**Grant Application Instructions**

Fall 2018

***The University of Maine Graduate Student Government will not discriminate on the grounds of race, color, religion, sex, sexual orientation, national origin, citizenship status, age, disability, or veteran status.***

**I. Submission**

Applications must be submitted online by **5:00 p.m.** on **Friday, September 28th, 2018**.

If applying for a reimbursement of expenses incurred during the 2018 spring semester or summer period, all original receipts must be received by the Grants Officer by **Friday, September 21st, 2018. Please drop off or mail to**:

Graduate Student Government

Grants Officer

University of Maine

5775 Stodder Hall

Orono, Maine, 04469-5755

**Electronic submission of receipts will not be accepted. Deductions are applied for failure to follow instructions, and late submissions are not accepted.** The link for the grant application is posted on the GSG Grants website at (<https://umaine.edu/gsg/2016/04/02/individual-grants/>).

**Eligibility**

1. **Graduate Student Status**

You must be enrolled in a graduate-level course and have paid your Graduate Student Activity Fee for the semester you apply **and** the semester you plan to use the GSG funds. **Please note that as of Fall 2016, non-degree graduate students are eligible to apply in either funding category.**

1. **GSG Attendance**

The GSG representative from your department must have attended at least 75% of GSG board meetings during the last grant cycle. Updated attendance information will be posted on the GSG Grants website under the “Eligibility” page as the deadline approaches.

The Grants Officer will accept formal **typed, dated, and signed** petitions of extenuating circumstances regarding departments not meeting the attendance requirements. These petitions must be received by **5pm** **Friday, September 14th**

**II. Categories**

You may only apply for funding in **one** of the two categories: Travel to Present **or** Degree Related. Contact the Grants Officer (umaine.gsg.grants@gmail.com) with questions about applications to either category.

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| --- | --- |
| **Travel to Present (TP)****Maximum request: $850** | To travel to and present at a conference or professional meeting. **Only one individual can be funded per presentation.** |
| **Degree Related (DR)****Maximum request: $850** | Travel for professional development, gather data/conduct research, hear a particular presentation, meet with a researcher in your field, or purchase supplies with direct application to your graduate studies beyond classroom assignments/requirements are potential application topics. |

**III. Application Instructions**

**Deductions are applied for failure to follow instructions.** Read directions carefully before submitting your application. You are encouraged to seek advice and assistance from your advisor, graduate students in your department who received GSG grants in the past, the Writing Center in Neville Hall, or the GSG Grants Officer (umaine.gsg.grants@gmail.com).

**Submit the following data online in the appropriate fields:**

1. Biographical information as prompted
2. If you’ve received previous GSG funding, a maximum 250-word explanation of prior funding will be reviewed by the Grants Officer. You cannot receive money for the same portion of a project nor for the same travel expense(s) twice.
3. Upload a single pdf that includes your abstract, budget, and budget explanation. Your pdf contains the only information reviewed by grant readers. Sample grant applications are posted on the GSG Grants’ website at <http://www2.umaine.edu/gsg/?page_id=35>.

**Your uploaded pdf must:**

* Be titled “2018Fall\_XX\_#####” where XX indicates the funding category, and ##### are the last **five** digits of your MaineStreet ID#
* For example: 2018Fall\_DR\_12345.pdf for the degree-related category or

 2018Fall\_TP\_12345.pdf for the travel-to-present category

* Be a single **pdf** that includes your abstract, budget, and budget explanation
* **\*Applications not submitted in pdf format will be automatically rejected\***
* Include a header on **ALL** pages with the semester, grant category, and the last **five** digits of your MaineStreet ID#
* For example: 2018 Fall, Degree Related, 12345 for the degree-related category or

 2018 Fall, Travel to Present, 12345 for the travel-to-present category

* Be in your own words
* Be double spaced (except for the budget sheet)
* Use 12-point, Times New Roman font
* Have one-inch margins on each side
* Include a **maximum** two-page Abstract
* Include an Itemized Budget
* Budgets may be in landscape if the page is rotated in the pdf
* Include a maximum two-page Budget Explanation

**If you are requesting reimbursement:**

* Complete the online submission form
* Send the original receipts to the Grants Officer

