Missouri State University
GRADUATE COLLEGE

Research Funding
Guidelines (Pages 1-2)
Application (Pages 3-4)
Deadlines: Fall is September 30; Spring is February 1

General Funding Information

Purpose of Funding
The intent of Research Funding is to support student research by providing financial assistance to be used toward the costs incurred in research projects. Research funding is intended to help defray the real costs of supplies, materials, and travel needed to conduct the student's research. This funding is not a cash grant to the student or to be used as payment for work. It is the responsibility of the research advisor to ensure that the requested funds are needed and appropriate for the student's research project. All research-funding awards are transferred directly into the budget of the academic department housing the student's program, and it is the Academic Unit Leader's ("AUL") responsibility to ensure that the funds are used for the specific student project or returned to the Graduate College.

Eligibility
All graduate student research projects that have progressed to the point where there is clarity in the research goals, and the student has completed any relevant research compliance approvals are eligible for funding. At the time of application, the student and research advisor should be sufficiently committed to a project to know the scope of the research and potential costs that may be involved. If the student has not progressed to the point where there is clarity in his/her research goals, the request for support should be delayed until the next semester.

Research Funding is a one-time award. Applications for funding will not be accepted from any student previously funded under this program.

Funding Amounts
Each academic year the Graduate College has a specified budget established to support research funding. The dollar amount of each award depends, in part, on the number of applications received. Based on past history, awards are approximately $250 for non-thesis projects and $500 for theses. Applicants are expected to delineate all actual costs associated with conducting the research project, regardless of whether the total is below or above the typical amount for awards. The student may also include information to make their case for funding above the "typical" amount, although the additional request may or may not be awarded, depending on justification and total applications received. This information could be useful in seeking additional private funding to support graduate student research in the future.

Conditions of Funding
Students receiving funding are expected to present their research findings at the Einhellig Interdisciplinary Research Forum (E-IDF) held each spring (virtual options may available if necessary). If a student cannot do so, he/she should contact the Graduate College about reasons and options.

Application Procedures
The application should be completed by the student in consultation with his/her research advisor. The final research project may vary somewhat from the initial plan; however, the application must have enough specific information about the proposed project to show that the initial steps toward a thesis or non-thesis project are underway (including research compliance documentation) and that the requested funds are integral to conducting the research. Signatures of the student's research advisor and academic unit leader are required prior to submission. Proposals must be submitted electronically as one (1) complete document to: GraduateCollege@missouristate.edu.

Completing the Research Funding Application

Research Abstract
Discuss the purpose of the research project and give a brief background for the project. Briefly explain the research design, methods, and data analyses that will be used. Finally, indicate the proposed timeline for the project. Provide enough information about the project so that the committee can evaluate the proposed work and how it is related to the requested expenses.

Research Project Budget
In the Research Project Budget section below, list/describe the items and supplies needed and provide a cost and justification for each. In the column marked justification provide a reference to the Research Abstract or short explanation of how the item relates to the proposed research.

Common uses of funds
- Consumable supplies (laboratory supplies, chemicals, postage for questionnaire mailing, etc.)
- Travel required for various types of fieldwork
- Part of the cost of an instrument that the student (and other students) would use in data collection
- Additions to university or departmental libraries
- Participant incentives – you must follow the Gift Reporting documentation for MSU: https://www.missouristate.edu/policy/Op8_11_AwardsGiftsandPrizes.htm

Research funding should not be used for:
- Books, duplicating materials, or other items purchased with the intent that they become the personal property of the student
- Pay for the student doing the research, or to hire another student, to do the work of data collection or other aspects of the research project normally expected in the discipline as part of the research done by the investigator
- Printing and binding of the thesis
- Publication costs
- Travel funding to support presentation of research results at conferences as such requests are handled through a separate application process. An "Application for Graduate Student Travel Funding" is located on the Graduate College website under Funding Opportunities.

Additional Funding Sources
If additional funding toward the expenses associated with the research project is anticipated, such as from an external grant source or an academic department, please provide this information in the space provided.

Responsible Conduct of Research

Please visit the website for the Office of Research Administration, https://ora.missouristate.edu/ for institutional research policies, compliance, and training information.

- For projects that involve human subjects or non-human vertebrates, students must receive approval from the Institutional Review Board for the Protection of Human Subjects (IRB) or Institutional Animal Care and Use Committee (IACUC), respectively.
- For projects involving recombinant DNA or potentially biohazardous materials, students must receive approval from the Institutional Biosafety Committee (IBC).
- For projects using radioactive materials, students must receive approval from the Radiation Safety Committee (RSC).
- To promote research integrity, ethical conduct in research, and to comply with federal requirements, Missouri State encourages all student, staff, and faculty researchers to be trained in the Responsible Conduct of Research (RCR).
  The first step for these approvals is to complete the appropriate online training modules.

Students are required to submit: 1) notification of approval by the appropriate research compliance committee (if applicable) and 2) proof of the appropriate training completion with the application. Any application received that does not have the appropriate research compliance documentation attached will not be processed.

Application for Research Funding

Student's Name	
M Number	
Student's Email Address	
Faculty Research Advisor	
Degree Program	
Title of Research	
Anticipated Graduation Date	

Type of Funding Requested (enter an "X" by only one)

	Thesis		Non-Thesis

Abstract

The abstract should specify the topic of the research, provide a brief foundation upon which the research is proposed, explain the research design and methods to be utilized (including data analyses), and a timeline for implementation.

(ENTER TEXT HERE)

Research Compliance

This project involves one or more of the following (place an "X" to indicate Yes or No; if YES is marked on any of the items below, you must attach notification (as well as copies of training certificates) of approval by the appropriate committee)

Human Participants (Institutional Review Board)		Yes		No
Animals (Institutional Animal Care and Use)		Yes		No
Radioactive Materials (Radiation Safety)		Yes		No
Recombinant DNA techniques and other biohazards (Biosafety Committee)		Yes		No

Budget

Provide a list of items/supplies needed for the research project along with their estimated cost and justification/purpose for research (add other rows as needed). Delineate all estimated costs associated with conducting the research project, regardless of whether the total is below or above the typical amount for awards. This information could be useful in seeking additional private funding to support graduate student research in the future.

Item	Description	Justification/Relationship to Research Project	Estimated Cost
Total Estimated Expenses			
Total Funding Requested from the Graduate College			
Other Funding Provided (include amount and source)			

Required Approvals

	Printed Name	Signature
Research Advisor		
Academic Unit Leader		

Budget Account Number (Fund, Organization, Program- FOP) to receive transfer funds from Graduate College

Department	
FOP Budget Number	

NOTE: All fund transfers will go into **Account 732 (Supplies).** The departmental assistant and/or budget officer can transfer the funds as needed to other lines of their budget.