CGSE RESEARCH GRANT INFORMATION: Spring 2023

APPLICATION DEADLINE: **Monday, February 13, 2023**
*Students will be notified of award decisions via email no later than **February 20***

Use for Research Grants:

Students can apply for research grants to fund any aspect of their dissertation, milestone, thesis, capstone, supervised research, directed study or other research endeavors. You may apply for grants to reimburse expenses that you have already purchased, or you may provide estimates for expenses that you anticipate for upcoming research endeavors. **In either case, grants are awarded on a cost-recovery basis; by this model, students will pre-pay for research expenses then use grant awards as reimbursement.**

Research Grant Eligibility and Awards:

Any graduate students currently enrolled in the School of Education are eligible to receive a research grant. Students are eligible for up to <u>one award</u> per semester; applicants may apply to either the CGSE Travel Grant *or* the CGSE Research Grant, not both. Allowable expenses include those related to data collection, transcription, calculations, analysis, production, or distribution. CGSE does not have the capability to issue checks, WePay cards, or other forms of payment for services rendered. Though, the grant money may be used to purchase items for participant incentives. Priority for awards will be given to applicants who were not awarded a CGSE fall grant, but CGSE fall grant awardees are still encouraged to apply.

The amount of money awarded to each student is dependent upon the type of research being done, and the details described on their supporting documentation included in the application. Students can request grants up to $750 for dissertation awards and $500 for theses or capstones. Award amount is dependent on the number of applicants and available funding; *funding for your full request is not guaranteed*.

Once grants are awarded, all reimbursement must be submitted within one month of purchase. Any funds awarded to students must follow the University of Pittsburgh Safe Travel and Requirements.

Research Grant Application Process:

1. Complete and submit the google form: Research Grant Application
   a. Upload all required documentation as *one* PDF document attachment in the space provided on the application form
   b. Use the following format to name your pdf document: your first name_last name_research (i.e. *John_Doe_research*)
   c. Any online applications without accompanying documentation will be considered incomplete and ineligible for funding.
2. Prior to submitting the application google form, ensure that your grant request is eligible for reimbursement by reviewing the SORC Online Reimbursement Instructions (linked here).

3. You will receive an email confirmation indicating that your application has been successfully submitted. If further information is needed, we will contact you via email.

4. You will receive an email no later than February 20, 2023 notifying you of the award decisions.

5. If an award is granted detailed information will be provided about the process for submitting your reimbursement requests.

Please review this Sample Research Project Budget

Required Documentation for Application:

a. **Research Project Budget:** An adequate budget justification includes rationale for inclusion of each item in the budget, and a justification for the cost of each item. If the project costs more than $750, the project's projected total costs should be itemized with a request for the maximum amount allowable. Identify which items (up to $750) you are requesting from CGSE, and which items are being funded through other sources as well as the name of those funding sources. **Please see the sample on the next page for an example project budget.*

b. **Proof of IRB Status:** If IRB has been submitted, approved, and/or is exempt, please submit proof of status from IRB (email or print out from OSIRIS). If IRB is unnecessary, then please attach a statement of verification from your research advisor explaining your particular situation. It is not necessary to have IRB approval to apply for the grant; however, it is needed (if applicable) for any disbursement of funds after award.

Additional Requirements for Grant Awardees:

● Applicants that are awarded a research grant from GCSE are required to present their research at the CGSE Student Research Conference in the spring of 2023.

Reimbursement Procedures for Awardees

Reimbursements are issued through Student Organization Resource Center (SORC).

Please review the SORC Online Reimbursement Instructions before submitting.
● If you do not submit the appropriate receipts, you will not be reimbursed.
● Please allow 6-8 weeks from the time you submit your materials to receive your reimbursement.

Council of Graduate Students in Education (CGSE)
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[Council of Graduate Students in Education | School of Education | University of Pittsburgh](#)
CGSE Grants Committee: *grants.cgse@gmail.com*

Any questions regarding the application process may be directed to: grants.cgse@gmail.com
Thank you for your interest in travel grants offered by the *Council for Graduate Students in Education.*