 **NOTE: You must have incurred all expenses requested on your form, purchased the**

 **equipment, and/or attended the event to request reimbursement.**

**Do NOT:**

* Use your name or any other identifiable information in your uploaded pdf. The five-digit ID number in your document header is used for anonymous reference.
* Use your advisor’s name or other names that may affect your anonymity.
* Submit supplementary materials, such as cover letters, meeting invitations, accepted papers, etc

**\*Any grant containing personal identifiers or your advisor’s name will be automatically rejected\***

**Grant Identification number**

To facilitate the anonymous review process, readers will only see the last five digits of your MaineStreet ID number, the category you are applying to, and the amount of money you are requesting. This number is used solely to identify your application.

**Reimbursement**

Only submit an application for reimbursement when **ALL** expenses listed in the itemized budget are incurred by the date of submission. If you have not incurred all of your expenses, you cannot request reimbursement. If you are applying for reimbursement, you must submit original receipts to the Grants Officer by the submission deadline. **Failure to submit original receipts prior to the submission deadline will result in application rejection.**

**Prior Funding (maximum 250 words)**

Describe how prior GSG funding was used and include a brief description of the project and items or services purchased. GSG will fund different stages of research but will **NOT** fund the same proposal twice, so explain the different phases of the project if applicable. Enter prior funding in the appropriate field of the application form. **Do not include it in the uploaded pdf**.

**Format and Instructions for Grant Application pdf**

**\*Be sure to refer to the scoring rubric on the individual grants page (**[**https://umaine.edu/gsg/2016/04/02/individual-grants/**](https://umaine.edu/gsg/2016/04/02/individual-grants/)**) to ensure your grant meets all scored requirements.**

**Abstract (two-page maximum)**

**Grant readers are from a wide range of disciplines, so write to an educated general audience**. All abstracts should include a description of your research or area of concentration, its significance to your field, and the significant of your work to the University of Maine OR the State of Maine. Be explicit; grant readers will not assume anything about your work or its importance. Their focus will depend on the category of the grant, so follow all relevant instructions. **Points are deducted if your abstract is too technical or too colloquial.** Refer to the examples of excessive jargon and informal writing posted on the GSG Grants’ website at (<http://www2.umaine.edu/gsg/?page_id=35>).

We do not encourage the use of citations in your applications. However, if you do choose to use citations note that you must use a consistent citation style, and your full citation list will be considered part of the abstract page count.

* **Travel to Present:** Describe the conference/meeting where you are presenting. Explain the importance of attending to your degree program, future career, and the University of Maine/ State of Maine.
* **Degree-Related: Travel to workshops/seminars directly related to your ongoing research and professional development, but not to present, are included in this category.** Explain how this purchase/travel will benefit your graduate education and/or research **AND** how it will help further the goals of the University of Maine / the State of Maine.

 **NOTE: All supplies purchased with GSG grant funds become the property of the University of Maine. Coordinate with your advisor as to who will receive the supplies once you graduate or leave the University.**

**Itemized Budget**

**Deductions are applied for failure to follow instructions.** Your budget sheet should be clear and easy to read with correct margins and fonts. A sample budget is available on the GSG Grants’ website at (<http://www2.umaine.edu/gsg/?page_id=35>). Your total expenses may exceed the amount you can request from GSG, but you should include all expenses on the budget sheet. Provide three price quotes from different sources for each item. **You do not need to include three price quotes for items not requested for funding.** Record the amount requested from GSG in the **Amounts Requested** column to indicate which price quote was used. Cite all sources for expenses, including mileage used to calculate road transportation costs (e.g., Google, Mapquest, etc.). GSG reserves the right to verify all costs.

**Adhere to the University’s expense limitations, and do not request more than allowed**:

* **Meals:** $46 per diem rate. **Multiple price quotes are not required.**

For partial days use $9.20 for breakfast (20%), $11.50 for lunch (25%), and $25.30 for dinner (55%) as per <http://www.umaine.edu/obbs/OBBSTravel.htm>. If you are traveling internationally and wish to request use of additional funds to account for high cost areas please refer to: https://aoprals.state.gov/web920/per\_diem.asp

* **Mileage:** $0.44 per mile. Multiple price quotes are not required.

