



Center for Career Engagement & Opportunity

**NEW COLLEGE STUDENT RESEARCH AND TRAVEL GRANT  
APPLICATION INSTRUCTIONS & GUIDELINES FOR STUDENTS  
July 2024**

**New College Student Research & Travel Grants (SRTG)** supports student research and study projects, presentations at conferences, and study abroad with funding up to a maximum of \$2,000.00. Projects do not always receive 100% funding. Applicants are encouraged to apply for funding from other sources or have a back-up plan for carrying out their project at a reduced scale if necessary.

Requests for over \$2,000 require proper and thorough justification; students with project costs over \$2,000 are strongly advised to seek multiple sources of funding.

Funding priorities:

- Thesis related research that includes but is not limited to research supplies, travel, equipment.
- Pre-thesis related research that includes but is not limited to research supplies, travel, equipment
- Professional conference presentation - first or second author on the work is acceptable, presentation may be panel presentation, individual or poster. Applications for funding to attend a professional conference without presenting work, regardless of the academic or professional value, will not be considered.
- ISP (must have a clear plan and/or be directly related to AOC or thesis).
- Course or Tutorial (must have a clear plan and/or be directly related to AOC or thesis)
- Study Abroad (project / program **MUST** be tied with academic program requirements)

Keep in mind that a strong ISP project application could be funded over a weak thesis application. A student's academic preparation to undertake the project can be an important factor in the evaluation of the project proposal.

Preference will be given to students who have never received a prior SRTG award.

**Eligibility**

You must be enrolled at time of application, and remain enrolled through the grant period. If enrollment terminates, remaining funds must be returned and/or the grant is forfeited. You are not eligible to apply if you are currently on academic probation. Further, you are not eligible to receive funding if you have an outstanding balance on your student account.

## **General Application Guidelines and Process**

There are two types of Student Research and Travel Grants:

- **Research/Study Grants** (including travel-related research and study abroad) – Applications Research / Study Grants are accepted and reviewed in the Fall and Spring according to the posted deadlines (indicated below) with decisions approximately 3-4 weeks later.
  - For Research/Study Grants projects involving multiple students, EACH student participating in the project must submit an application and the total cost of the project divided equally among participants.
- Applications for **Conference Presentations Grants** will be accepted and reviewed on a rolling basis with funding decisions announced within approximately 2-3 weeks.
  - For Conference Presentation Grants involving multiple presenters, each presenter must apply individually.

Please be sure to apply using the appropriate online application form.

### **Guidelines for Research/Study Grants**

Research/Study Grants are awarded twice a year. Deadlines are final. Applications submitted after the deadline will not be considered. Grant periods and deadlines are as follows:

**FALL CYCLE – for projects to be completed by the end of the following spring semester:**  
**Student Application Deadline: 5:00 PM on the first Monday AFTER Fall Break Week.**  
**Faculty Letter Deadline: 5:00 PM on the first Wednesday AFTER Fall Break Week.**

**SPRING CYCLE – for projects to be completed by the end of the following fall semester:**  
**Student Application Deadline: 5:00 PM on the first Monday AFTER Spring Break Week.**  
**Faculty Letter Deadline: 5:00 PM on the first Wednesday AFTER Spring Break Week.**

Please plan accordingly when applying. No accommodations can be made to provide funds earlier or later. However, retroactive funding for students who missed the previous cycle deadline may be permitted.

### **Research/Study Grant Application Process and Selection Criteria**

Students must apply through Scholarship Manager. Emailed applications and hard copies will not be accepted. Applications received after the deadline will not be considered.

A completed application due on the specified date will include

- A completed application form – be sure to complete all the required fields,
- Supporting documents (not to exceed 6 pages), such as budget estimates, program information, archives access letter, etc.

And

- One letter of recommendation from a New College faculty member. A Faculty Letter of Recommendation is due on by 5:00pm on the first Wednesday following the Student application deadline. Faculty letter will also be submitted through Scholarship Manager

**Points to keep in mind as you develop your application:**

- You should detail the project in a way that a non-specialist can understand what you are proposing to do and why it is important, how it contributes to your overall academic development and to your area of concentration, and the value the project has to the community.
- Travel to conduct research on special collections or materials requires documentation that you have permission to access the materials.
- The selection committee carefully considers the seriousness, strength, and clarity of your writing, the organization of your thoughts, and your ability to communicate ideas to an interdisciplinary audience.
- For projects requiring IRB approval, the student should secure IRB approval through the Office of Research Programs and Services (ORPS) prior to SRTG application. If the project involves the compensation of human subjects, please note the rules regarding the use of SRTG funds for compensation below in the Budget proposal section.

Please allow up to three weeks following application deadlines for the selection committee to review application and determine awards. You will be notified via your NCF email address regarding decisions.

