limits carefully.).
2. Submit the following mandatory items (4 pages or less, 12 pt Font, Times New Roman, double spaced):
 - a. A 1-page abstract that describes your research, including its purpose and background information,
 - b. Research methodology, and
 - c. Description of the contribution this research project makes to your field of study.
 - d. **Renewal applications** must include a new abstract, research methodology, & contribution to your field. A reprint of a peer-reviewed paper on the topic of the previous award **MUST** be included with the renewal application.
 - e. If any part of GRGA funds will be used for travel, the following additional forms must be submitted:
 - i. Liability Waiver (submitted to Debbie White, GSA Advisor BEFORE travel.)
 - ii. UMass Lowell Travel Authorization Form (submitted to Debbie White, GSA Advisor BEFORE travel, and a copy must be submitted with your reimbursement packet.)
 - iii. UMass Lowell Travel Expense Report (submitted with reimbursement packet)
 - f. If any part of the GRGA Application involves human subjects (focus groups, surveys, etc.) a copy of the IRB approval must be submitted with the application.
3. Include Itemization/Justification and Signature Form on page 4 with application.
4. Have one peer (UML matriculated graduate student) fill out the **GRGA Peer Review Form** and one thesis/project/research advisor knowledgeable about your research fill out the **GRGA Faculty Review Form**. Note that the statements attached to both forms **must be typed**, not handwritten.
5. **Please include a copy of your UML ID Card, and an UML ID Card for all of the peer reviewers.**

Applicants Please Note

- Be specific on why it's important that you are funded for the items listed on page 4. What do they mean to your research?
- Don't expect that your reviewers will know anything about your research. Tell them.
- Separate your abstract from the rest of the proposal.
- Do not forget to describe the contribution this research makes to your field of study.

REIMBURSEMENT GUIDELINES

1. Students who receive the award will be notified by the GRGA Committee.
2. Awards must be spent within one year of approval. The reimbursement deadline for awards granted in the Fall semester is December 1st of the following year and the Spring reimbursement deadline is April 30th of the following year. Deadlines will not be extended.
3. Recipients must submit **original receipts** in order to be reimbursed for their expenses.
4. Original receipts must be submitted using the **GRGA Reimbursement Form** and award which include travel must include a Travel Reimbursement Form (found on the GSA website). Attach a copy of award letter along with reimbursement form.
5. No third party reimbursements are allowed, and all expenses must be in the name of the individual who received the GRGA award.
6. Allow **6-8 weeks** for reimbursement after submitting original receipts.
7. Graduate Student Travel Authorization and Liability Waiver forms must be filled out **prior** to participating in any travel for which the students hope to be reimbursed for with University funds. These forms must be submitted to the GSA Advisor prior to travel. **The UMass Lowell Travel Authorization Form and Travel Expense Reimbursement Form must be included in your reimbursement packet. (Note: All international travel requires preapproval from your college dean.)**
8. GRGA recipients should present their research at a GSA or University function, preferably the Student Research Symposium in April.
9. **Permissible Reimbursement** expenses include:
 - a. Supplies, equipment and materials needed **specifically for the research project**.
 - b. Transportation costs incurred during collection of research data.
 - c. Training costs necessary to complete research.
 - d. Cost for services rendered (translations, transcriptions, coding etc.) copying, binding cost, postage expenses.
 - e. Purchasing gift incentives for study participants (with appropriate approval from the UML IRB).
 - f. And other research activities deemed meritorious by the GRGA Committee.
10. **Non- Permissible Reimbursement** expenses include:
 - a. Office supplies not purchased via WB Mason, and with a University Purchase Order.
 - b. Thesis/Dissertation copying and binding costs.
 - c. Purchase of computers or software.
 - d. Travel costs associated with attending or presenting a paper at a conference. (This is a Professional Development Award.)

ITEMIZATION/JUSTIFICATION AND SIGNATURE FORM

Name: _____	UML Student ID # _____
UML Employee ID # (if you work anywhere at UMass Lowell – TA/RA, graduate assistant, etc. This number is on your paystub): _____	
Department: _____	
Local Address _____	
Local Phone Number _____	Email _____

Itemization and justification of expected expenses: (attach an additional page if necessary)

NOTE: If part of these funds will be used to purchase equipment (i.e., books, lab equipment, digital recorder, etc.) these items become the property of the University and your faculty advisor must sign off on your Faculty Review Form. All equipment purchases must be made on a University purchase order and the awardee is responsible for obtaining an official quote from the vendor. GRGA funds may NOT be used to purchase computers or software.

