Student Association & Geneseo Foundation TRAC Grant

INDIVIDUAL RESEARCH/CREATIVITY GRANT Application Submit as PDF

 (rev. June 14, 2024)

when complete, save this document as a pdf and click on the link in step 5 on THIS [TRAC GRANTS PAGE](https://www.geneseo.edu/undergraduate_research/applying-student-research-and-travel-grants) to submit your application

SECTION 1 • SUBMISSION INFORMATION

####

#### Name

Title of Project

# Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Sponsor

Amount of Support Requested $\_\_\_\_\_\_\_\_\_\_\_ Overall GPA \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ($600 maximum) (2.0 minimum overall required)

Type of request: \_\_\_\_\_Research \_\_\_\_\_Creative

**SECTION 2 • INDIVIDUAL RESEARCH/CREATIVE GRANT BUDGET**

Equipment - ***current* *price quote including S & H****, explanation of equipment, what it is used for, and appropriate shipping and handling costs. In your proposal, demonstrate that equipment is not otherwise available, integral to the research, too inaccessible to borrow and would enhance student academic pursuits beyond your project*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Explanation** | **Description** | **Total** |
|  |  |   | $ |
|  |   |  | $ |
|  |  |  | $ |
|  |   |  | $ |
|  |  |  | $ |
|  | TOTAL |  | $ |

**If you are traveling to do research, use the following information for your calculations:**

**Lodging Calculation:** Look up the allowable lodging rate for the conference location here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

|  |  |  |  |
| --- | --- | --- | --- |
| Total room cost per night: $\_\_\_\_\_ | ÷ | \_\_\_\_\_# of students sharing room | $\_\_\_\_\_ Cost per student per night |

**Meal Calculation:** Look up the allowable meals and incidental expenses (M&IE) rate for the conference location here: <https://www.gsa.gov/travel/plan-book/per-diem-rates> (it will be listed under the lodging rates). **Partial days are calculated at 20% of the M&IE rate for breakfast and 80% of the M&IE rate for dinner.** Meals included in conference registration should not be calculated in meal rates. Additional fees for banquets are not eligible for funding.

|  |  |  |
| --- | --- | --- |
| Meals and IE rate for conference location: $\_\_\_\_\_ | \_\_# full days x M&IE rate = $\_\_\_\_ | \_\_\_# breakfasts x 20% of the M&IE rate = $\_\_\_ |
| \_\_ of dinners x 80% of the M&IE rate = $\_\_\_\_ | Total: $\_\_\_\_\_\_\_ (enter in budget above) |

**Vehicle Rental/Shared Expense Calculator**

|  |  |  |  |
| --- | --- | --- | --- |
| Total cost of vehicle rental $\_\_\_\_\_ | ÷ | \_\_\_\_\_# of students sharing cost | $\_\_\_\_\_Cost per student (enter below) |
| Name of person who will be paying for rental: |

**FACULTY SUPPORT LETTER**

Download [faculty support letter form](https://www.geneseo.edu/sites/default/files/documents/TRAC_Faculty_form.docx). Follow instructions on form for entering your name, saving the document, and forwarding to your faculty sponsor.

Section 3 • RATIONALE – 3-5 pages (for specific required information see website)

Section 4 • SUpporting documentation

* Examples of research "tools"
* Verification of your ability to do the research
* Equipment - *explanation of equipment, demonstrate that equipment is not otherwise available, integral to the research, too inaccessible to borrow and would enhance student academic pursuits beyond your project*
* References