

**NIAGARA UNIVERSITY RESEARCH COUNCIL  
2012-13 GRADUATE STUDENT SUPPORT GRANT  
AND  
2012-13 UNDERGRADUATE STUDENT SUMMER SUPPORT GRANT  
GENERAL GUIDELINES**

**OVERVIEW**

---

1. **Graduate Student Support Grant:** Five awards of \$2,000 tuition credit are available for graduate students to assist faculty in pursuing their research agenda. At least 200 hours of work should occur over the summer, one semester, or two semesters.
2. **Undergraduate Student Summer Support Grant:** \$10,000 is available to employ undergraduate students to assist faculty in pursuing their research agenda during the summer.

General policies, procedures and guidelines which the Research Council has established are included in this document; however, if there are questions, applicants should contact a member of the Council before the proposal is designed. Please note that grant applications are public documents and may be shown to others upon request. The names of funded faculty and the titles of research projects will also be published on the Research Council web site. Faculty and students will be required to sign an Award Letter that stipulates the terms of the award.

**ELIGIBILITY**

---

All full-time faculty members, including those on sabbatical leave, as defined in the university statutes, are eligible to apply for awards.

The students who are hired or receive a tuition credit must be enrolled at Niagara University. A student cannot be employed after he or she graduates. However, a student who graduated in May and is enrolled in a graduate program at Niagara University for the fall semester may work during the summer prior to the start of graduate classes.

Faculty can choose who they wish to work for them, but the Research Council and University strongly encourage faculty to diversify the pool of students providing research assistance. In all cases, however, applicants will be required to identify the skills necessary to assist with the research, for example, statistical ability, knowledge of software, etc.

**DEADLINES AND SUBMISSION REQUIREMENTS**

---

**2012-13 Graduate Student Support Grant**

- Applications due no later than March 16, 2012 by 5:00PM.
- Eight (8) collated and stapled copies of the application package must be submitted to the Research Council Secretary in the Library Directors Office.
- **NOTIFICATION DATE: April 2012**

**2012-12 Undergraduate Student Support Grant**

- Research Support applications are due no later than March 16, 2012 by 5:00PM.
- Eight (8) collated and stapled copies of the application package must be submitted to the Research Council Secretary in the Library Directors Office.
- **NOTIFICATION DATE: April 2012**

## PROPOSAL FORMAT

---

### General Requirements:

- All applications must be typed in 11-point (minimum) font.
- All applications should be single spaced and stapled.
- Please use the forms provided and, if a form is not provided, stay within stated page limits.
- Be mindful that your proposal will be read by a variety of individuals with diverse areas of expertise; please make every effort to ensure clarity and readability of your proposal.
- A checklist is provided for each program. While you do not need to include the checklist with the proposal, please use it as a guide in preparing your submission. (*Additional detailed information and requirements are included on the checklist and in the forms provided.*)
- You can apply for both grant programs at the same time, but you must submit separate applications for each you apply for.

## FUNDING AREAS

---

Both grant programs are intended to provide research assistance to faculty.

## REVIEW CRITERIA

---

Proposals are evaluated on the basis of criteria that are widely used and accepted in the academic world, major funding agencies, and academic journals. Each proposal is evaluated in view of the elements that are listed and described below.

In general, the Research Council will be looking for the following qualities in a successful proposal:

- All required elements of the proposal have been completed and submitted;
- Formatting is consistent with guideline requirements;
- The writing is clear and the proposal understandable. Technical terms, abbreviations, and acronyms, not clear to the general reader, are defined. A glossary is provided when needed;
- The work is consistent with the goals and objectives of Niagara University and is of some benefit to the University, the discipline, and/or society at-large;
- Each question required in the Project Narrative section is answered comprehensively.

The Research Council employs the following rubric in scoring applications.

	0=Poor	1=Fair	2=Good	3=Excellent
1. Describe your goal, objectives and expected outcomes.				
2. Detail your timeline for the research.				
3. Describe your dissemination plans and the impact this research will have in your field.				
4. Describe in detail the work your student assistant will perform. Be sure to explain specifically how the work supports the project. Indicate the skills and abilities the student assistant must possess.				
5. General presentation. (The writing is clear and the proposal understandable. Technical terms, abbreviations, and acronyms, not clear to the general reader, are defined. A glossary is provided when needed.)				
Total points available: 15				

In the event of a tie, the Research Council employs the following tiebreakers in this order:

- Any faculty member whose application was denied solely on the basis of a lack of funds will be given priority in a tiebreaker situation the following year.
- Applicants who have a have a stronger record turning previous Research Council funding into publications or presentations will be ranked higher than faculty whose record is less strong.
- Applications from faculty who have not recently received awards through either of these two grant programs will be ranked above applications from faculty who have more recently received awards.

### **HUMAN/ANIMAL SUBJECTS**

---

If your project involves human or animal research, please attach the cover page from the form you used to apply for approval from the *Institutional Animal Care and Use Committee* or *Institutional Review Board for the Protection of Human Subjects*. **Failure to submit proof that you have applied for approval, if required, will result in disqualification of your proposal.**

### **AWARD DETERMINATION PROCESS**

---

Proposals are initially screened when submitted for compliance with stated guidelines and formatting requirements. The Research Council then reviews, ranks and discusses all proposals and supporting documentation and makes funding decisions based on quality of proposal and available award funds.

### **NOTIFICATION AND GRANTEE RESPONSIBILITIES**

---

The decisions of the Research Council are final. Applicants not funded may examine the comments made regarding their proposal. Rejected proposals may be modified and resubmitted the following year, as appropriate.

Applicants who are approved for funding must sign a “Stipulations for Funding” agreement. This document details the reporting and process requirements for release of funds. As well, a “Conflict of Interest” statement is required of each recipient prior to release of funds. The Co-Secretaries of the Research Council will provide awardees with these documents for signature.

