**Confocal Imaging Fund Undergraduate Travel Grant**

Departments of Biological Sciences and Anthropology

SUNY Oswego

2019–2020 Application and Guidelines

**Application Deadlines:**

**Fall Round Deadline:** Monday, October 21, by 4:30 pm

**Spring Round Deadline:** Monday, March 9, by 4:30 pm

The SUNY Oswego Departments of Biological Sciences and Anthropology are pleased to announce the initial call for applications for the Confocal Imaging Fund Undergraduate Travel Grant. This opportunity is designed to support undergraduate student travel to national and international conferences to present research in which the Zeiss LSM700 Confocal Microscope is the main focus.

**PURPOSE:** To support and encourage independent undergraduate research activity in biology and anthropology using the Zeiss LSM700 Confocal Microscope. Awards will be made for conference presentations that have occurred or will occur during Summer 2019 or the following academic year. The funds may be used for travel, room and/or board at conferences, and/or conference registration. Stipends will not be funded under the grant.

**APPLICATION SUBMISSION:** The application for this grant must be submitted through [Google Forms](https://docs.google.com/forms/d/e/1FAIpQLScgKUFU9Pd9D5bdEBkr5U1TIYt2JdzOiSjsJgR06TjA2wxvgw/viewform)by 4:30 pm on the day of the deadline. The application link along with the necessary supporting documents can be found within the Office of Research and Sponsored Programs’ “[Internal Grants](https://www.oswego.edu/orsp/internal-grants)” page under the “Student Grants” section. It is the responsibility of the applicant to ensure that his or her application, including the letter of recommendation, is transmitted and received by the deadline.

**ELIGIBILITY:** The grant is open to SUNY Oswego undergraduate students for travel to national and international conferences to present on projects in which the main focus of the research has involved the use of, and images from, the Zeiss LSM700 Confocal Microscope.

**FUNDS:** Funds will be awarded based upon the proposed budget, annual funds available, and the number of qualified applicants, and will typically range between $500 and $1500. Students with project travel budgets that exceed the awarded amount are encouraged to seek additional funding, such as the Student Scholarly and Creative Activity Grant or Student Travel Grant through RISE.

**FACULTY SPONSORSHIP:** The grantee will need to obtain sponsorship of a Biological Science or Anthropology faculty member to oversee the project.

**APPLICATION COMPONENTS:** Applications for funding must include the information listed below.

**Abstract** This will be the abstract submitted to and accepted by the conference organizing agency. If applying before conference registration, a tentative abstract may be submitted.

**Conference Acceptance** Provide a copy of the conference acceptance of the abstract upon acceptance.

**Project Justification** State how the Zeiss LSM700 Confocal Microscope was utilized during the project and for the resulting images to be used, as well as the nature of the relationship (from course work, Independent Studies, etc.) with the student’s sponsor, i.e., faculty mentor. The justification should not exceed one (1) double-spaced page (250 words), excluding attachments. Proposals with justifications exceeding the page limit will not be reviewed.

**Project Budget** The budget component of the proposal must provide a listing of all costs related to travel to the conference, including any that exceed the funding limit. Please include both a line item budget and a budget justification–––a brief explanation with the significance of each item. The Budget Justification should also list any additional funding that has been secured for the same project.

**Applicant CV** Provide an up-to-date CV.

**Letter of Recommendation** Include a letter of recommendation from an Oswego faculty member. The faculty member can be, but does not have to be, the faculty sponsor involved in the research. The letter should be submitted by the faculty member using this [Google Form](https://goo.gl/forms/jgezRr9YXk6qtxKF2). The link to this form can also be found on the “[Internal Grants](https://www.oswego.edu/orsp/internal-grants)” webpage.

**APPLICATION CHECKLIST:**

Be sure to include the following in your application:

* Abstract
* Conference acceptance
* Project Justification
* Project Budget
* Applicant CV
* Letter of Recommendation

**REPORT**: A final report with a copy of the conference program showing the page on which the talk was listed must be submitted upon conclusion of the project or within one month of attending the conference. A final report should be submitted through [Google Forms](https://docs.google.com/forms/d/e/1FAIpQLSfoYIzm3lmf0XD5WfxJVKElgKjt6t6gCnoMSkMEVJsnIBadEQ/viewform). The link to

this form can also be found on the “[Internal Grants](https://www.oswego.edu/orsp/internal-grants)” webpage.

**NOTE**: The applicant must have approval from SUNY Oswego's Human Subjects Committee–––if applicable–––**before** the grant application is reviewed. Please refer to the Human Subjects Committee website for more information: https://www.oswego.edu/human-subjects-committee/