

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 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 availability of funds and 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 a number of 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 the end of June of the current academic year. Students graduating in spring must complete their project and/or travel before the end of spring semester
- All SRAC reimbursements must be submitted before the end of June of the current academic year, NO exceptions

Submission Deadline

- The third Monday of the semester
- 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).
- The faculty advisor/mentor will be asked to comment on the student's ability to successfully carry out the project (see below).
- Proposals must include (1) a Budget Proposal Spreadsheet (see [SRAC budget template](#)) and (2) a Proposal Narrative (for either a project or conference). Incomplete applications will not be considered.

1. Budget Proposal Spreadsheet

- a. Please use the provided Budget Template
- b. Must itemize all expenses including supplies, mileage, airfare, lodging, any other costs such as printing, registration fees, etc.
- c. All travel must comply with [PSU/USNH Travel Policies](#)

2. Proposal Narrative

- a. For Projects:
 - i. No more than 5 single-spaced pages (min. 10pt font and 1" margins)
 - ii. The applicant's specific responsibilities relating to the proposed project
 - iii. Explanation of the proposed project in detail
 - iv. Description of intellectual merit
 - v. Description of the benefit and impact to student and field of interest
- b. For Conferences:
 - i. No more than 2 single spaced pages (min. 10pt font and 1" margins)
 - ii. Name, proposed travel dates, location of the event, and meeting website
 - iii. Confirmation/approval to present your work
 - iv. Description of intellectual merit
 - v. Description of the benefit and impact to student and field of interest

3. Advisor/mentor comments (the SRAC chair will solicit advisor comments after receiving the student's application)

- a. The advisor/mentor should address the following:
 - i. The applicant's ability to successfully carry out the proposed project or present at the conference/meeting
 - ii. The applicant's ability to complete the proposed project in the time frame proposed (i.e. before the end of the semester if one semester project, or over the two semesters if a full academic year project)
 - iii. How will you mentor the applicant?

Note: If you are sponsoring more than one applicant, please discuss their relative abilities/experiences.

Review Criteria

- Intellectual merit
- Benefit and impact to 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 research requires online [CITI Research Integrity Training](#)
- Grant recipients are expected to submit a final report at the end of their projects to include key outcomes, reflections on learning, and images and photos as appropriate.