**ARKANSAS TECH UNIVERSITY**

**GRADUATE COLLEGE**

**GRADUATE STUDENT PROFESSIONAL DEVELOPMENT & RESEARCH GRANTS**

***Procedures***

Requests for funding will be submitted to the Graduate College, where a committee will review the requests and make a recommendation on funding to the Dean of the Graduate College or their appointed representative. The Committee will be appointed each year by the Graduate Dean and will consist of two members from the Graduate Council, one member from the Graduate Student Council, and one designee from the Graduate College. There will be five review cycles (tentatively set for February 1, April 1, June 1, September 1, November 1) where applications will be accepted and reviewed. These awards will be competitive and are not guaranteed. Requests for funding will be reviewed during each cycle, pending available funding. The committee also holds the right to grant partial funding for the award and will notify the applicant of the rationale used.

***Grant Criteria***

Professional development or research grant proposals are expected to be consistent with the Graduate College’s vision and mission and have a reasonable correlation to institutional goals, priorities, and constituencies. Examples include proposals that:

* Contribute to growth in knowledge of a field/discipline
* Contribute to research activities that will enhance the graduate students ability to put into practice what they have learned in their graduate studies
* Represent significant professional service to professional association or the community
* Enhance efforts that will improve the student’s overall professional growth in their chosen discipline

***Eligible Funding Items***

Items eligible for funding include (but not limited to):

* Expenses associated with graduate research
* Professional conferences for the purpose of remaining current in their chosen discipline, presenting at a professional conference, or serving in a significant official capacity (registration and travel expenses only; will not cover membership dues)

*\*Priority will be given to students presenting or serving in an official capacity with the conference (i.e. presenting, serving on planning board)*

* Professional development for specific knowledge and/or skill acquisition (including webinars and virtual conferences registration fees)

Funding is provided with the expectation that the developmental activity and/or research would increase the graduate students’ knowledge and ability to put what they have learned in their studies into practice.

***Eligibility***

All full-time graduate students (as defined by the ATU Financial Aid Office), currently enrolled in a graduate program are eligible for funds. Students must be enrolled the semester they intend to use the funds. Graduate students must be in good academic standing at the time of their application with the graduate college (3.0 minimum GPA) and have the support of their program coordinator. *Graduate students are only permitted to receive one grant/academic year.*

***Professional Development and Research Grant Limitations***

This award is a *reimbursement* for expenses incurred in research or professional development. Students must present receipts for research and professional development (outlined below) to receive reimbursement. Students will receive reimbursement from the ATU Foundation Office via check. Once the check has been prepared, the Graduate College will notify the recipient. If up-front expenses create a barrier for research or conference participation, please contact the Graduate College at (479)968-0399.

Award amounts vary with a maximum of $1,000; however, the majority of awards range between $200 - $400.

***Application Process:***

* Submit a completed application form.
* Provide a 250 word (maximum) abstract that provides an overview of research or professional development activity, your specific role in the activity or research, and how this activity/research will be beneficial to, you, the graduate student.
  + For Research—please share a list of individuals working on this research and their credentials, if the research has been approved by IRB (if applicable); timeline to conduct research; and what you will do with the results from the research. In addition, provide a detailed budget outlining expenses for individual items required to complete research.
  + For Professional Development—Provide documentation showing the registration costs associated with the conference/webinar/presentation and an estimated budget for travel expenses (lodging and transportation only – meals are not covered). Note: to be reimbursed for fuel, students must be approved by the state of Arkansas to drive on state business. Please complete and submit the [ATU Driver Authorization Form](https://www.atu.edu/travel/docs/Drivers%20Form%202017.pdf) with your application if you plan to request reimbursement for fuel.
* Submit a max typed one-page report upon the conclusion of their research or upon their return from the professional conference.
  + For research grants—indicate the results from their research and plans for future study
  + For professional conference presentation/attendance--provide a copy of the presentation (if applicable); a reflection of their experience; and a copy or some other documentation showing their presentation on the conference schedule.
  + This report must be submitted before the end of the semester they were awarded the funds to the graduate college. Failure to submit this final report, will result in a hold being placed on the student’s account by the graduate college preventing them from registering for classes and they will lose the ability to apply for future grants. In the unlikely event the student decides not to complete their research or attend the conference, the student will be expected to return the funds to the Graduate College Foundation Account.

**ATU Graduate College**

**Graduate Student Professional Development/Research Grant Application**

Conference Participation Conference Presentation Research

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ T# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grant Cycle Applying: February April June September November

Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Graduation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Graduate GPA: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Conference presentation/participation:**

Conference Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
Conference Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Conference Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Proposal:**

Thesis/Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location (where research will be conducted): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Member Supervising Research: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Total Estimated Costs (use attached worksheet for itemized breakdown):**

Registration Costs \_\_\_\_\_\_\_\_\_\_\_

Materials/supplies \_\_\_\_\_\_\_\_\_\_\_

Other (provide detailed, written explanation) \_\_\_\_\_\_\_\_\_\_\_

**Total Requested \_\_\_\_\_\_\_\_\_\_\_**

Applicant Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROGRAM APPROVAL**

Program Director/Advisor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
\*Signature indicates faculty support

**Development Grant Committee:**

Recommended : Yes No

Amount approved: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Initials \_\_\_\_\_\_\_\_\_\_\_\_\_

**Research Budget Template**

|  |  |  |
| --- | --- | --- |
| **Materials Description** | **Total** |  |
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|  |  | |
|  |  | |
| **Materials Subtotal** |  | |
| **Miscellaneous Items Description (i.e. water for participants, tissue, hand sanitizer)** | **Total** | |
|  |  | |
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|  |  | |
|  |  | |
|  |  | |
| **Miscellaneous Items Subtotal** |  | |
| **TOTAL EXPENSE** |  | |

**\*\*Note: Supplemental documentation to support expense totals is *required*. Example – printed prices for disposable pipettes from Amazon.**

**Conference Budget**

|  |  |
| --- | --- |
| **Expense Category** | **Amount** |
| **Conference Registration** |  |
| **Airfare** |  |
| **Fuel (if driving personal vehicle)** |  |
| **Lodging** |  |
| **TOTAL EXPENSE** |  |

**\*\*Note: Supplemental documentation to support registration, airfare, and lodging totals *required*.**