

Marist College Student Research Grants

Marist encourages student involvement in research and scholarship as one of the most effective approaches to learning. Our faculty are dedicated to interactive learning and collaboration, and support student efforts to pursue research and creative projects. The College has established a fund to assist students in pursuing scholarly projects under the guidance of a faculty member. Students are encouraged to seek funding from their individual department or school where possible prior to applying for a Student Research Grants. Research grants will not exceed \$400. Travel grants will rarely exceed \$800.

A completed Student Research Grants application includes:

- Request form with faculty member endorsement and dean signature
- Project description (not to exceed two pages)
- Proposed budget
- For travel grants, proof the paper/poster has been accepted

Eligible students must have:

- A minimum GPA of 3.2
- Received no more than one prior Student Research Grant
- Approval and consent of supervision from a full-time Marist faculty member

Eligible requests will typically include:

- Travel expenses to conferences or approved institutions for the purposes of conducting research or presenting findings. Travel reimbursement will be made according to the Marist Travel and Business Expense Policy.
- Supplies, materials, or printing expenses in support of the project. All materials remain the property of Marist College.
- College residential housing costs during the time research is being conducted (summer only) if available.

Ineligible requests include:

- Incomplete applications (see “a completed Student Research Grants application” above)
- Retroactive requests or requests that do not allow appropriate time for review (10 business days)
- Reimbursement to an individual (like a faculty member) who covers the student’s costs upfront
- Hotel expenses exceeding 1-2 days for a one-day presentation; expenses for hotels within 100 miles (some exceptions apply)
- Other excluded items: food/meals, salary/wages, and equipment other than small/minor

Guidelines for use of award:

- The use of human subjects or the generation of hazardous wastes must receive pre-approval from the School Dean and the necessary college committees.
- Undergraduate students who receive a research grant award are required to present the results of their work at Marist’s Annual Celebration of Undergraduate Research, Scholarship, and Creative Activity (CURSCA). This annual celebration is held on the third Wednesday in April.

Please provide 10 business days for review. Incomplete applications will not be considered.

**Marist College Student Research Grants
REQUEST FORM**

STUDENT INFORMATION

Student Name		CWID	
Local address		Major	
Home address City, St, Zip		Expected date of graduation	
Email		Current GPA	
Local phone		Date of previous grant	

Type of Activity: Conference presentation Primary research Other _____

For conference presentations:

Name of conference: _____

Conference location: _____

Conference dates: _____

For research projects:

Expected dates of research: _____

Does the research involve human subjects and require
review by the Institutional Review Board? Yes No

Please provide the names of other student researchers involved in this project

Names	

PROJECT DESCRIPTION

On a separate sheet of paper, please attach a one- to two-page summary of your project including: 1) A summary of your research project, and 2) Why you are requesting a research grant. Please clearly indicate how you will be spending your grant award. If you intend to attend a conference, **please attach a conference announcement and itinerary.**

PROPOSED BUDGET

On a separate sheet of paper, please attach an itemized budget for the entire project. Please identify all anticipated expenses, identify any anticipated support that may come from other sources, and provide a total amount requested from the VPAA.

Student Applicant's Signature: _____ Date _____

I have read the grant proposal of the above student and believe it has merit to warrant the awarding of college funds. I fully support and endorse this project and agree to serve as the primary supervisor of the work during the academic year.

Faculty Signature Date

Dean Signature Date

**Please submit the completed application to:
Student Research Grants
Marist College, HC 1016
3399 North Road
Poughkeepsie, New York 12601**

MARIST

Student Research Grant Budget Proposal

Name _____

Purpose _____

Address _____

Destination _____

Department _____

Time Period _____

		Cost		#		
Hotel(s)	Cost per night	\$	for		night(s)	
Food	Cost per day	\$	for		day(s)	
Airfare/Train	Cost of ticket	\$	for		ticket(s)	
Car Rental/Shuttle	Cost per day	\$	for		day(s)	
Tolls/Parking	Amount	\$				
Personal Automobile*						
Gas	Cost per gallon	\$	for		gallons	
Mileage	Cost per mile	\$.575	for		miles	
Tips	Amount	\$				
Registration	Amount	\$				
Miscellaneous/Supplies	Amount	\$				
				Total Cost		\$

* You may submit for gas or mileage.