### **CONTACT INFORMATION**

---

Questions may be directed to the Research Council Co-Secretaries, David Schoen (x8001) and Adrienne Leibowitz (x8339) or to any current faculty member of the Research Council (see website for listing).

**NIAGARA UNIVERSITY RESEARCH COUNCIL  
2012-13 GRADUATE STUDENT SUPPORT GRANT  
AND  
2012-13 UNDERGRADUATE STUDENT SUMMER SUPPORT GRANT  
APPLICATION CHECKLISTS**

*Please assemble your proposal in the order listed in the chart below. Please note that while there are no stated limits on some supplemental documents, please try to only provide those documents most pertinent and necessary for Research Council reviewers to fully evaluate your proposal.*

Proposal Component	Format or Maximum Length	Graduate Student Support Grant	Undergraduate Support Grant	
Cover Page	Form	X	X	
Project Narrative Description	Form--Two Pages	X	X	
<b>Attachments:</b>				
• Previous Funding Form ( <i>if applicable</i> )	Form	X	X	
• Animal/Human Subject Information ( <i>if applicable</i> )	One Page	X	X	
• Other Attachments such as Charts, etc.	No Limit	X	X	

**PROJECT NARRATIVE DESCRIPTION FORMATTING REQUIREMENTS**

Please be sure to address the following:

1. Describe your goal, objectives and expected outcomes
2. Detail your timeline for the research
3. Describe your dissemination plans and the impact this research will have in your field.
4. Describe in detail the work your student assistant will perform. Be sure to explain specifically how the work supports the project. Indicate the skills and abilities the student assistant must possess.

**NIAGARA UNIVERSITY RESEARCH COUNCIL**  
**2012-13 GRADUATE STUDENT SUPPORT GRANT**  
**AND**  
**2012-13 UNDERGRADUATE STUDENT SUMMER SUPPORT GRANT**

**COVER PAGE FORM**

**Enclosed please find my completed application for:**

*(Note: you may apply for more than one award category however you must submit a separate proposal for each)*

- Graduate Student Support Grant(This will be a \$2,000 tuition credit for 200 hours per work)
- Undergraduate Support Grant--How many hours of work (at \$10 per hour) are you requesting?\_\_\_\_\_

**PROJECT TITLE:** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR**

**Name (Last, First):** \_\_\_\_\_

**Position/Title:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**OTHER FUNDING**

Is this research being funded by any other sources? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, please explain: \_\_\_\_\_

Do you have other applications pending to fund any part of this research? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, list sources: \_\_\_\_\_

Do you have a student already in mind for the project? \_\_\_\_\_NO \_\_\_\_\_YES

If yes, what is the name of the student?\_\_\_\_\_

To your knowledge is the student already employed on campus as a research assistant or in some other capacity? \_\_\_\_\_No \_\_\_\_\_Yes.

If yes, please explain:

**SIGNATURE:**\_\_\_\_\_

**DATE:**\_\_\_\_\_

**NIAGARA UNIVERSITY RESEARCH COUNCIL**  
**2012-13 GRADUATE STUDENT SUPPORT GRANT**  
**AND**  
**2012-13 UNDERGRADUATE STUDENT SUMMER SUPPORT GRANT**  
**PROJECT NARRATIVE FORM**

**Project Narrative**

*(Note: you may apply for more than one award category however you must submit a separate proposal for each)*

Graduate Student Support Grant

Undergraduate Support Grant

**PROJECT TITLE:** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR:** \_\_\_\_\_

**Instructions:** In the space provided below, write your narrative in such a way that the project can be understood by readers outside your area of expertise. If the proposal is funded, this description will become public information. Therefore, do not include proprietary/confidential information.

Use up to two single-spaced pages to address the following:

1. Describe your goal, objectives and expected outcomes.
  2. Detail your timeline for the research.
  3. Describe your dissemination plans and the impact this research will have in your field.
  4. Describe in detail the work your student research assistant will perform. Be sure to explain specifically how the student work supports the project. Indicate the skills and abilities the student assistant must possess.
- Please organize your narrative using headings to indicate where you are addressing each element.
  - Single space the narrative and use at minimum an 11-pt font.
  - You can remove these instructions to free up space.

**NIAGARA UNIVERSITY RESEARCH COUNCIL**  
**2012-13 GRADUATE STUDENT SUPPORT GRANT**  
**AND**  
**2012-13 UNDERGRADUATE STUDENT SUPPORT GRANT**  
  
**PREVIOUS FUNDING FORM**

**PROJECT TITLE:** \_\_\_\_\_

**PRINCIPAL INVESTIGATOR:** \_\_\_\_\_

**Instructions:** Please list, in the space provided below, previous grants you have received through the Research Council within the past five (5) years and the results of those grants. The Research Council is interested in learning about the publications or presentations you completed that were an outcome of previous grants. **You may add sheets as necessary.**

**GRANT #1 Title:** \_\_\_\_\_

**Type:**       Summer Stipend       Research Support: General       Research Support: Travel  
 Graduate Student Support Grant       Undergraduate Student Support Grant

**Year Awarded:** \_\_\_\_\_

**Results/Publications:**

**GRANT #2 Title:** \_\_\_\_\_

**Type:**       Summer Stipend       Research Support: General       Research Support: Travel  
 Graduate Student Support Grant       Undergraduate Support Grant

**Year Awarded:** \_\_\_\_\_

**Results/Publications:**

**GRANT #3 Title:** \_\_\_\_\_

**Type:**       Summer Stipend       Research Support: General       Research Support: Travel  
 Graduate Student Support Grant       Undergraduate Support Grant

**Year Awarded:** \_\_\_\_\_

**Results/Publications:**