



Graduate Student Association
GRANT HANDBOOK

Carter Hall, Room 2007
Campus Box 135
Greeley, CO 80639

970-351-1089
<http://www.unco.edu/gsa>
gsa@unco.edu

Table of Contents

1. Introduction
2. Application Process
3. Grant Overview
4. Eligibility
5. Grant Types
6. Allowed and Prohibited Expenses
7. Review Process
8. Process to Receive Your Grant or Reimbursement
9. Budget Expense Sheet
10. Overview of Steps in the Grant Process

1. Introduction

Graduate Student Association (GSA) grants assist the

2. Application Process

- Read the GSA Grant Handbook!
- Download and complete the appropriate grant application form. Email the completed form as a pdf attachment to gsa@unco.edu. The application can be found on the [grant funding](#) page of the GSA website. The application must be completed in its entirety. Do not submit

- Research grants can be awarded to the principal investigator or co-investigator to help cover research-related expenses.
 - Only one GSA research grant may be awarded for any one research project during a given fiscal year (July 1 – June 30). Even if the title of the principal investigator or co-investigator is transferred to another student, the same project may not receive additional GSA research grant funding if the project has previously received an award (during the same fiscal year).
 - Research-related expenses might include lab supplies, travel, or equipment. If the GSA grant pays for 80% or more of the cost of a piece of equipment (e.g., camera, iPad), that item must be returned to the GSA when the research concludes. If the item is not returned, the funding could impact a student's financial aid package or be reported as taxable income.
 - If you intend to use the grant to purchase gift cards or other items for research participant incentives, you must:
 - Complete the [Confidential/Anonymous Research Subject Gift Card Purchase Waiver Request](#) and submit it with your grant application.
 - Download and use the [Participant Disbursement Log – Anonymous Study](#) to document the distribution of the gift cards.
 - If you are not the person listed as the PI on the IRB or IACUC approval letter, you must have the PI complete this [IRB/IACUC Supplemental Statement](#) form and submit it with your grant application.
 - Students completing their thesis, scholarly project, or dissertation research will receive funding preference.
 - **Research grants are capped at \$900 per fiscal year.** Students might receive less than this amount, depending on the application and budget.
- **Conference Grants for Presentation – capped at \$900**
 - If you present at a conference, you can request a GSA grant to help cover travel, hotel, student membership to the conference's sponsoring organization, and conference registration expenses. GSA grant applications should not include requests for food (per diem) or mileage because these are considered financial aid.
 - The GSA is aware that a "presentation" can mean different things to different fields. Generally, if the activity in question requires the graduate student to express their knowledge in one capacity or another (e.g. roundtable facilitator, poster presentation, lecture, academic/artistic competition, music/dance performance, artwork display/presentation, invited music/dance audition, etc.) this will be considered presenting at the conference. Presenters must have participated in the creation/research of the material being presented.

- You must include proof that you've been accepted to present at a conference with your grant application, along with other information about the specific conference.
- In most cases, Grants for Conference Presentation will be a scholarship credited to the student's university account. There might be cases where a student will need to submit receipts for reimbursement after incurring expenses.
- **Grants for Conference Presentations are capped at \$900.** Students might receive less than this amount, depending on the application and budget.
- Other things to note:
 - If a group of students is presenting together at a conference, each member of the group must apply individually for a GSA grant. GSA does not award funding to a group. The university. GSA does not

the summer months but not taking summer courses, applicants' enrollment for the upcoming fall semester will be checked.

- Incoming graduate students, that have yet to begin taking graduate classes at UNC, are not eligible for GSA grant funding until their first semester of enrollment.
- Research, manuscripts, etc. that were concluded before attendance at UNC are not eligible for GSA grant funding.

Graduate students may submit grant applications for conference presentations/attendance, professional development experiences, publications, and/or research 1.13s f scrip/pr f ,g

t o

t o

The following lists of examples are not exhaustive. Please inquire with gsa@unco.edu if you are unsure if an expense can be reimbursed or not.

