

Graduate Research Allocation Committee
Research Grant Application

The attached form is to be used when requesting GRAC funds for research applications. The **maximum** amount that can be requested is **\$400.00** per semester. A separate form is available when requesting GRAC funds for travel to scientific meetings.

Instructions:

An application will be considered complete only when it complies with the following instructions and when items are submitted in the order listed.

1. GRAC Cover Sheet: Fill out cover page completely...**please type**. Priority will be given to degree (Masters, Ph.D.) work. Funding periods are as follows: Fall applications: previous May – December; Spring applications: previous September – August.

2. SRAC Cover Sheet IS NO LONGER REQUIRED. You need no longer apply to SRAC to apply to GRAC but applications for additional funding noted in your budget will add points onto your total score.

3. Proposal Body: The body of the proposal should contain a clear, concise explanation of the proposed study, including the problem to be addressed, the methods to be used, and the significance/relevance of the study to science and to the applicant (*must include references, if applicable!*). Format from “Suggestions For Writing A Good Grant Proposal” suggested. **THE PROPOSAL TO BE TYPED IN FONT NO SMALLER THAN 12 pt., DOUBLE SPACED, 1 INCH MARGINS AND IS NOT TO EXCEED THREE PAGES INCLUDING FIGURES, BUT EXCLUDING CITATIONS AND BUDGET.**

4. Literature Cited Page: Use a citation format from a prominent journal in your field.

5. Explanation of previous use of GRAC funds: If you have received GRAC research funding in any previous semester, you must include a **separate** page briefly explaining (**1 paragraph**) (a) how you spent the money and (b) the status of your project, and including citations of any resulting publications.

6. Budget: Include a **1-page** itemized project budget. In the itemized budget, clearly indicate expenditures (equipment, materials, supplies, travel, etc.) *along with the proposed funding source for each* – clearly indicate a) which expenditures GRAC funds are being requested for and b) other sources from whom funding has been received or applied for. The itemized budget should outline expenditures in adequate detail for GRAC members to evaluate the organization and practicality of the total project. GRAC **does not fund** lodging, food, or publication costs.

7. Studies Involving Vertebrates (including humans): If working with vertebrates, the Main Campus Animal Care and Use Committee must approve your protocol before you receive GRAC funds. Attach a **copy of the approval of your MCACUC Protocol or the first page of the Protocol you submitted or will submit** to MCACUC (this does not mean your certification of having taken the Animal Care course). If you do not have a protocol, contact the GRAC Chair. If you are using human subjects, please attach a copy of your IRB approval or the first page of your application for approval.

8. GRAC Research Proposal Evaluation Form: Include one copy of this form as your last page for each packet.
See Guidelines for further information on the following important notes:

1. Non-expendable equipment purchased with GRAC allocations shall remain the property of GRAC.
2. One copy of all publications resulting from projects funded by GRAC must be submitted to the GRAC Chair.
3. GRAC should be acknowledged for funding in all publications resulting from projects funded by GRAC.

Please submit 1 original and 3 anonymous copies of the completed application to the mailbox of the GRAC Chair in the Biology Department Office by noon on the deadline date

GRADUATE RESEARCH ALLOCATIONS COMMITTEE
RESEARCH GRANT APPLICATION
COVER SHEET

Title of Proposed Project:

Principal Investigator (your name):

E-mail address of principal investigator:

Degree for which research will be applied (circle one): Masters Ph.D. Year Program Started _____

Estimated duration of project:

Starting and ending dates for the specific project for which you are requesting funds (within funding period):

Estimated finishing date of project write up:

Amount of GRAC research money previously received

1) Total (for all projects): _____

2) Total for this project: _____

Amount of GRAC money requested for this proposal: _____

Amount of research money requested for this proposal from sources other than GRAC: _____ ***

Have you read for GRAC in the last two semesters? ____ Will you read for GRAC in this or the next two semesters? ____

Do you have the following in your proposal packet, and in the order listed below?

(Remember to submit **1 original** and **3 anonymous** copies of your completed packet. For anonymous copies, make sure to check SRAC and remaining application for any mention of name or SSN)

- Completed GRAC Cover Sheet
- Proposal Body (no longer than 3 pages, including figures)
- Literature Cited
- Explanation of previous use of GRAC funds (if applicable)
- Budget (max 1 page)
- Approval: for vertebrae or human studies (if applicable)
- GRAC Research Proposal Evaluation Form

Student's signature: _____ Date: _____

Major Professor's signature: _____ Date: _____

*** NOTE: your budget must include explicit information on funding you have requested elsewhere. Please note if it is from a UNM source and write out the full name of the funding source (e.g. GRD should read UNM Graduate Research Development Fund, DDIG should read National Science Foundation Doctoral Dissertation Improvement Grant). Note if the award is pending or accepted. Rejected funding need not be included.

GRADUATE RESEARCH ALLOCATIONS COMMITTEE
RESEARCH GRANT PROPOSAL EVALUATION FORM

Instructions to Committee Members: The purpose of this evaluation form is to make our task more objective. Some of the categories below are objective, some are subjective and will require thoughtful consideration and perhaps discussion. This is only a guide to aid you in your evaluation. *If you give a score of 3 or lower you MUST justify, in writing, your decision.*

Research falls within allocation period (Fall: previous May-Dec. Spring: previous Sept.-Aug.)	no (reject)	yes
Animal protocol, if required	no (reject)	yes NA
Degree work	no (0)	yes (5)
Cover Sheet	incomplete (0)	complete (5)
Outside Funding – Has the applicant attempted to receive: other UNM funds (includes SRAC, GRD, RPT, etc.)?	no (0)	yes (2.5)
funds from outside UNM?	no (0)	yes (2.5)
Has the applicant previously received (not applied) research funds from GRAC?	no (10)	yes (0)
Spring applications only: did this project receive funds in the fall?	no (5)	yes (0)

	<u>inadequate</u>	<u>adequate</u>	<u>excellent</u>	<u>Comments</u>
Organization	1	2	3	4 5
Introduction/Background/Objectives	1	2	3	4 5
Methods	1	2	3	4 5
Significance/Relevance	1	2	3	4 5
Clear/Concise	1	2	3	4 5
Grammar/Spelling	1	2	3	4 5
Itemized Budget/Necessity of items	1	2	3	4 5
Previously funded applicants only: Previous use of GRAC funds	1	2	3	4 5

Has the applicant read in the previous 2 semesters *and/or* plans to read in this or the next 2 semesters? no (0%) yes (add 10% of total points to get total score)

TOTAL POINTS (top + bottom raw points): _____
TOTAL SCORE (includes potential 10% for reading): _____

revised: 3 February 2009, dms0 & es