

**UNIVERSITY OF OKLAHOMA HEALTH SCIENCES CENTER  
GRADUATE STUDENT ASSOCIATION**

**2006 RESEARCH GRANT APPLICATION**

**I. PURPOSE OF FUND**

The OUHSC Graduate Student Association has allocated a portion of its annual budget to the Research Fund. The fund is available to qualified graduate students to perform research that is required for their respective degree programs at the Health Sciences Center.

**II. WHO MAY APPLY**

Any full-time OUHSC graduate student enrolled during the current academic year may apply for funds. A student may receive money from the Fund only one time during their enrollment as a graduate student at the Health Sciences Center.

**III. DEADLINES**

Grant applications are due by **February 13, 2006** in the Graduate College Office (Library, Room 258). Those received prior to the review date will be considered and awards made shortly thereafter. All applicants will receive a letter regarding the results of the award.

**IV. SIZE OF GRANTS**

In order to help as many students as possible, a maximum of \$500.00 may be requested by an applicant(s). Only one grant per research project will be awarded. Applicants are reminded that a student can only receive money from the fund once.

**The awards are distributed on a reimbursement basis only.** (*Sponsored Programs or Grant Accounts may not be reimbursed.*) Prior to receiving reimbursement, appropriate documentation must be submitted to the Graduate College.

**V. CRITERIA AND PRIORITIES FOR REVIEWING APPLICATIONS**

- A. The application must be approved by the student's advisor and chairman and, when applicable, by the Institutional Review Board and Institutional Animal Care and Use Committee. Funding will be contingent upon approval.
- B. If the student's advisor currently receives extramural funding, the applicant must justify why funds are needed from the GSA to support this project.

- C. When the Association receives requests for funds that total more than the amount available, the outstanding research proposals that meet the above criteria will be considered for funding according to the merit of the project and clarity of the proposal (as evaluated by the GSA research committee).
- D. The Association will only fund applications for which a graduate student is the principal investigator.
- E. The Association asks that the "University of Oklahoma Health Sciences Center Graduate Student Association Research Fund" receive a footnote acknowledgment in any publication supported by money received from the Fund.
- F. The GSA research committee will be composed of members of the GSA. Every effort will be made to include individuals from diverse fields of study. The applicant's field of study may not be represented on the committee, so it is IMPERATIVE that the application avoids technical jargon and be written in a clear fashion.

## VI. HOW TO APPLY

The applicant must submit in triplicate to the President of the Graduate Student Association, a typewritten application that must consist of a cover letter, a brief abstract of the research project, a projected budget as described in Section VII. Please note that only the cover letter should include the applicant's name. The application (abstract and budget) will be reviewed by the Research Fund Committee to ensure that the criteria and priorities are met and will then be considered for approval by the Graduate Student Association. Applicants may be asked to appear before the Research Fund Committee and/or the Graduate Student Association as a part of the application process.

## VII. GUIDELINES FOR THE APPLICATION

### A. Cover letter.

The cover letter must state the following:

1. The student is a full-time graduate student in a graduate department or program at OUHSC.
2. The research project is a necessary component of the student's progress through the department's degree program.
3. The research is for a dissertation, thesis, or capstone project; or if neither, the student is the sole or principal investigator of the project.
4. If applicable, justify why funds are requested from the GSA if the advisor currently has extramural funding.
5. The research has been approved by the Institutional Review Board and the Institutional Animal Care and Use Committee, when applicable. A letter of approval or pending approval must be included with the application.

6. The research has been approved by the student's advisor and/or thesis or dissertation committee.
7. The letter must be signed by the student, the student's faculty advisor, and the department or program chairperson.
8. The title of the project (as it appears on the "Abstract and Budget form", see below).

#### B. Abstract.

The purpose of the abstract is to define the purpose and method for the proposed project. Because an abstract is not a formal publication, tables, figures, literature references, and language specific for the field of study should not be used. The abstract should be descriptive and written in common terminology that is easily understood. Evaluations may be hindered if the reviewers, possibly from very different disciplines, cannot understand the abstract.

The abstract should contain a concise statement of (1) the problem to be investigated; (2) the experimental method to be used; (3) the significance of your research to your discipline; and (4) the proposed starting date. The abstract is to be submitted on the provided "Abstract and Budget Form." Single space all typing on this form. The text should be a title and a single paragraph starting immediately after the word "Abstract". DO NOT PUT YOUR NAME ON THE ABSTRACT. The applicants will be identified by the title of the project. Leave no top or left margin within the box. The entire abstract must fit within the space provided. The entire "Abstract and Budget form" should fit on one page.

#### C. Budget.

The budget must be limited to \$500 and submitted on the provided "Abstract and Budget Form." The budget should include a list of the (1) describe each item to be purchased including the name and quantity; (2) vendors from whom the purchases will be made; and (3) approximate costs of the items.

The approximate costs should appear in a column on the extreme right hand side within the space provided. The total of the proposed costs should appear at the lower right hand corner of the space.

### VIII. USE OF THE GRANT MONEY

- A. If the requested funds are granted, the Association will pay only for the items listed on the budget form. The grant recipient will be reimbursed after submitting receipts for equipment and supplies to the Graduate College Office.
- B. The money awarded to the applicant may be used to purchase and maintain animals, to pay human subjects or to purchase necessary supplies and equipment. Any

- equipment purchased with money from the Fund must remain on the OUHSC campus after use in the project and becomes permanent property of the OUHSC. Money from the Fund may not be used for clerical or typing assistance, for the salary of the investigator, or for the printing cost of a thesis or dissertation. The Graduate Student Association will exercise its discretion if budget items are questionable.
- C. The money awarded to the applicant must be spent **no later than 6 months after the funds are granted**. If the funds are not spent within this time period, the remainder of the grant will revert to the Fund for use by other students. In extenuating circumstances, the Committee may consider an extension of the grant if the letter is received by the chairman of the Research Fund Committee before the 6 month deadline.
  - D. A revised budget may be submitted at any time following the grant. This revised budget will be considered at the regularly scheduled meeting of the Association, and the grant recipient will be notified of the association's decision regarding the revision.
  - E. The awards are distributed on a reimbursement basis only. (*Sponsored Programs or Grant Accounts may not be reimbursed.*) Prior to receiving reimbursement, appropriate documentation must be submitted to the Graduate College.
- IX. FOR FURTHER INFORMATION concerning the OUHSC Graduate Student Association Research Fund, contact the President of the Graduate Student Association in the Library Building, Room 258, 271-2085.

GRADUATE STUDENT ASSOCIATION RESEARCH FUND  
Abstract and Budget Form

Title: \_\_\_\_\_

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Abstract:

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Budget: