

Marist College Office of Academic Affairs Student Research Grants

Purpose:

Marist encourages student involvement in research and scholarship as one of the most effective approaches to learning. Our faculty are dedicated to interactive learning and collaboration, and support student efforts to pursue research and creative projects. The College has established a fund to assist students in pursuing scholarly projects under the guidance of a faculty member.

Limits:

Travel to conferences is provided only when the student has received an invitation by the conference organizers to present. Student names should appear in the conference itinerary as presenters. Research grants will not exceed \$400. Travel grants will rarely exceed \$800. Requests for travel to the same conference should be bundled and submitted together.

Shared Responsibility:

VPAA funding is not intended to provide 100% of budgeted expenses. Students are encouraged to contribute personally, as possible, and seek alternate funding, including from individual schools, prior to applying.

Deadlines:

Applications are accepted four times per year: September 15, November 15, February 1, and April 1. Grants cover research and travel activities any time of the year. Applications must be submitted at least 10 business days prior to research/travel activities. Applications submitted after completion of travel will not be considered.

Budget Guidelines:

VPAA awards are paid through reimbursement directly to the student for actual expenses, as verified by original receipts. Budget requests should be based on actual anticipated expenses, as demonstrated by genuine estimates.

Eligible requests will typically include:

- Reasonable travel expenses to conferences or approved institutions for the purposes of conducting or presenting faculty-sponsored research. Travel reimbursement will be made according to the Marist Travel and Business Expense Policy.
- Supplies, materials, or printing expenses in support of the project. All materials remain the property of Marist College.
- College residential housing costs during the time research is being conducted (summer only) if available.

Ineligible requests include:

- Incomplete applications (see “a completed Student Research Grant application” below)
- Retroactive requests or requests that do not allow appropriate time for review (10 business days)
- Reimbursement to an individual (like a faculty member) who covers the student’s costs upfront
- Expenses that exceed per diem rates of the US Dept. of State
- Hotel expenses exceeding 1-2 days for a one-day presentation; expenses for hotels within 100 miles of Marist (some exceptions apply)
- Other excluded items: food/meals, salary/wages, and equipment other than small/minor

Application Guidelines:

A completed Student Research Grant application includes:

- Request form with faculty member endorsement and dean signature
- Project description (not to exceed two pages)
- Proposed budget
- For travel grants, proof the paper/poster has been accepted

Eligible students must have:

- A minimum GPA of 3.2
- Received no more than one prior Student Research Grant
- Approval and consent of supervision from a full-time Marist faculty member

Applications for travel to the same conference should be bundled and submitted together.

Please provide 10 business days for review. Incomplete applications will not be considered.

Additional Considerations:

The use of human subjects or the generation of hazardous wastes must receive pre-approval from the School Dean and the necessary college committees.

Undergraduate students who receive a research grant award are required to present the results of their work at Marist’s Annual Celebration of Undergraduate Research, Scholarship, and Creative Activity (CURSCA). This annual celebration is held on the third Wednesday in April.

**Marist College Academic Affairs Student Research Grants
REQUEST FORM**

STUDENT INFORMATION

Student Name		CWID	
Local address		Major	
Home address City, St, Zip		Expected date of graduation	
Email		Current GPA	
Local phone		Date of previous grant	

Type of Activity: Conference presentation Primary research Other _____

For conference presentations:

Name of conference _____

Conference location _____

Conference dates _____

For research projects:

Expected dates of research _____

Does the research involve human subjects and require
review by the Institutional Review Board? Yes No

Please provide the names of other Marist students presenting at this conference or involved in the research project.

On the budget, please identify who is sharing a room and also who is carpooling.

PROJECT DESCRIPTION

On a separate sheet of paper, please attach a one- to two-page summary of your project including: 1) A summary of your research project, and 2) Why you are requesting a research grant. Please clearly indicate how you will be spending your grant award. If you intend to attend a conference, **please attach a conference announcement and itinerary.**

PROPOSED BUDGET

On a separate sheet of paper, please attach an itemized budget for the entire project. Please identify all anticipated expenses, identify any anticipated support that may come from other sources, and provide a total amount requested from Academic Affairs.

STUDENT SIGNATURE

Applicant Signature: _____ Date: _____

FACULTY SIGNATURE

I have read the grant proposal of the above student and believe it has merit to warrant the awarding of college funds. I fully support and endorse this project and agree to serve as the primary supervisor of the work during the academic year.

Faculty Signature: _____ Date: _____

Printed Name: _____

DEAN SIGNATURE

Dean Signature: _____ Date: _____

Printed Name: _____

**Please submit the completed application to:
Student Research Grants
c/o Academic Affairs
HC 1016
Marist College**

**Questions?
(845) 575-3629
Academic.Affairs@Marist.edu**

MARIST

Academic Affairs Student Research Grant Budget Proposal

Name _____

Purpose _____

Address _____

Destination _____

Department _____

Time Period _____

		Cost		#		Covered by Other Sources	Requested from Academic Affairs
Hotel(s)	Cost per night	\$	for		night(s)		
Airfare/Train	Cost of ticket	\$	for		ticket(s)		
Car Rental/Shuttle	Cost per day	\$	for		day(s)		
Tolls/Parking	Amount	\$					
Personal Automobile*							
Gas	Cost per gallon	\$	for		gallons		
Mileage	Cost per mile	\$.575 for		miles		
Registration	Amount	\$					
Miscellaneous/Supplies	Amount	\$					
			Total Costs				

* You may submit for gas **or** mileage.

List students who are sharing a room:

List students who are carpooling - identify driver