



## 2024-2025 Faculty-Student Research Grant

**OVERVIEW:** The purpose of the Central Faculty-Student Research Grant competition is to encourage student engagement in hands-on research, a High Impact Practice identified by the American Association of Colleges and Universities. (<https://www.aacu.org/trending-topics/high-impact>)

Support for student participation in research is intended to foster student development of critical thinking and other advanced skills, including, but not limited to research/scholarship techniques and disciplinary and/or multidisciplinary expertise.

The proposed research, scholarly, or creative activity should be student-initiated and conducted under the mentorship of a full-time faculty member with appropriate disciplinary expertise. Credit for independent study is allowed to students engaged in funded projects.

### **ELIGIBLE APPLICANTS/PROPOSALS:**

- **A faculty member may serve as the faculty co-applicant on up to two proposals.**
- The proposals **must be authored by the student co-applicant(s)** but may reflect faculty input.  
**NOTE:** If reviewers identify a duplication of language from prior faculty CSU-AAUP research grant applications they reserve the right to disqualify student applications accordingly.
- Proposals must be submitted to the Office of Grants and Funded Research (GFR) electronically by one of the faculty sponsors.
- Eligible applicants include faculty sponsors and individual student co-applicants, or teams of student co-applicants. All submissions must have at least one faculty sponsor.
- Co-applicants may be graduate or undergraduate level students; teams may include students of both levels.
- Each student named on a proposal must be matriculated for the entire duration of the project.

**ALLOWABLE EXPENSES:** Funding requests should be limited to essential expenditures for the accomplishment of the proposed activities. Funding for materials, supplies, minor equipment, services and/or travel necessary to carry out the proposed activity is permitted, however, funds should not be requested for items that would normally be made available through departmental budgets. **Neither faculty nor student stipends are allowed.**

**DEADLINE:** Proposals must be electronically submitted to the Grants & Funded Research (GFR) Office at [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu) by **4:00 PM on Friday, October 18, 2024**. A limited second round for 2<sup>nd</sup> semester projects has a deadline of **4:00 PM on February 7, 2025**. Proposals must be submitted by a full-time faculty sponsor, using their campus email address. **The Office of Grants and Funded Research will not accept submissions directly from student applicants.**

**SELECTION CRITERIA:** Proposals are reviewed by the Central Foundation Grant Advisory Committee of the Faculty Senate. Total requests traditionally exceed the funds available. Amounts awarded are dependent upon proposal quality as well as the total amount of funds requested in other equally meritorious proposals. **Projects are funded at a maximum of \$1,000 per student participant, with a maximum total award of \$1,500 per project regardless of the number of students involved.**

**NOTIFICATION OF FUNDING:** Funding decisions will be announced by GFR as soon as possible. Awardees will be subsequently notified by the Post-Award Grants Administrator when account funds become available.

**GRANT PERIOD:** Funded activities and related expenditures must be completed by **June 30, 2025**. After **July 1, 2025**, any unexpended funds will be returned to the Faculty-Student Research Grant Fund.

**FINAL REPORT:** The faculty mentor is responsible for submitting a brief final report to be produced jointly with the student(s) and submitted to [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu) by June 30, 2025. The report should describe the funded activities, outcomes and their dissemination, and an accounting of all expenditures. Failure to submit a report by **August 31, 2025** may render the faculty member ineligible for a 2025-2026 Faculty-Student Research award. Please refer to our website ([www.ccsu.edu/gfr](http://www.ccsu.edu/gfr)) for further information about final reports.

**FILE FORMAT:** Electronic submissions must be emailed by the faculty sponsor as a **single PDF document to [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu)**. **Submissions containing multiple attachments or submissions sent from student email accounts will not be accepted.** Submissions should include:

- Proposal Cover Sheet (attached)
- Narrative
- Budget (form attached)
- Supporting documentation – for example, published materials related to items in your budget such as airfare, mileage, registration fees, hotel rates, materials, etc.

*Funding shall be permitted for costs incurred up to the maximum per diem rates published by the General Services Administration (<https://www.gsa.gov/travel/plan-book/per-diem-rates>). Applicants are required to pro-rate these budget items to account for partial days of travel as well as any meals included in conference costs. Please screenshot air itineraries from [www. Kayak.com](http://www.Kayak.com)*

**Project Narrative:** Using terminology that will be understood by reviewers from other disciplines, complete the proposal narrative according to the outline below **within a maximum of four pages**.

- **Descriptive Title:** Project name as you would wish it to appear in award announcements and reports published by GFR.
- **Significance:** Provide a brief narrative of the proposed research/creative project. Describe the significance of the project and how the project will contribute to student learning.
- **Methodology:** Describe the methodology and explain the responsibilities of the faculty and (each) student participant in the proposed research/creative project.
  - What are the major activities to be undertaken?
  - What is the time frame for accomplishing these activities?
- **Outcomes:** List the expected scholarly/creative outcomes of the research/creative project and explain how results will be disseminated. Dissemination of project results are in a manner appropriate to the discipline in which the project is conducted. Examples include project presentations, paper presentations, and performances.

