

## **DSRG Guidelines**

Doctoral Student Research Grant program: Round 18

Application Period STARTS: Nov. 1, 2022 ENDS: Jan. 31, 2023 (5 p.m.)

Award Period: when you can spend your funds: June 1, 2023 to May 31, 2024

### **PROGRAM DESCRIPTION**

The mission of the Doctoral Student Research Grant Program is to foster a research-oriented academic culture among Ph.D. students by: (a) providing incentives for students to model and meet, early in their careers, the requirements for succeeding in the competition for funds by clearly defining a problem, a project, and a realistic budget; (b) providing an occasion for faculty-student mentoring relationships that are oriented around the concrete problems of proposing, planning for, and executing research; and (c) furthering student professional progress by providing funds for pre-doctoral research publications, presentations, and professional networking. Applicants may submit a budget between \$250 and \$1,500. However, keep in mind that if you are awarded, you won't necessarily get as much as you requested—so plan accordingly.

### **Eligibility**

- Doctoral students in their 2nd to 6th year at The Graduate Center are eligible to apply.
- Students can only receive the DSRG every other year: Those who received it in Round 17 are not eligible to apply for Round 18.
- Students must be enrolled (or plan to be enrolled) in the Spring 2023 semester
- Students must be enrolled at the Graduate Center when they spend their grant money

### **Criteria for review of proposals**

- Importance of proposed research
- Evidence of a well-designed methodology
- Clarity of the proposal
- Likelihood that the proposed research will be completed within the grant period
- Realistic and cost-efficient budget

### **Review process**

Proposals will be judged by faculty members in the applicant's doctoral program, who will be selected by the Executive Officer (EO).

### **Eligible Expenses\***

The primary purpose of the DSRG program is to support graduate students in having enhanced research experiences and getting out into the world of research, but not to pay for expenses covered by an existing CUNY research facility (library, lab, etc.).

\*Psychology Program applicants have additional guidelines: see last page.

### Examples of eligible expenses include (but are not limited to)

- Attending professional conferences to present research results or meeting with colleagues in the field — including travel, registration fees and accommodations
- Visiting other research facilities to obtain knowledge relevant to the student's research, including the cost of travel and accommodations
- Traveling for the purpose of conducting research
- Paying for recruitment and compensation of research subjects
- Paying for publication costs not normally paid for by the student's research facility
- Paying fees to use professional libraries or databases
- Purchasing research-related books, materials, or software not available at CUNY
- Paying for a research assistant (for transcription, translation, data collection, and the like)

### Up to 25% of the grant funds may be used for

- Laboratory fees (for research samples)
- Data collection expenses
- Purchase of research supplies, e.g. chemical supplies, flash drives, biological supplies, plants, etc.

If your project requires a budget outside of these parameters, please contact the DSRG administrator for further guidance at [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu)

### Grant funds may NOT be used for

- Salaries for the Principal Investigator (that is you, the student applicant) or Faculty Mentor
- Purchase of desktop computers, laptops, tablets, cell phones, etc.
- Entertainment or food (unless as a form of payment for research subjects)

### Award Period

All spending MUST be done within the award period: June 1, 2023 to May 31, 2024. The receipts you submit must document expenses made within the award period only. By the end of March 2023, applicants will learn via email to their Graduate Center account whether they have been awarded.

### **EXCEPTIONS**

In some cases, an awardee may need to purchase airline tickets or make another time-sensitive purchase *prior* to the start of the award period for expenses they will incur *during* the award period (example: the early registration price for a conference). This is allowable if you first get permission. In such cases, the awardee must email a request that the DSRG administrator grant an exception before making the purchase. **If approval is granted**, students should include the receipt in their Final Report and may expect that this expense will be judged as acceptable.

## **Responsibilities of awardees**

If your proposal is awarded, you must agree to the following terms. You will be asked to confirm your acceptance of these terms when you learn that you have been funded.

