

# Student Research Advisory Council (SRAC)

## Project and Conference Travel Proposal Guidelines

### Description

The [Student Research Advisory Council \(SRAC\)](#) 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 research and creative activity. Students can receive partial or full funding, depending on availability of funds and quality/number of applications.

### Student Eligibility

- Must be enrolled as PSU undergraduate or graduate student
- Funding priority is given to full-time 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 \$800 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 the primary presenter of their work
- Projects and/or conference travel must be completed before 6/28/24. Students graduating spring 2024 must complete their project and/or travel before the end of spring semester
- All SRAC reimbursements must be submitted before 6/28/24, NO exceptions

### Submission Deadline

- Monday, February 12, 2024
- 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 the student's ability to successfully carry out the project
- Proposals must include (1) a Budget Proposal Spreadsheet and (2) a Proposal Narrative (for either a project or conference)
- The [SRAC budget template](#) (.xlsx) must be completed and submitted with proposal.

### 1. Budget Proposal Spreadsheet

- a. Please use the provided Budget Template
- b. Must itemize all expenses including supplies, mileage, airfare, lodging, any other costs such as printing, registration fees, etc.
- c. All travel must comply with [PSU/USNH Travel Policies](#)

### 2. Proposal Narrative

- a. For Projects:
  - i. No more than 5 single-spaced pages (min. 10pt font and 1" margins)
  - ii. The applicant's specific responsibilities relating to the proposed project
  - iii. Explanation of the proposed project in detail
  - iv. Description of intellectual merit
  - v. Description of the benefit and impact to student and field of interest
- b. For Conferences:
  - i. No more than 2 single spaced pages (min. 10pt font and 1" margins)
  - ii. Name, proposed travel dates, location of the event, and meeting website
  - iii. Confirmation/approval to present your work
  - iv. Description of intellectual merit
  - v. Description of the benefit and impact to student and field of interest

## 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 within 1 month of the application deadline
- Funded research requires online [CITI Research Integrity Training](#)
- 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.