Student Research and Creativity Fund (SRAC)  
Project and Conference Travel Proposal Guidelines

Description
The Student Research and Creativity Fund (SRAC) supports student scholarship, research, and creative activity as projects, performances, presentations, etc. and presentations of student work at professional conferences. SRAC aims to broaden participation of students and faculty in the high-impact practice of mentored undergraduate research and creative activity.

Student Eligibility
- Must be enrolled as PSU undergraduate or graduate student;
- Funding priority is given to fulltime undergraduate students and those students who have not received SRAC funds in the past;
- PSU faculty & staff enrolled as students are eligible but given lower priority. Alternative funding is available for faculty & staff through PSU professional development funds.

Funding Availability and Limitations
- Projects typically do not exceed $1,000 but all reasonable proposals will be considered.
- Funds may be used for a number of purposes, including (but not limited to):
  - Purchase of materials or supplies directly related to the project;
  - Facility rental and other costs associated with creative productions;
  - Non-material expenses directly related to the project such as test subject remuneration, license fees, or external lab analyses;
  - Travel expenses required to conduct the creative activity or scholarly research, such as working in an archive or collecting field data.
- Conference travel awards are generally limited to $400 within New England and $600 for the East Coast region.
  - Other locations farther afield will be reviewed based on budget justification;
  - Note that preference will be given to conference proposals where the student is presenting their work;
- Projects and/or conference travel must be completed before 6/30/19. Students graduating spring 2019 must complete their project and/or travel before the end of spring semester;
- Projects and conference travel proposals will be reviewed independently.

Submission Deadline
- Bi-annually in October (10/24) and March (3/20) by 11:59pm;
- Proposals must be submitted through InfoReady Review
- Late applications will not be considered.

Proposal Preparation and Contents
- Students are expected to complete the grant application on their own;
- The faculty advisor/mentor will be asked to comment on student's proposal;
Proposals must include a stated Summary of Activity (limited to 250 words);
The provided SRAC budget template (.xlsx) must be used and uploaded.

1. **Budget Requirements**
   a. The budget narrative must itemize all expenses including: personnel rate and hours and rate, car travel mileage, airfare, lodging; materials and supplies, any other costs such as printing, registration fees, etc;
   b. All travel must comply with PSU/USNH Travel Policies.

2. **Project Narrative Requirements (for project or research proposals)**
   a. Explanation the proposed project in detail;
   b. Description of intellectual merit and potential broader impacts of the proposed work either at PSU and/or beyond;
   c. The applicant’s specific responsibilities relating to the proposed project and what as an individual you hope to gain from doing the project;
   d. Page limit - no more than 5 single spaced pages (min. 10pt font and 1” margins).

3. **Conference Narrative Requirements (for conference travel proposals)**
   a. Page limit - no more than 2 single spaced pages (min. 10pt font and 1” margins);
   b. Name, date, location of the event, and meeting website;
   c. Purpose of the event;
   d. Names and affiliations of others traveling with you;
   e. Proposed travel dates- departure and return;
   f. Other sources of funding for this trip, if any;
   g. Confirmation of approval to give a presentation. If attending as a non-presenting participant; please explain your role at the conference;
   h. Justification for attending the specific event.

**Review Criteria**
- Intellectual merit
- Benefit and impact to student and field of interest
- Advisor/Mentor comments (advisor comments will not be returned to applicants)

**Notification & Award Terms**
- The SRAC Fund Committee will review proposals and make funding notifications typically in early November and April.
- Funded research requires online CITI Research Integrity Training.
- Grant recipients are expected to present their work at the Student Showcase of Research & Engagement in the spring.
- Grant recipients are expected to submit a final report at the end of their projects to include key outcomes, reflections on learning, and images and photos as appropriate.