Conferences/Professional Development:

- Registration fees
- Organization membership fees
- Airfare
- Transportation (bus, train, shuttle, taxi, etc.)
- Parking (at event or at transportation hub)
- Lodging / Accommodations
- Presentation Materials (posters, handouts, etc.)
- Presentation / Attendance Equipment (headsets, microphones, webcams, etc.)
- Gas (with receipts)

Publications:

- Submission fees
- Organization membership fees
- Editing costs
- Printing of manuscript (not surveys or materials for conducting research)
- Mailing of manuscript (not surveys or materials for conducting research)

Research:

- Organization membership fees
- Airfare to research/subject data collection location(s)
- Transportation (bus, train, shuttle, taxi, etc.) to research/subject data collection location(s)
- Parking at research/subject data collection location(s) or at transportation hub.
- Lodging/Accommodations at research/subject data collection location(s)
- Gas costs (with receipts), if driving to research/subject data collection or analysis location(s)
- Admission fees or expenses associated with research/subject data collection location(s)
- Research materials, supplies, and/or equipment
- Research equipment rental
- Software & website subscriptions:
 - Software must be for personal use on non-UNC owned computers.
- Data collection (e.g. surveys, etc.) printing/ mailing costs
- Payments to individuals (including UNC students, staff, and/or faculty) for services rendered in the collection, processing, or analysis of research data
 - It is the responsibility of the researcher to follow all UNC procedures and documentation requirements for all payments to companies or individuals. For more information:
 - UNC faculty or staff: https://www.unco.edu/payroll/pdfs-on-webpage-folder/forms/misc_payroll_forms/psa_agreement_form_rev_2018.pdf

Applications will first be reviewed by the GSA grant reviewer(s) to see if the applicant followed the directions provided and paid attention to details. This is an initial review for completeness and technical accuracy. Depending on the competitiveness of the grant cycle, applications with errors, omissions, typos, insufficient documentation, etc. may be dismissed at this point of the review process.

Grant applications that pass the technical review will then have their written responses reviewed. Your written content is evaluated according to a rubric with points given for your role (primary investigator, co-presenter, etc.), quality of writing in description of research, and quality of writing in explanation of impact. If you do not answer the questions adequately, your application may be dismissed, or your funding reduced at the discretion of the reviewer(s).

The written responses will be used by the reviewer(s) to form an overall impression of your work and value/impact as a graduate student of UNC. You must write clearly and concisely to convince a non-academic/non-specialist audience of your work's (and your) importance and impact. You are competing against many other graduate students for a limited supply of funding. The written response section is your opportunity to convince the Review Committee to provide funding. If your writing is too vague, confusing, and/or does not hold the Committee's interest, it will likely receive a low score or be dismissed.

The following is not an exhaustive list of review criteria, but merely a list of suggestions to make your written responses more competitive (not all suggestions may be applicable to every grant application/question):

- Does it grab the reader's attention?
- Is there enough background provided?
- Does it explain the research question?
- Are subjects and methods explained?
- Are results/conclusions/outcomes or hypothesized outcomes explained?
- Is it within the allotted word count?
- Free from scientific jargon / terminology?
- Does this thoroughly explain the work?
- What makes this work special/difficult/innovative?
- Why should anyone care?
- Is the description clear and presented in logical sequence?
- Does the description convey enthusiasm for the research?
- Does this make the reader want to know more?
- Does the response provide sufficient details?

At the end of the review period, applicants will receive an email at the UNC email account

credit card was used to reserve a hotel room and it does not have the awardee's name, it may cause delays. Usually, a credit card statement/bank statement is needed as proof that funds came from their account.

- A breakdown of the budget at the bottom of the award letter is needed to ensure timely reimbursement.
- Travel Authorizations need to route to the Graduate School for review. These should come through at least 2-3 weeks before travel occurs.

8. Budget Expense Sheet

A budget of anticipated costs is part of the application process. If you are given a grant award, you will then be required to create a detailed budget that is consistent with your activity dat1 Tw 1.09 (e)9t1 Tw8.I

