



Student Grant Workshop for Scholarly and Creative Activities

How to Prepare for SCAC Grants

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What is a Student SCAC Grant?

- This program is to support and foster graduate and undergraduate student scholarly and creative activities done in collaboration with a SUNY Oswego faculty or staff sponsor.
- http://www.oswego.edu/administration/ORSP/campus_grants_and_awards/student_grants/graduate_undergraduate_sca_grants.html

SCAC Workshop Goals

To answer some questions regarding the preparation of a SCAC student grant:

- What is the role of the faculty involvement as the sponsor?
- What is the role of the student?
- What is fundable?
- How to apply for the grant
- What is the IRB and for what type of research you need to get IRB approval?

What is the role of the faculty and the student?



Faculty Sponsor:

- ✓ *Assist* in designing the project.
- ✓ *Sign* the faculty sponsor form
- ✓ *Support* the student during the project implementation

Student:

- ✓ *Develop* the project
- ✓ *Write* the grant proposal (including the budget)
- ✓ *Implement and complete* the project
- ✓ *Submit* the final report

Who can apply?

- All undergraduate students in their freshman, sophomore, junior, or senior years at SUNY Oswego and all matriculated grad students
- Graduate students formally accepted into a graduate program at SUNY Oswego.



What is fundable (and how much money can you request)?

- Funds may be used for expenses directly related to the proposed scholarly and creative activity.
 - Supplies, equipment, or other expenses associated with the execution and/or completion of the project
 - Any equipment acquired (e.g. test banks, books, etc.) belong to, and must remain with the recipient's home department
- The maximum award is \$1,000.



How to apply



You need to prepare the following documents:

- Sponsor signed form
- Abstract (less than 100 words)
- Narrative (limit 6 double spaced pages)
- Budget and budget justification
- Bibliography (Reference List)
- Other necessary documentation – For example, if you need IRB approval, you must prepare the documents & obtain the approval **before** the Students SCAC deadline

http://www.oswego.edu/administration/ORSP/campus_grants_and_awards/student_grants/graduate_undergraduate_sca_grants.html

Writing the Grant Application



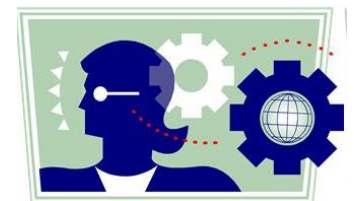
- Write in clear, grammatical English: edit your work before submission!
- Do not use technical jargon - faculty outside of your subject area will review the proposal. (In other words, write for a general audience.)
- The narrative is limited to 6 pages. Proposals that exceed the page limit will not be reviewed.
- Review the Student SCAC Checklist, Application Guidelines, FAQs, and Evaluation Criteria (all on the Application webpage). The evaluation committee really does pay attention to these expectations!

Abstract and Narrative: Hints

I – ABSTRACT (100 words or less) Summarize:
Goal/Objectives; What you want to do; How you'll do it;
How this will increase your knowledge/skills/expertise

II - NARRATIVE (Maximum: 6 pages)

1. Purpose and significance in a **clear**, concise manner that is easily understood by a general audience
2. Objectives of project as clearly and specifically as possible
3. Context of the project (include details). How and to what degree the project specifically contributes to your development as a scholar, artist, and/or professional
4. Implementation: How the project will be carried out. (*details*)
5. Estimated timeline/timeframe: Provide anticipated starting and end dates and include any milestones
6. Plans for dissemination: How you plan to share the results of your project.



Context of the project and Implementation (Social & Natural Sciences)

CONTEXT

- Summarize the **relevant** literature
- Cite sources of major significance in the references and explain their importance
- Describe expected **outcomes** and their **impact** on current understanding, knowledge, or practice.

IMPLEMENTATION

- Include specific information on such issues as:
- Population and/or sample,
 - Design
 - How you'll collect your data (including what tools &/or instruments you'll use)
 - Data analysis plan
 - Projected end results

Context of the project and Implementation (Humanities & Arts Sciences)

CONTEXT

- Describe **significance** of project both in your particular field and to the arts/humanities in general.
- Describe relevant creative work and/or include relevant information on performances, galleries, events, judges, juries, journals, etc. that may contextualize the project's significance

IMPLEMENTATION

- Include specific information on such issues as:
- Project design
 - Demonstrations, showings, performances, readings,
 - Data collections, equipment, media to be used, etc.,
 - Projected end results or impact

Institutional Review Board (IRB)/ Human Subject Review Board (HSC)



- Faculty, staff, & students of SUNY Oswego are obligated to comply with Federal Department of Health and Human Services regulations for the protection of human participants in research (in other words, it's the law!)
- If your research project involves studying people, including but not limited to laboratory experiments, field studies, and interviews, then you must have your project reviewed by the Human Subjects Committee (HSC) before you submit your Student SCAC application. Your application must include HSC approval.



