Graduate Student Research Competition Guidelines

Application is open to any graduate student enrolled in a doctoral or master’s program in the Graduate School of Arts and Sciences and the School of Engineering. Awards are competitive and decisions are based on the significance of the research to the field and to the applicant’s degree progress; clarity in writing, presentation, and methodology; and clarity and justification of the budget. The maximum award amount is $1,000, and students are limited to one award per academic year. Application forms are available online and the proposal requirements are described below. A completed copy of the application (preferably electronically) may be submitted by the following deadline dates:

November 5, 2015 (Fall), February 11, 2016 (Spring)

Funding may be requested to cover:

1. Research-related supplies, material, and equipment which cannot be paid for by a department.
2. Travel expenses in connection with research. Requests for travel expenses must include a justification of the need to travel and a day-to-day or week-to-week schedule of specific research plans, in addition to the project proposal. Priority will be given to requests to do on-site research where the facilities at the site are unique. (Requests for funds to travel to conferences or professional meetings will not be considered; funds for this purpose must be requested from the Graduate Student Travel Fund.)
3. Other research expenses, e.g. funds to compensate research participants, or funds to acquire methodological skills or research knowledge critical to the success of the research which are inaccessible through the Tufts network. Funding cannot be used as salary for graduate students, undergraduate research assistants, or others helping with the project.
4. If the Graduate Student Research Competition funding will only partially cover these expenses, please explain how the remaining research costs will be funded.

Funding must be used within three semesters of award, and prior to the recipient’s graduation from Tufts. (E.g., awards granted in Fall 2015 must be used during Fall 2015, Spring 2016 or Fall 2016, or must reimburse expenses incurred within the previous three semesters.)

The text of the prospectus should:

- Be written in a language comprehensible to colleagues in other disciplines. Your proposal will be read by individuals outside your field. Please note that overuse of jargon and terminology incomprehensible to colleagues outside of the field of the proposal is the top reason students do not receive GSRC funding.
- Be no more than 1000 words long (the equivalent of two single-spaced pages).
- Describe as specifically as possible the work to be done and the methodology and procedures that will be used in the research.
- Explain the significance of the project to the field and its relationship to your overall scholarly work and degree progress.
- Explain the intended use of the grant money. If applicable, indicate if this project is part of a larger project, and include a statement of existing funding. Explain the consequences of not receiving funding, and, if external funding is being sought, the consequences of not receiving the external funding.
- If applicable, note any progress made with prior GSRC funding.
- NOTE: If request is granted and you are using human subjects, funds cannot be disbursed until you have approval of the Institutional Review Board – IRB. If request is granted and you are using laboratory animals, funds cannot be disbursed until you have approval of the Institutional Animal Care and Use Committee – IACUC.
In addition to the **Application Form**, the following documents are required:

**Exhibit A: Project Prospectus** – (described above)

**Exhibit B: Itemized Budget** – Note, if applicable, other sources of funding. If this is a retroactive request, list all expenses requested for reimbursement in the itemized budget and submit the original receipts.

**Exhibit C: Curriculum Vitae**

**Exhibit D: Letter of Support** – A detailed letter from the applicant’s academic advisor or a faculty member familiar with the project, confirming the need for the support and the significance of the project to the applicant’s individual academic career. The letter should address the student's qualifications and capability to carry out the research project as proposed. The letter of support may be emailed separately to [GSAS@tufts.edu](mailto:GSAS@tufts.edu) or may be submitted in a sealed envelope to the Office of the Dean (address below).

All submissions will receive a response regarding the funding status of their proposal within approximately two to four weeks of the application deadline. If a project is approved for funding, the applicant will receive information regarding procedures for receiving these funds at this time.

Please direct questions to Ariana Hajmiragha at [gsas@tufts.edu](mailto:gsas@tufts.edu) or 617.627.4191

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Please submit your proposal electronically to: [GSAS@tufts.edu](mailto:GSAS@tufts.edu)

Please submit proposal as a single PDF file, with documents saved in the following order: Application Form, Exhibits A-C. Exhibit D may be sent separately.