**Guidelines for Conference Presentation Grants**

Conference Presentation Grants are reviewed and awarded on a rolling basis. As part of their application, Candidates must submit notification that their work has been accepted for presentation at the conference at the time of application. Applications without notice of acceptance will not be considered for funding. Students must apply online. Emailed applications and hard copies will not be accepted.

A completed application due on the specified date will include

- A completed application form – be sure to complete all the required fields,
- Supporting documents (not to exceed 6 pages), such as the notice that the proposal has been accepted for presentation, budget estimates, conference information, etc.

**Budget Proposal Guidelines and Instructions**

ALL grant requests – both Research/Study AND Conference Presentation – require a budget narrative / justification explaining the proposed costs. The selection committee prefers proposals that include researched estimates of project costs such as quotes and other estimations of prices.

- For Research/Study projects, you should specifically indicate the supplies, materials, equipment you need and why you need those items and provide documentation for the

proposed estimated costs; for supplies, specify quantity, shipping, storage, etc., and include a brief description of what they will be used for.

- All non-consumable supplies and equipment (such as software and scientific journals) become the property of New College, the academic division which the research is carried out, or Cook Library, as appropriate.
- For Study Abroad projects, you should indicate travel costs, program fees, and related costs with appropriate documentation. Include dates of travel, location, number of days, etc.

**The following are costs are not allowed:**

- Tuition (NCF or other institution)
- Entertainment costs
- Regular textbooks
- For Conference Presentations, you should include the costs of registration, travel (air and ground), hotel, food costs at the per diem rate.

**For travel-related Food and Mileage Costs associated with Research/Study and Conference Presentation proposals:**

Use the following for calculating the cost of food and mileage associated with your proposal:

- Per diem (the cost of food per day) should be calculated with a maximum rate of \$36 per day.
- Mileage should be calculated with a maximum rate of 0.445¢ per mile.

The total project or conference costs may or may not be the same as your SRTG request. Usually, the costs in carrying out a project are higher than what you will REQUEST from the SRTG. If the Total Project Costs are more than your Total SRTG Request, the SRTG committee encourages you to search for, apply to and utilize other funding sources (including other grant funding financial aid, personal funds etc.). Projects do not always receive full funding. You should have a back-up plan for carrying out your project at a reduced scale if possible.

**Rules regarding use of SRTG funds for compensation of human subjects**

If your proposed project includes human subjects participating in your research projects, SRTG funds can be used to compensate them. **The maximum amount of compensation allowed is \$25 per participant, and the student researcher is responsible for keeping a record of the compensation provided according the following guidelines.**

**In-person Studies**

For projects involving **in-person** interaction and compensation to participants, student researchers must log a receipt of the cash transactions (under faculty supervision) and provide that log to the **CEO** at the conclusion of their project. This receipt log must state the IRB protocol number, the project name, the total amount of dollars paid to

participants and the student researcher's name with signature. This log must contain the Principal Investigator name(s), the date/time, participant initials, and participants must affirm via checkbox that they received the cash with initials in place of signatures. Researcher must sign this sheet. This log should never be linked with any data collected from the research and must be submitted in hard copy instead of email, to the CEO.

### **Online Studies**

For projects involving **online** interaction and compensation to participants, students must use a two-survey process. The first survey will ask for participants' data; the second survey will ask for their email address. These two surveys will not be connected so individual data and individual emails will remain separate. The student will pay each participant with a gift card using the email address provided and retain email receipts from the card provider and the survey data file of email addresses provided by the participant.

When data collection is completed, the student will provide the email receipts and file of email addresses to the CEO.

### **Guidelines for SRTG Recipients**

1. If you are a SRTG recipient, you must accept your award within 30 days after receiving notification or your award will be forfeited. If your circumstances change and you no longer need your award or you need longer than 30 days to accept your award, you should contact [srtg@ncf.edu](mailto:srtg@ncf.edu).
2. Fall cycle recipients must use SRTG funding by May 1 and Spring cycle recipients must use SRTG funding by December 1. SRTG awards cannot exceed graduation as you must be enrolled through the grant period in which you are using the funding.
3. You MUST turn in receipts for ALL SRTG spending to the Center for Career Engagement and Opportunity 30 days after purchases are made. If you receive funding that is sponsored by the New College Foundation, unused (or no receipt) funds should be returned. If you do not supply a receipt, your grant could be reported to the IRS as taxable income.
4. Recipients should provide a brief final project and expense summary to your faculty and the Center for Career Engagement and Opportunity (CEO) within 30 days after completing the research project.
5. If receipts are not provided, or administrative process not completed, or unused funds have not been returned, you are ineligible for additional SRTG funding until requirements have been resolved.

Questions can be directed to the Center for Career Engagement and Opportunity:  
Library 154 | 941-487-5002 | [srtg@ncf.edu](mailto:srtg@ncf.edu)