Getting HSC Approval (1)

http://www.oswego.edu/administration/ORSP/research_committee/index.html

- First, complete the free mandatory training provided by the National Institutes of Health. Save and print the Document of Completion.
- Second, complete the Practice Online Transmittal Form in which you briefly describe your project. Submit this to your faculty advisor for insight, input, and advice.

PRACTICE FORM:

<http://www.cs.oswego.edu/~dab/IRB/PracticeHSTForm.html>

Getting HSC Approval (2)



<http://www.cs.oswego.edu/~dab/IRB/HSTForm.html>

- Next, after you've reviewed the Practice Form with your Faculty Advisor, complete the online transmittal form and ensure that you've made all the necessary corrections. Submit this form to the IRB.
- Make sure you include all documentation, including
 - Informed consent forms; and
 - Data gathering instruments

HSC Hints

http://www.oswego.edu/administration/ORSP/research_committee/index.html

- All human participants must sign an Informed Consent Form. That is, they must be aware of: a) the expectations of your project; b) what they'll be asked to do; and c) what the risks of their participation are. Make sure you include a copy of your Informed Consent Form.



PRACTICE FORM: <http://www.cs.oswego.edu/~dab/IRB/PracticeHSTForm.html>

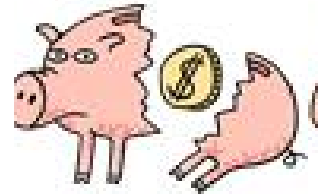
- All research projects have risks. You must identify them (no matter how small) and describe how you'll mitigate them.

Need help? Contact Dr Garii (barbara.garii@oswego.edu or x2103)

What is a budget?

- ✧ The budget spells out how much money you need, what you need it for, and/or how you'll use the money.
- ✧ If you're buying material objects (e.g., tools, materials), you must justify the costs (that is, if you say something costs \$57, how do you know that? Show the evidence for that estimate.)

Elements of the budget



1. List of the budget items and costs.
2. Budget Justification: Brief explanation of and justification for each item in the proposed budget.
3. Additional funding sources: Budget should also list any additional funding for this same project.

Important Info for Grant Recipients

1. If you receive a Student SCAC grant and you withdraw or are discharged from SUNY Oswego during the funding period for any reason, any remaining funds shall be used to support another student at the discretion of the SCAC.
2. Out of pocket purchases that you incur personally for your SCAC research project can be reimbursed from your award dollars as long as you follow the correct procedure and keep all receipts.
3. New York State Sales tax costs will not be reimbursed, so be sure to ask at the Office of Research & Sponsored Programs (ORSP) how you can avoid paying them for grant related expenses.
4. Pre award expenses shall not exceed \$100.
5. Pre award expenses must be incurred within two months prior to award.





This is really important:

The Final report

- A brief final report must be submitted by within one year of the award. Send the report to Michael Ameigh, 702 Culkin Hall, #26 or michael.ameigh@oswego.edu
- The final report should briefly explain what was accomplished compared to what was proposed in the grant application.
- If no final report is submitted, you may not apply again for a Student Scholarly and Creative Activity grant.

Get help!



- **Help with the application process:**

Linda Cook
Office of Research &
Sponsored Programs
Basement of Penfield
Library, Room #4
315-312-2561
linda.cook@oswego.edu

- **Help with IRB/HSC**
Dr. Barbara Garii
Dean's Office, School of
Education

356 Wilber Hall
315-312-2103
barbara.garii@oswego.edu

- **Help with these Guidelines**

Shannon Pritting
Special Instruction and
Programming Librarian
205 Penfield Library
315-312-3544
shannon.pritting@oswego.edu

Dr. Leigh Bacher
Psychology Department
455 Mahar Hall
315-312-3475
leigh.bacher@oswego.edu

Conclusions

- Go for it! It is a great experience and you will learn a lot from it. Enjoy the process. Remember... even if you do not receive the grant, you can apply again!
- Whether or not you get funded, review the reviewers' comments and learn from them.
- When you receive the grant – good luck on your project and do not forget to write the final report! We are looking forward to learning about your learning journey!