- Funds awarded will be used for the purposes of the proposed research in keeping with the budget submitted.
- Any funds that are unspent will be returned to the Graduate Center.
- You must register for the Fall 2023 semester.
- You will have HRPP/IRB (Human Subjects Research Protection Program/Institutional Review Board) clearance before you commence research with human subjects and IACUC (Institutional Animal Care and Use Committee) clearance before commencing research with animal subjects.
- You will submit a Final Report, composed of at least two paragraphs describing what was accomplished with the grant, together with receipts documenting all expenditures. The report and receipts should be submitted only via email to [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu) with the subject line DSRG 18 FINAL REPORT as soon as you have finished spending your grant money—but no later than June 30, 2024.
- If you are planning international travel you MUST comply with the Graduate Center's international travel requirements, as stated here: <https://www.gc.cuny.edu/Prospective-Current-Students/Current-Students/International-Travel-Requirements-for-Current-Students>

### IRB Approval and Deadline

All research involving human subjects requires review by a CUNY Human Research Protection Program (HRPP) office, in order to gain IRB approval. You should submit IRB applications through the HRPP office of the campus with which your faculty advisor has primary affiliation. If you receive notification that you have won this grant and you require HRPP/IRB approval, seek guidance from your mentor and the Human Subjects Research Protection Program (HRPP) at:

<http://www.cuny.edu/research/compliance/human-subjects-research-1.html>

**NOTE: When you have spent your funds, you must submit a Final Report. You will not be able to register for the Fall 2024 semester or have access to your transcript after graduation until the Final Report and all receipts are submitted. Submit the report and receipts via email only to [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu) with the subject line: DSRG 18 FINAL REPORT**

## **APPLICATION COMPONENTS**

**Abstract:** Enter a 150-word (maximum) abstract of your proposal

**Proposal:** Enter a 1,000-word (maximum) proposal

**NOTE:** You cannot insert images, figures, charts or equations — anything other than basic text — into this online proposal software. If your proposal requires the use of figures and the like, follow these instructions: In the place where you would have the figure(s), include a comment in parentheses that indicates that a figure should appear there, but that it has been emailed separately to your EO.

Then send that attachment to your EO and APO with an explanatory message, such as:

I am submitting this so you can see the figure(s) I refer to in my proposal, which I submitted online. The submission software only accepts text, not figures.

Send the email with the subject: DSRG Additional Materials

Psychology students should email [psychgrants@gmail.com](mailto:psychgrants@gmail.com)

Your EO and APO must receive this email before the submission deadline.

**Works Cited:** Enter your bibliographical references (if any)

**Budget:** Enter figures for expenses rounded to the dollar (no cents) in whichever of the following categories are pertinent:

- Participant Support Costs: Compensation for Human Subjects
- Personnel: Compensation for Research Assistance
- Travel Costs
- Supplies

**Budget Justification:** Enter a Budget Justification, explaining how you arrived at the final cost for each line item in your budget and using the same category headings as in your budget.

- If you are requesting compensation funds for either Human Subjects or Research Assistance, please specify the rate of compensation and state that it is within current standard rates or, if it is higher or lower than standard, briefly explain why.
- If you are requesting “Travel Costs” listed on the budget form at, for example, \$800, you will need to do a breakdown in the Budget Justification. It might look something like this:

Travel Costs

\$500 Round Trip (RT) domestic airfare from NYC to Austin, TX

\$30 RT transportation to JFK airport

\$30 RT transportation from Austin airport to conference hotel

\$240 shared hotel room (3 nights @ \$80 each)

- If you are requesting funds to present your research at a specific conference, you need to provide the full name of the conference, location, dates and estimates of travel expenses: the cost of transportation, hotel (per night for number of nights) and registration fee as indicated in the conference program. Conference costs are often provided on a conference website well in advance of the event. The price of flights are at airline websites.
- If you are requesting funding for supplies, please explain why these supplies are necessary for the project.
- If you are purchasing research or lab supplies (e.g. chemical supplies, flash drives, biological supplies, plants, etc.) please break down the cost and state why they are not available in your current research environment.
- If you request publication costs, you need to document the page costs of the specific journal to which you are submitting the research.
- For research-related software not available at CUNY, please provide the title, version, vendor and costs, indicate that it is not available at CUNY, and provide the reason this particular software is needed and/or is superior to any similar software available at CUNY for your project.

