GRADUATE STUDENT ASSOCIATION
Graduate Research Grant Award (GRGA)

2009-2010 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 should 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 treasurer. 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:
  ➢ Wednesday, October 28, 2009, and
• On Time Submission: Applications must be successfully received by GRGA Committee no later than 12:00 pm (noon) 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 application can be mailed to the GSA attention:
  GSA – GRGA Committee
  North Campus Mailroom, Box 120
  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)

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.

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 deadline for Fall ‘09 and Spring ‘10 applicants are December ‘10 and April ‘11 respectively.
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 (found on the GSA website). Attach a copy of award letter along with reimbursement form.
5. Only the person whose name is on the original receipt will be reimbursed.
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 and approved prior to travel by the Office of Student Activities and Leadership Development. A copy of the completed Student Travel Authorization and the Liability Waiver MUST be submitted prior to any travel, and 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 the Chancellor.)
8. The 2009-2010 GRGA recipients must present their research at a GSA or University function, preferably the Research Symposium or the GSA Spring Awards Banquet in 2010.
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 the student activities bookkeeping office.
    b. Thesis/Dissertation copying and binding costs.
    c. Purchase of computers or chemicals.
    d. Travel costs associated with attending or presenting a paper at a conference. (This is a Professional Development Award.)
ITEMIZATION/JUSTIFICATION AND SIGNATURE FORM

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. GRGA funds may NOT be used to purchase chemicals or computers.

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.

Signature ___________________________ Print Name ___________________________ Date __________

For GRGA Committee Use Only

Approvals:

Amount Approved: 
Initials ________  College: _____________

Date Approved: 
Initials ________  College: _____________
Initials ________  College: _____________

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

<table>
<thead>
<tr>
<th>Name of Applicant (please print)</th>
<th>Department of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS ID # ________________________</td>
<td></td>
</tr>
<tr>
<td>Degree Program – Circle one:</td>
<td>Masters</td>
</tr>
<tr>
<td>Renewal – Circle one:</td>
<td></td>
</tr>
<tr>
<td>NO</td>
<td>YES</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Peer Reviewer</th>
<th>Department of Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMS ID # ________________________</td>
<td></td>
</tr>
<tr>
<td>Degree Program – Circle one:</td>
<td>Masters</td>
</tr>
</tbody>
</table>

Peer 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.

Signature ___________________________  Date ___________________________
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.

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 ______________________________
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: ______________________

Director of Student Activities and Leadership Development or Director of Res. Life

University of Massachusetts Lowell

Office of Student Activities and Leadership Development

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LIABILITY WAIVER

THE FOLLOWING LIABILITY WAIVER MUST BE SIGNED BY PARTICIPANTS FOR ALL OFF CAMPUS TRIPS SPONSORED BY UNIVERSITY STUDENT ORGANIZATIONS. THIS MAY ALSO BE USED FOR CLASS SPONSORED TRIPS.

This form must be returned to the Office of Student Activities and Leadership Development prior to the trip. Failure to do so may affect coverage by the University Health Insurance Policy.

In consideration of my participation in the ___________________________ to be held on ___________________________ I, ____________________________ hereby release and hold harmless UMASS Lowell and its affiliates, its agents, servants, employees, assigns, successors and herein or distributors from any and all claims, actions, losses, damages, or expenses for personal or bodily injury (including death), and property loss or damage incurred by me or arising out or in connection with my participation in the aforementioned program to be held at ____________________________.

(Name of school or location)

I have read the foregoing and am of legal age to consent to this waiver:

Date: ___________________________
Signature: ________________________
Address: _________________________

Witness: _________________________

Office of Student Activities

Updated 9-02-04
Revised 10/2009
The University Travel Authorization form (pdf file) and Travel Reimbursement Form (excel worksheet) may be downloaded from
http://www.uml.edu/procurement/Forms/procurement_for.html.