

# KUTZTOWN UNIVERSITY

## GRADUATE STUDENT GRANT APPLICATION GUIDELINES 2020-2021

The graduate student grant fund was created to provide financial support to students for scholarly activities or research related to their programs of study. It is anticipated that the awarding of this grant will enable a student to better understand the scientific process, develop better communication and analytical skills, and gain experience presenting research results at academic conferences.

To be eligible, the student must minimally meet the following three criteria by being:

- matriculated in a Kutztown University graduate program.
- in good academic standing with at least six (6) graduate credits completed in the student's academic program.
- enrolled in at least three (3) graduate credits at Kutztown during the term of the award.

The maximum grant award is \$1,000. Reviewers may elect to fully fund, partially fund, or not fund a request. Funding is available to reimburse costs associated with disseminating the results associated with research or scholarly activities occurring during the 2020-2021 academic year.

Not all costs are eligible. Eligible expenses include: conference registration, conference attendance, printing, and poster preparation. Durable goods purchased under this grant program become the property of Kutztown University. Ineligible expenses include, but are not limited to, journaling supplies, stipends or wages, faculty-related expenses, class-related purchases, lab analysis fees, graduate student travel reimbursement for field work, site visits, gratuities, and dissertation research.

A proposal and application form must be submitted **prior** to the presentation of the paper at a professional conference. Incomplete proposals will not be considered. Only one grant award per student per academic year will be awarded. (The academic year extends from mid-August/September to mid-August/September.) **A graduate student will be approved for a maximum of \$1,000 over the course of the student's academic career at Kutztown University.** Students are encouraged to seek other funding sources.

The proposal submission\* should include the attached application form, a one-page narrative, and a letter of support from a faculty member. The narrative should provide (1.) information on the relevance and significance of the topic to the student's program of study; (2.) a thorough description of the project; and, (3.) a proposed budget. The proposal narrative should identify the name and location of the conference, information on the presentation/poster session, and the acceptance letter.

If more than one student is presenting at one conference session, a joint proposal must be submitted. The submission should include the attached application form completed for each student presenter, a one-page narrative, and letters of support from a faculty member for each student presenter. Please note that **total** travel expenses for student presenters at one conference session cannot exceed \$3,000.

All projects involving human subjects and participants must be approved by Kutztown University's Institutional Review Board. Information can be found at:

<https://www.kutztown.edu/about-ku/administration/committees/institutional-review-board-for-the-protection-of-human-subjects.html>

This grant is not available to graduate students who are also Kutztown University employees. Employees are encouraged to apply for available professional development funding.

Grant recipients are expected to (1.) submit a brief report and short biography at the completion of the paper presentation\*; and, (2.) submit budget expenditures at the completion of the paper presentation\*.

\*Submit to the Vice Provost and Dean of Graduate Studies, Kutztown University, 319 Stratton Administration Center (wells@kutztown.edu).

**KUTZTOWN UNIVERSITY GRADUATE STUDENT GRANT APPLICATION FORM**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Telephone Number \_\_\_\_\_ Graduate Credits Completed \_\_\_\_\_

Program of Study \_\_\_\_\_

Faculty Member Supporting Application \_\_\_\_\_

AMOUNT REQUESTED (*The maximum grant award for a single student proposal is \$1,000. The maximum grant award for a joint proposal is \$3,000. Reviewers may elect to fully fund, partially fund, or not fund a request.*) \_\_\_\_\_

**TITLE OF PAPER OR PRESENTATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STUDENT STATEMENT**

If a Graduate Student Grant is awarded, I agree to the following conditions:

- Complete the paper presentation as outlined in my proposal.
- Submit a brief report and short biography at the completion of the paper presentation.
- Submit budget expenditures and supporting documentation.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair \_\_\_\_\_ Date \_\_\_\_\_

**ATTACH NARRATIVE DESCRIPTION TO THIS FORM** (*refer to Graduate Student Grant Application Guidelines*)