Your Budget Justification should use the same category titles (e.g. Participant Support Costs, Travel Costs) as those categories in which you are requesting funds.

**Faculty Letter of Support:** Solicit a Letter of Support from your faculty research mentor.

- In the online application, you will be required to enter your research mentor's name – the one who has agreed to write you a Letter of Support – as well as their contact information. The research mentor does not need to be your academic or thesis advisor – but should be a faculty member who agrees to be your mentor on the project.
- The Letter of Support must be received by February 5, 2023.
- If your mentor wishes, they may use the following text, verbatim:

I acknowledge that I am named as the mentor on the project [project title], with [student's name] as the Principal Investigator. I have reviewed and approved the proposal and the budget. I also certify that the student's work is original and that the student has the ability to carry out the tasks as described in the project description of the proposal. I agree to serve as the mentor for the duration of the grant, should it award.

(Your mentor may choose to add further information in support of your project, so long as their Letter of Support does not exceed one page.)

## **ONLINE APPLICATION INSTRUCTIONS**

The completed application must be submitted no later than January 31, 2023 at 5pm. There will be no exceptions. The emailed Letter of Support from your faculty research mentor must be submitted by them no later than February 5, 2023.

PLEASE NOTE: Before the DSRG application is officially submitted, clicking “Save & Continue” on the DSRG application tabs will save your work. At any point, you may log out and return later by accessing the “To Do List” in the CUNYfirst Student Center.

1. Log-in to CUNYfirst ([www.cuny.edu](http://www.cuny.edu))
2. Access Student Center (student self-service)
3. Click on the ‘GC Doct Student Research Grant’ link from the ‘To Do List’ (right margin)
4. Once the DSRG Application launches, click on the ‘Access Grant Application’ link

NOTE: If your internet browser asks about pop-up windows, be sure to click on Options and click “Allow.”

### **Completing the DSRG Application**

**1. General Information Tab:** Review this information for accuracy.

**2. Personal Details Tab:** Review this information for accuracy.

Please note: the personal information is populated based on data in the official system of record (CUNYfirst), as of the date you accessed the DSRG application; also, please refer to the disclaimer on top of the page.

If you need to change or correct any information, please contact the Office of the Registrar.

**3. Academic Information Tab\*:** Review the Academic Information (information is derived from CUNYfirst). If you need to change or correct any information, please contact the Office of the Registrar and/or the Assistant Program Officer (APO) of your academic program

Be sure to read and check the box: “Click ‘Yes’ to confirm that you will register for Fall 2023 semester.” You will not be able to submit your application if this box is not checked.

**4. Faculty Mentor and EO Tab\*:**

- Enter your Faculty Mentor’s first and last name (please use upper and lower case)
- Enter Faculty Mentor’s email address
- Enter EO’s (Executive Officer) first and last name (please use upper and lower case)
- Enter EO’s (Executive Officer) email address

**5. Proposal Tab\*:** Carefully read the text **in red**

- Enter the:
  - Proposal Title (required; 200 characters maximum)
  - Project Abstract (required; 150 words maximum)
  - Proposal (required; 1,000 words maximum)
  - Works Cited (enter this information if it is applicable to your project)
- Answer the questions: If your proposal has been submitted to IRB, a date is required

**6. Budget Information Tab\***

- Enter figures for the expenses rounded to the nearest dollar (leave amount as “0” in any category that is not applicable)
- Enter your Budget Justification (required; 1,000 words maximum)

**7. Submission Tab\*:** Carefully read the text **in red**

- Acknowledge your FINAL submission (check the “I understand and agree to submit this final version of my application” checkbox)

