

FAQ: Guidelines for Completing the Application for Student SCAC Awards

Do I have to have a faculty or staff sponsor?

Yes. Applications without support from a faculty member will not be reviewed.

How long can the application be?

The maximum number of pages for the Narrative section is 6 pages (double spaced, 11 point Arial font). Items also needed are: bibliography (no page limit), documentation of application to use human or animal subjects (if relevant), additional supporting materials (not more than 5 pages).

How do I organize the narrative section of the application?

Please use the numbering system that appears in the narrative section in the PDF Application to organize the body of your application. These elements are essential and represent the criteria that are used in evaluating the proposals.

What do you mean by a “review of how my project relates to other work in my field”?

Reviews will vary by discipline. For those in the sciences, authors will review the research that lays the empirical foundation for the proposed project. Students in the Arts and Humanities should discuss relevant themes in their field and influences on their creative work. For all disciplines, a bibliography must be included. Please review some excellent examples of proposals by other students http://www.oswego.edu/administration/ORSP/campus_grants_and_awards/student_grants/student_scac_examples.html

What kinds of items are permitted (and are not permitted) in the budget?

A very wide range of items are permitted. Items that are not consumable (e.g, reference text, equipment) become the property of the student's Department after the project is completed. Travel that is essential to the creation of the work may be an acceptable expenditure (e.g, trip to Adirondacks to collect specimens, trip to Washington, DC to examine archives, travel to Boston to interview sources). However, travel for purposes of dissemination is not acceptable for this grant program (e.g, conference presentation of results of a study). Students are encouraged to consult the Chair of the Student SCAC Awards Committee (Arvind Diddi) for questions about acceptable budget items.

What do you mean by a justification for the budget?

Applicants must explain expenditures. If an Art student needs 40 pounds of clay, he or she should explain simply how that will be used and why that amount is appropriate. Applicants should not have a budget line that reads “Supplies.” Rather, a list of items that are considered supplies should be given as well as a brief explanation of how those will be used. The faculty advisor must approve the budget. Payment of participants must follow NIH guidelines.

Can students work together on a project?

Yes. If students are collaborating on a project, the application may be made jointly or separately. In both cases, the respective contributions of the students must be specified in the narrative and the faculty sponsor must clearly articulate the respective roles of the students. If collaborative projects are submitted separately, those submissions must be written separately by the individual authors.

Do I have to submit the appendices at the same time as I complete the application?

Yes, all documents must be submitted by the deadline, in one email and sent to linda.cook@oswego.edu with subject line stating “**Student SCAC (and year).**”

The E-mail must include the following three attachments:

1. The completed PDF application.
2. Narrative (rich text or word file only).
3. Bibliography (rich text or word file only - required for all applications).
4. Signed Faculty Sponsor form (or hand deliver to Linda Cook, Room #4, Penfield Library).

Optional

Any additional support material (under five pages).

Delivered

Signed Faculty Sponsor Form must be delivered to Linda Cook at ORSP (Office of Research and Sponsored Programs, lower level of Penfield Library), by the deadline.

Who do I contact first if I have questions about these guidelines:

Contact Student SCAC Chair, Shannon Pritting (Arvind.diddi@oswego.edu) for questions regarding guidelines

Contact Linda Cook for problems or questions about application form or attachments.

What must I include in the final report?

The final report, sent to Shashi Kanbur (shashi.kanbur@oswego.edu) Provost Office, 702 Culkin, is a one-page document that summarizes the work that was done using the Award. This report must include the following three elements: 1. Please provide a brief review of the proposed project. 2. Describe what you accomplished in terms of the goals that were stated in the proposal. 3. Describe how the grant has enhanced your scholarly and creative work either professionally or personally (or both).