List of other expected sources funding for this activity:

Is this activity being partially funded by another UML source? _____ YES _____ NO

If yes, list funding source and amount. _____

Total Expenses	\$ _____
Other Sources of Funding	\$ _____
Amount of funds requested from the GSA	\$ _____

I have completed all the required documentation for the GRGA award. I will use the award money prudently and honestly to pursue research for the good of myself, for UMass Lowell and for my field of study.

_____	_____	_____
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

For GRGA Committee Use Only	Approvals:	
Amount Approved:	Initials _____	College: _____
Date Approved:	Initials _____	College: _____
	Initials _____	College: _____

Revised 12/2018

Submit one review from a peer (UML matriculated graduate student) familiar with your research project with each application.

Name of Applicant (please print) _____			
UMS ID # _____	Department of Applicant _____		
Degree Program – Circle one:	Masters	Doctoral	
Renewal – Circle one:		NO	YES

Name of Peer Reviewer _____			
UMS ID # _____	Department of Applicant _____		
Degree Program – Circle one:	Masters	Doctoral	

Peer Reviewer: Please include a copy of the Peer Reviewers UML ID card.

Please attach on another page (1 page typed, not handwritten) a brief statement about why you think this research project will benefit the student and the university community, and why the student should receive GRGA funding.

Signature _____ Date _____

GRGA FACULTY REVIEW FORM

Submit one review from a faculty member familiar with your research project with each application.

Name of Applicant (please print) _____			
UMS ID # _____	Department of Applicant _____		
Degree Program – Circle one:	Masters	Doctoral	
Renewal – Circle one:		NO	YES

Name of Faculty Reviewer _____
Department and title of Faculty Reviewer _____

Faculty Reviewer:

Please attach on another page (1 page typed, not handwritten) a brief statement about why you think this research project will benefit the student and the university community, and why the student should receive GRGA funding.

Signature _____ Date _____

Faculty Advisor (only required if the proposal includes equipment purchases):

I understand that this GRGA applicant's proposal includes the purchase of equipment which will become property of the University. I will coordinate with the departmental Inventory Coordinator and the Property Office to make sure this equipment is properly inventoried. (A list of Departmental Inventory Coordinators may be found at <http://www.uml.edu/Dept/property/coorddept.html>.)

Signature _____ Date _____

UNIVERSITY OF MASSACHUSETTS LOWELL
Office of Student Activities and Leadership Development

STUDENT ORGANIZATION AUTHORIZATION TRAVEL FORM

This form must be submitted for approval no less than 3 working days before departure.

Student Organization: **Graduate Student Association/GRGA**

Date Filed: _____

Purpose of the Trip: _____
(Name of seminar, research title, etc.) _____

Name of Final Destination: _____

Contact & Telephone

Mailing Address of Destination: _____ at destination: _____

Check method of transportation (Personal car insurance policies are not to be utilized for rental vehicles. Additional insurance coverage must be obtained from the rental agency.)

Personal Vehicle ___ Rental Car ___ Rental Van ___ Bus ___ Train ___ Plane ___

Departure date: _____ time: _____ Return date: _____ time: _____

THIS SECTION MUST BE COMPLETED TO RECEIVE APPROVAL.

Estimated cost of travel:
Entry Fee/Registration _____
Transportation _____
Lodging _____
Meals _____
Other (Explain) _____
Grand Total _____

Source(s) of Funding _____

PLEASE NOTE

The University's students and employees are required to follow all federal, state, and local laws. Students under the age of 21 are prohibited both by law and by University policy from possessing or consuming alcohol at or during any University sponsored events, including at any time, from the time of departure until the time of return. Alcohol is prohibited from any bus, van, car or other mode of transportation for all students between points of destination. Under no circumstance shall the operator of such a vehicle consume alcohol 12 hours prior to operating the motor vehicle. It is the responsibility of the executive board of the organization to acquaint participants with this policy, and to monitor policy adherence. Inappropriate behavior while on this trip will be referred to the appropriate administrative department as well as the University Judicial System.

APPLICANT: _____
Name Telephone # Signature

Office Use Only

Authorization: Granted Denied

By: _____ Date: _____

University of Massachusetts Lowell **Liability Waiver** – Must be downloaded from the GSA Website www.uml.edu/gsa and submitted to the Director of Graduate Administration PRIOR to travel.

The **University Travel Authorization form** (pdf file) and **Travel Reimbursement Form** (excel worksheet) may be downloaded from www.uml.edu/procurement/Forms/procurement_for.html.