**8. Confirmation of Submission**

- Once your DSRG application has been completed and officially submitted, a confirmation message will appear on the DSRG application. (“Thank you for submitting your application for the DSRG...”)
- Additionally, an email confirmation will be sent to your GC email address (as noted on the “Personal Details” Tab)
- An email will also be sent to the Faculty Mentor requesting submission of the Letter of Support (email address you provided for the Faculty Mentor in the “Faculty Mentor and EO” Tab)

***\*These tabs contains Required Fields. You will not be able to submit the application until all the required fields on the various tabs are filled in.***

**REMINDER: Before the DSRG application is officially submitted, clicking “Save & Continue” on the DSRG application tabs will save your work. At any point, you may log out and return later by accessing the “To Do List” in the CUNYfirst Student Center.**

Tips if you encounter technical problems in submitting your application:

- Be certain that you have not “timed out” — i.e. left your application unattended and unaltered for an extended period.
- If you have timed out, save and then re-enter the site.
- Check to see if you are using the latest version of your browser.
- Set your pop-up blocker to OFF for the application site.
- Try using another browser: Firefox, Safari, Chrome, etc.
- Try restarting your computer.

Contact the DSRG administrator with any questions at [dsrg@gc.cuny.edu](mailto:dsrg@gc.cuny.edu)

## **Additional Guidelines for Psychology Applicants**

In Psychology, we try to fund as many worthy proposals as possible, but we receive more applications than we can fund. To make best use of these funds and to best support student research in Psychology, the Doctoral Student Research Grants in Psychology are used primarily to fund independent research projects, pilot studies for dissertations, or research that takes the student in a new direction. Thus, strong preference will be given to applications that request the majority or all the funds to conduct research.

Justifying research expenses. Although general guidelines for the DSRG program state that no more than 25% of the grant funds may be used for laboratory fees (for research samples), data collection expenses, and the purchase of research supplies — such as chemical supplies, biological supplies, plants, etc. (see page 2) — Psychology students may request a greater percentage of their grant amount for these items, as long as there is a clear budget justification indicating why this expense is essential to completion of the proposed project.

Budgets that request fees for recruiting participants via Prolific, MTurk, etc., must justify why using the Intro Psych subject pool is not sufficient and/or why they need to supplement this source of participants. Budgets that request compensation for a research assistant or consultant must justify why the work could not be done by the PI.

Justifying travel expenses. Travel funds to present already completed research as a paper or poster at one conference or meeting may be requested as part of a grant application, but the travel request must be combined with requesting funds for conducting original research. Be frugal with requests for conference travel. Travel budgets are awarded with the expectation of shared rooms in budget hotels. Travel funds may be requested for data collection or for specific training necessary to conduct the research. Applications must be from individual students only. Group projects will not be reviewed.

### **SUGGESTIONS FOR WRITING THE PROPOSAL NARRATIVE**

The body of the proposal (or proposal narrative) should include: 1) the specific aims/goals/research questions; 2) the significance of the project and contribution of new knowledge to the field; 3) a description of the methods to be employed, including how the data will be analyzed. Due to word constraints, we suggest that the literature be reviewed in no more than 2 paragraphs and only as it supports the specific aims, goals or research questions. You may include a maximum of 3 citations in the text. Proposals that go over the maximum citation limit will drop in the rankings. There is a space for references (works cited) on the ORSP submission website.

The Psychology review panels use the review criteria provided by the Office of Research and Sponsored Programs (see page 1). So be sure that your proposal allows reviewers to make these evaluations.

### **OVERALL TIPS**

Start early. Follow the guidelines to the letter. Ask your advisor to read drafts of your narrative and comment on the budget. Your advisors have experience writing successful grants – use that expertise! Clarity is key. Many brilliant projects are not funded because the reviewers could not understand what the investigator was planning to do. Remember that you are writing for scholars who may not be within your area of research. Clarity is key.