**Budget:** Budgets should offer a realistic estimate of the funding required to support the activity. Please include the information listed below. **You must use the GFR Budget Template.**

- Itemize the specific expenses.
- Provide a **clear and detailed justification** for the items requested.
- **Include documentation of items' costs.** Failure to include supporting budget documentation may lead to reductions in the amount awarded to fundable proposals.
- Include any additional funding that may be applied to cover the cost of the activity.

For additional information please contact [CCSUgrants@ccsu.edu](mailto:CCSUgrants@ccsu.edu).

## FACULTY-STUDENT RESEARCH GRANT

### Internal Grant Proposal Cover Sheet

<b>SUBMISSION DATE</b>	
<b>PRIMARY FACULTY APPLICANT</b>	<b>Name:</b> <b>Email:</b> <span style="float: right;"><b>ID #:</b></span>
<b>DEPARTMENT</b>	
<b>DESCRIPTIVE TITLE OF PROPOSAL</b>	
<b>Faculty Co-Applicant(s)</b>	<b>Name:</b> <b>Email:</b> <span style="float: right;"><b>ID #:</b></span>
<b>Student Co-Applicant(s)</b> <i>Please include <b>Student(s) email</b>,  <b>Student ID#</b> and status: <b>G</b>- Graduate  or <b>UG</b>- undergraduate.</i>	<b>Name:</b> <b>Email:</b> <b>Student ID#:</b> <b>G</b> ___ <b>UG</b> ___
<b>Student Co-Applicant(s)</b> <i>Please include <b>Student(s) email</b>, <b>Student ID#</b> and status: <b>G</b>- Graduate or <b>UG</b>- undergraduate.</i>	<b>Name:</b> <b>Email:</b> <b>Student ID#:</b> <b>G</b> ___ <b>UG</b> ___
<b>Student Co-Applicant(s)</b> <i>Please include <b>Student(s) email</b>, <b>Student ID#</b> and status: <b>G</b>- Graduate or <b>UG</b>- undergraduate.</i>	<b>Name:</b> <b>Email:</b> <b>Student ID#:</b> <b>G</b> ___ <b>UG</b> ___

**AMOUNT REQUESTED**  
 (cannot exceed \$1,000  
 for individuals; \$1,500  
 for group)

\$

Grant must be spent by  
 June 30, 2025



## Internal Grant Budget Template

Budget Item	Amount	Justification <small>Briefly describe proposed expenditures, their adequacy, appropriateness and importance. *</small>
<b>Materials and Supplies</b>		
<b>Travel</b> Dates of Travel: _____ Dates of Conference: _____ Location: _____ Name of Conference: _____ Website Link to Conference: _____		
<b>Other (Please Describe):</b>		
<b>Total Request:</b>		

**\* If relevant, include documentation** to further justify budget (e.g., copies of published materials related to items in your budget such as airfare, mileage, registration fees, hotel rates, equipment, materials, etc., if known at time of application). Justification for proposed expenditures is considered when determining funding level.

**Please be sure to incorporate your completed budget and supporting documentation into the body of your proposal to create a single document.**

## FACULTY STUDENT RESEARCH GRANT SCORING RUBRIC

<b>SIGNIFICANCE</b>	<b>(0-5 points each)</b>
The applicants clearly explain how the proposed research activity/creative project will advance student learning in the relevant academic discipline.	
The proposed activity supports productive and innovative work relevant to the student's or students' field of study.	
<i>Total Significance score:</i>	
<b>METHODOLOGY</b>	<b>(0-5 points each)</b>
The applicants provide a clear and detailed description of the proposed research activity/creative project.	
The timeframe of the proposed activities is feasible and within the grant period.	
<i>Total Methodology score:</i>	
<b>OUTCOMES</b>	<b>(0-5 points each)</b>
The anticipated outcomes are reasonable, well-defined, and clearly outlined.	
The anticipated outcomes will provide meaningful and substantive exposure to research within the student's or students' academic discipline.	
<i>Total Outcomes score:</i>	
<b>BUDGET</b>	<b>(5 points)</b>
The requested resources are justifiable, fiscally responsible, and relevant to the proposed activity.	
<i>Total Budget score:</i>	
<b>OVERALL QUALITY</b>	<b>(5 points)</b>
I recommend funding this activity.	
<i>Total Overall Quality score:</i>	
<b><u>TOTAL SCORE (OUT OF 40 POSSIBLE POINTS):</u></b>	