

# **Graduate Student Research Fund Guidelines**

## **Program Overview**

The Simmons University Graduate Student Research Fund supports student-initiated scholarly research and creative endeavors. Awards typically range between \$500 and \$1,000.

## **Eligibility**

All enrolled graduate students who are conducting or intend to conduct student-initiated scholarly research or creative endeavors may apply.

Funds may not be used to support enrollment in language study, established institutional research programs, or study-abroad programs. In addition, grants cannot be used to fund internships or participation in volunteer activities.

## **Research Proposal**

The research proposal narrative should be 3-4 pages in length and should address the following. Please include the section headings in your narrative.

- Project objective
- Significance and implications of research
- Detailed plan for research
- Timeline (Project must be completed and final report submitted by June 30 of the academic year in which the grant was awarded.)

Your research proposal should describe the question you are asking and contextualize the central issue by providing background research. The significance and implications of the research should describe how it connects to a larger body of knowledge, as well as, the connection to your academic goals and personal ambitions. Describe the methodology without being overly technical explain the time frame and resources needed to conduct your research, as well as the role of your faculty advisor. Include information on relevant experience and personal qualifications. Discuss how the project relates to your future goals.

## **Budget**

One of the components of the application is the Budget. Complete the budget form, itemizing your research expenses, and append a separate budget justification. You may apply for up to \$1,000 in support of your project. Awards typically range between \$500 and \$1000.

Expenses may include any legitimate costs required for the successful completion of your project. Some research projects might also include materials or supplies (general office supplies, laboratory supplies, software, paints); research or study projects might also include archival access fees or photocopying. Expenses incurred prior to the grant award date are not eligible for inclusion in the proposal budget.

The funds awarded must be used during the term applied for and used for the purposes outlined in the proposed budget. Written notification is required, if any changes are foreseen to the proposed research project and must be approved by the committee prior to the change being made.

*Budget Justification:* Please attach a detailed budget explanation on a separate sheet that explains how costs were established and why the expense is necessary.

### **Letter of Support**

A letter of support from the faculty advisor most familiar with your research project is required. This letter should address your ability to carry out the proposed project rather than a general letter of recommendation. Letters should be sent directly from the faculty member and should be e-mailed by the application deadline.