

GRADUATE RESEARCH ADVANCEMENT AND DEVELOPMENT (GRAD) GRANT:

Research Funding Application Only

The Department of Graduate Studies and Research is accepting proposals from graduate students and graduate student organizations for the Graduate Research Advancement and Development (GRAD) grant. GRAD will support graduate students in their professional and academic development outside of the classroom in research and creative activities.

ELIGIBILITY:

- Applications for this grant are open to all graduate students with good academic standing and graduate student organizations at California State University, Dominguez Hills.

APPLICATION SUBMISSION

- Signed Cover Page, Checklist, and all supplementary materials should be emailed as a single PDF file to gstudies@csudh.edu with the subject line “**GRAD Submission, LastName_FirstName_ProgramName_TermApplyingFor.**”
- Your email must be received **no later than 11:59 p.m.** on:
 - Spring 2022 applications – **February 15, 2022**
 - Fall 2022 applications – **May 15, 2022**
 - Spring 2023 applications – **December 1, 2022**
- **Late applications will not be accepted. There are no exceptions.**
- **Funding for this grant is not provided during Winter and Summer Sessions.**

PROPOSAL TYPE:

This application is for **materials needed to conduct research for a master’s thesis or research projects** only. If you need funding to travel for your research, complete the travel application form instead.

ACTIVITIES:

- Thesis research - For students who require additional funds for their master’s thesis research, including (but not limited to) laboratory equipment and tools, human subject compensation, and transcribing or similar services.
- Research projects – For students not completing a thesis who require additional funds for research projects that will contribute to their academic success.
- **All funds MUST be spent and receipts submitted by the following dates:**
 - Spring 2022 awards – **May 31, 2022**
 - Fall 2022 awards – **December 31, 2022**
 - Spring 2023 awards – **May 31, 2023**

PROPOSAL PREPARATION AND SUBMISSION STEPS

STEP 1: COVER PAGE

1. Complete and sign the COVER PAGE on page 5.
2. Secure the signature of your faculty advisor.

STEP 2: ABSTRACT

1. Complete an ABSTRACT for the research you are conducting.
 - Abstract should be no longer than 500 words.
 - Abstract should include:
 - Name of the research project; how the research will contribute to your thesis; how the research will contribute to your academic and professional advancement and development.

STEP 3: FACULTY ADVISOR ENDORSEMENT

1. Obtain a short letter of recommendation from your faculty advisor.
 - a. Recommendation should be no more than 300 words.
 - b. Recommendation should include how the research will contribute to the academic and professional development of the student(s), and why this particular individual should be considered.

STEP 4: BUDGET

- Create a spreadsheet with an itemized budget of the total amount requested. Give your best estimate for all items you wish to purchase. For example:
 - Laboratory equipment
 - Research supplies
 - Incentives for research subjects (e.g., gift cards for survey participation)
 - Services related to research, such as audio/video transcription
- In your budget, include the following information per item:
 - Name of the item
 - Cost per item
 - Quantity of items to purchase
 - Supplier for the item
 - Link to purchase the item

STEP 5: IRB or IACUC APPROVAL (if applicable)

- If you are working with human or animal subjects for your research project, please include a copy of the approval letter for the study from the relevant ethical review committee, i.e., the Institutional Review Board (IRB) for human subjects research or Institutional Animal Care or Use Committee (IACUC) for research involving animal subjects. Your faculty advisor can provide you the IRB or IACUC issued approval letter.
- IRB or IACUC approval must be granted before applying for this grant.

STEP 6: APPLICATION CHECKLIST

1. Please use the Application Checklist on page 6 and include the completed checklist in the final PDF.

STEP 7: CREATE SUBMISSION FILE

1. Using “YourLastName_GRAD_Application” as the name for the PDF submission file, create a single PDF file by merging the above documents in the following order:
 - I. Cover Page
 - II. Abstract
 - III. Faculty Advisor Endorsement
 - IV. Budget
 - V. IRB/IACUC Approval (if applicable)
 - VI. Application Checklist

CONTACT:

For more information, please contact Vanessa Cervantes, Senior Graduate Studies Program Specialist, at vmolina@csudh.edu

COVER PAGE

Please submit this cover page together with all supplementary documents as a **single PDF document** via email with the subject line “**GRAD Submission, LastName_FirstName_ProgramName_TermApplyingFor**” to gstudies@csudh.edu.

Your email must be received no later than 11:59 PM on the listed deadline for the term you are applying for.

| | |
|---|--|
| Research Project Title: <i>250 characters max</i> | |
| Student Name: | |
| Phone: | |
| Email: | |
| College: | |
| Department: | |
| Duration of Research Project: | |
| Amount Requested: | |
| <i>Your signature indicates your support of the enclosed application (required):</i> | |
| Student Name: | |
| Student Signature: | |
| Faculty Advisor Name: | |
| Faculty Advisor Signature: | |

APPLICATION CHECKLIST

| Initial Application | | |
|--------------------------|--|---|
| <input type="checkbox"/> | Cover Page: | Completed cover page with both student and faculty advisor signatures. |
| <input type="checkbox"/> | Abstract: | A brief description of the applicant’s research project for the proposed grant (Maximum 500 words). All abstracts must include an estimation of people in attendance. |
| <input type="checkbox"/> | Faculty Advisor Endorsement: | A copy letter of recommendation endorsing student (Maximum 300 words) |
| <input type="checkbox"/> | Budget: | Spreadsheet of the itemized budget including name of the item, cost per item, quantity to purchase, supplier to buy from, and link to purchase the item. |
| <input type="checkbox"/> | Institutional Review Board (IRB) approval (if applicable): | A copy of the Institutional Review Board approval letter for funds to compensate human subjects and/or research related to human subjects. |
| <input type="checkbox"/> | Institution Animal Care and Use Committee (IACUC) approval (if applicable): | A copy of the Institutional Animal Care and Use Committee approval letter for research funds related to work with animals. |