**Handicap-Equipped Vehicle Mileage Rate:** $0.45 per mile.

\***If you are applying for reimbursement you DO NOT need to provide three price quotes\***

**Budget Explanation (two-page maximum)**

**Explain clearly and succinctly why each item on your itemized budget sheet is the best option within the context of your application.** Provide grant readers with a clear understanding of how you will use any GSG funds by presenting a detailed explanation for each item in your budget. Demonstrate that you have adopted the most economical approach to your project/trip by describing how you reduced prices (e.g., sharing hotel rooms or volunteering at a conference). If you are **NOT** selecting the least expensive quote for a particular item, **explain why**. If you are purchasing equipment or supplies, demonstrate that these purchases are central to your project, and are not otherwise available; also describe any potential uses beyond your project**. If you cannot supply multiple price quotes for budget items, provide a reasonable explanation.** For example, a conference attendance fee is non-negotiable. Explain the necessity of funding from GSG, and **be sure to include alternative sources of funding to avoid deductions**.

Please note that GSG takes personal safety very seriously. Choosing to stay at a more expensive location due to personal safety concerns is legitimate and should be noted in the budget explanation if it is a factor.

**V. Reviewing and Scoring**

**Grant readers span all disciplines.** Therefore, it’s best to write to an educated audience who may not be familiar with the jargon from your field of study. Grants are reviewed by graduate students currently enrolled in diverse graduate-degree programs at the University of Maine. Readers will read for abstract clarity, budget explanation, formatting, and professional **AND** University benefits.

**Deductions are applied for failure to follow instructions.** Grant readers will use a scoring rubric supplied by the Grants Officer to evaluate each application. Although readers may vary in their emphasis on different areas of the grant, there is consistency in the scale of scoring across applications. If you would like more information about the scoring process, contact the Grants Office via email at (umaine.gsg.grants@gmail.com).

**PLEASE NOTE -** The following offenses will result in automatic rejection of your application:

1. We have a ZERO tolerance plagiarism policy. All grants will be run through anti-plagiarism software. Grants containing plagiarized material will automatically be rejected and the applicant will lose all eligibility to apply for grants in the future. Each student is entitled to one (1) appeals process with the GSG Executive Committee and a representative from the Graduate School where eligibility may be reinstated.
2. Any grant containing identifying information (name, advisor’s name, other identifiers) will be rejected.
3. Any grant not submitted in pdf format will not be reviewed.

**VII. Obligations**

If you are awarded GSG grant funding, note the following obligations and requirements:

* **If awarded funds you agree to serve as a grant reader in the next cycle. Exceptions include graduation, extensive off-campus field work, and medical excuses. Please contact the Grants Officers with questions (**umaine.gsg.grants@gmail.com**).**
* **Failure to account for disbursed funds will result in a hold placed on your student account at the Bursar’s Office.**
* **Electronic or handwritten reports of how funds were spent are not accepted**. Awardees must submit all original receipts and a **typed, dated, and signed** letter to the GSG Grants Officer by **Friday, February 1st, 2019,** that details how the money was spent. GSG will deny future applications if receipts are not provided in good order and received by the date specified in the award letter. A sample letter is available on the GSG Grants’ website at (<https://umaine.edu/gsg/2016/04/02/individual-grants/>).
* **Proof of presentation is required for the travel-to-present category.** Proof of presentation can be a listing on a website or the book of abstracts from the conference. A **printed** copy of your proof of presentation, along with your receipts, should be submitted after you receive notification that you were awarded GSG funding.
* **Funds can only be used for the items specifically approved in the application budget**. Occasionally small adjustments may be required, and considerations will be made on a case-by-case basis. ***Please contact the Grants Officers prior to making spending adjustments to avoid misuse of funds.*** Be sure to include the semester, funding category, and your ID# on all correspondence to facilitate a response.
* **GSG encourages grant applicants to seek simultaneous funding from a variety of sources.** You are expected to return unused GSG grant funds when other funding is received for the same expenses or when planned expenditures cost less than budgeted. To return unused GSG funding, send a check payable to the **“Graduate Student Government”** with a letter of explanation to:

GSG Grants Officer

University of Maine

5775 Stodder Hall

Orono, ME 04469-5755

Contact the Grants Officer via email (umaine.gsg.grants@gmail.com) with any questions.