

GRADUATE STUDENT RESEARCH FUND GUIDELINES FOR ADMINISTRATION

The Graduate Student Research Fund has been created for the purpose of providing financial assistance to graduate students who are pursuing research studies as part of their graduate programs. The intent is to help defray costs for students who have unusual expenses. No financial assistance will be provided for the ordinary and necessary expenses of completing a research project such as typing, word processing, secretarial assistance, cost of thesis paper, etc. If you have questions concerning the legitimacy of expenses, please contact the Graduate Office. For your guidance a sheet is included with examples of fundable and non-fundable expenses.

1. Any graduate student completing a research study under the designation RSCH 635, RSCH 735, RSCH 626, RSCH 618, PHED 692, or any other departmental research or independent study course that carries academic credit, may apply for financial assistance from the fund with the stipulation that the project satisfies the definition of “research” given below.
2. Students may apply for financial assistance by selecting from the following options:
 - a. Students may apply for reimbursement of expense previously incurred. Expenses should be itemized and receipts showing the item, its cost, and the date of purchase must accompany the application. The deadline dates for the submission of applications are December 1 and April 1. Applications should be submitted to the Graduate Office by the deadline date, which will be strictly enforced.
 - b. Students may apply for prior authorization of expenses to be incurred during the conduct of the research. A \$500 request limit per study is stipulated for students who choose this option. For consideration of purchase, students must provide evidence of approval of the proposed study by the faculty advisor or thesis/dissertation committee chair, department chair, and Institutional Review Board. The money requested will be paid directly to the vendor and in accordance with the purchasing procedures of the College. Students may submit requests during the academic year according to the following schedule:

No later than November 1, Fall semester (money must be spent by May 1)

No later than March 1, Spring semester (money must be spent by May 1)

No later than May 1, for funding available by June 1

Students may apply for expenses not covered as a result of the initial application on or before December 1 or April 1. An itemized list of expenses and receipts must accompany the application. These items may exceed the \$500 limit previously described.

- c. The amount awarded to a student is dependent upon the total amount of the Student Research Fund and the number and dollar value of each request. Students and advisors should consider alternate funding plans in the event the desired amount is not awarded.
 - d. The funds must be spent during the fiscal year in which the money was Granted (FY begins June 1 and ends May 31).
3. Applications must be typewritten. Applications submitted in longhand will not be considered. All information regarding the research project must be included on the attached application form. **DO NOT SUBMIT ADDITIONAL SHEETS.** An itemized list of expenses must be submitted along with receipts if the application is for reimbursement of expenses previously incurred.
4. There is no maximum for a request for reimbursement of previously incurred expenses. For all requests, however, a floor of \$50 for each study has been established which means a student will be expected to incur the first \$50 of expenses. Therefore, research projects for which the total amount of expenses is \$50 or less should not be submitted. Applications should include the total expended.
5. All non-disposable equipment and unused supplies paid for with monies from this fund are the property of Springfield College.
6. In the publication of any research project supported by monies from this fund, recognition should be given to Springfield College for the financial support.

Definition of Research:

A process which includes a clearly defined problem statement and hypothesis or research question, specific and systematic procedures for data collection and analysis, and which results in a verifiable conclusion.

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EXAMPLES OF FUNDABLE EXPENSES:

- 1. Standardized tests**
- 2. Copying of questionnaire**
- 3. Mailing of questionnaire**
- 4. Travel by automobile only for purposes of obtaining data**
- 5. Cost of blood analysis**
- 6. Cost or lease of equipment or supplies necessary to obtain data**

EXAMPLES OF NON-FUNDABLE EXPENSES:

- 1. Secretarial assistance**
- 2. Cost of thesis paper**
- 3. Binding of thesis or dissertation**
- 4. Copying of thesis or dissertation**
- 5. Payment to subjects**
- 6. Cost of travel to a professional meeting to present results of research**
- 7. Cost of a book on the research topic**
- 8. Cost of a computer search**

**GRADUATE STUDENT RESEARCH FUND
APPLICATION FOR FINANCIAL ASSISTANCE**

NAME: _____ **BOX #** _____

ADDRESS: _____

_____ **PHONE #** _____

TYPE OF PROJECT (CHECK ONE) _____ **DISSERTATION** _____ **THESIS**

_____ **RSCH 626** _____ **RSCH 618** _____ **PHED 692** _____ **OTHER** _____

Specify

THIS IS A REQUEST FOR REIMBURSEMENT OF FUNDS _____

THIS IS A REQUEST FOR PRIOR AUTHORIZATION OF FUNDS _____

**Please type all information regarding the project on this application. DO NOT USE
ADDITIONAL SHEETS**

TITLE OF PROJECT _____

**PURPOSE (INCLUDING PROBLEM STATEMENT AND HYPOTHESIS/RESEARCH
QUESTION):**

PROCEDURES (CONTINUE ON BACK IF NECESSARY):

BUDGET: Provide a summarized list of expenses in a format similar to the following. Be sure to attach all receipts if you applying for reimbursement of expenses (refer to 2a on p. 1).

Proposed Budget

Equipment:

Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Supplies:

Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____

Other:

Item	Amount
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL REQUEST

No application will be considered unless it contains the required signatures below:

Applicant: _____

Date: _____

Faculty Supervisor: _____

Date: _____

All non-disposable equipment and unused supplies paid for with by monies from this fund are the property of Springfield College. The signatures below guarantee that the equipment and supplies are the property of Springfield College.

Applicant: _____

Date: _____

Department Chair: _____

Date: _____

Graduate Student Research Fund.04

Form revised: November, 2004
Effective date: Fall 2005