Student Research Advisory Council (SRAC)
Project and Conference Travel Proposal Guidelines

Description

The [Student Research Advisory Council (SRAC)](#) offers competitive grants that support student scholarship, research, and creative activity. SRAC aims to broaden the participation of students in the high-impact practice of mentored research and creative activity. SRAC funds projects that are student-driven and student-initiated. Students can receive partial or full funding, depending on the availability of funds and the quality/number of applications.

Student Eligibility

- Must be enrolled as a PSU undergraduate or graduate student
- Funding priority is given to full-time undergraduate students and those students who have not received SRAC funds in the past
- PSU faculty & staff enrolled as students are eligible but given lower priority. Alternative funding is available for faculty & staff through PSU professional development funds.

Funding Availability and Limitations

- SRAC will fund no more than 2 proposals sponsored by a given faculty member per cycle.
- Projects typically do not exceed $800 but all reasonable proposals will be considered.
- Funds may be used for multiple purposes, including (but not limited to):
  - Purchase of materials or supplies directly related to the project
  - Facility rental and other costs associated with creative productions
  - Non-material expenses directly related to the project such as test subject remuneration, license fees, or external lab analyses
  - Travel expenses required to conduct the creative activity or scholarly research, such as working in an archive or collecting field data
- Conference travel awards are generally limited to $400 within New England and $600 for the East Coast region.
  - Other locations farther afield will be reviewed based on budget justification
  - The student should be the primary presenter of their work
  - If an application is accepted, the SRAC funds will be available for reimbursement only after travel is completed
- Projects and/or conference travel must be completed before 6/27/25. Students graduating in Spring 2024 must complete their project and/or travel before the end of the spring semester
- All SRAC reimbursements must be submitted before 6/27/25. No exceptions.

Submission Deadline

- Monday, September 30, 2024
- Late applications will not be considered
- Incomplete applications will not be considered

Proposal Preparation and Contents

- Only one proposal should be submitted on behalf of a group that is working/traveling together.
- The student should be the author of the proposal (under the mentorship of a faculty member).
- Proposals must include (1) a Budget Proposal Spreadsheet and (2) a Proposal Narrative (for either a project or conference).
- Incomplete applications will not be considered.
- After receiving the applications, the selection committee will contact the advisors/mentors for their comments (see "advisor/mentor comments" below).

Requirement 1: Budget Proposal Spreadsheet

- All requests must be entered into the provided Budget Template (see SRAC budget template)
- All expenses must be itemized, including supplies, mileage, airfare, lodging, printing, registration fees, etc.
- All travel must comply with PSU/USNH Travel Policies

Requirement 2: Proposal Narrative

For Projects, please include:
- No more than 5 single-spaced pages (min. 10pt font and 1" margins)
- The applicant's specific responsibilities relating to the proposed project
- An explanation of the proposed project in detail
- A description of intellectual merit
- A description of the benefit and impact on the applicant and field of interest

For Conferences, please include:
- No more than 2 single-spaced pages (min. 10pt font and 1" margins)
- The proposed travel dates and name, location, and meeting website for the event
- Confirmation/approval for the applicant to present the project at the event
- A description of intellectual merit
- A description of the benefit and impact on the applicant and field of interest

Advisor/mentor comments

(Notes: The selection committee will solicit advisor comments after receiving the applications. If you are sponsoring more than one applicant, please discuss each student's relative abilities/experiences.)

The advisor/mentor should address the following:
- The applicant's ability to successfully carry out the proposed project or present at the conference/meeting
- The applicant's ability to complete the proposed project in the time frame proposed (i.e., before the end of the academic year)
- A description of how the applicant will be mentored

Review Criteria

- Intellectual merit
- Benefit and impact on the student and field of interest
- Advisor/mentor comments (advisor comments will not be returned to applicants)

Notification & Award Terms

- The SRAC Fund Committee will review proposals and make funding notifications within 1 month of the application deadline
- Funded projects that involve human participants require certification through either the CITI program or the UNH Research Office
- Funded recipients are expected to submit a final report at the end of their projects that include key outcomes, reflections on learning, and images and photos as appropriate.