

Part I – COVER PAGE

1. Applicant name (Last, First):		
2. Salutation (circle one): Mr. Miss. Mrs. Ms.	3. Student #:	4. Email address:
5. Title of Research (should be same as on Application to Candidacy):		
6. Campus address (used for MDRF correspondence):		<input type="checkbox"/> North Campus <input type="checkbox"/> South Campus
7. Local Address:		
8. Permanent Address:		
9. Phone Number(s):		
10. ___ Original application OR ___ Resubmission (resubmissions must address problems of original application)		
APPLICANT'S ASSURANCE		
<p>If a grant is awarded as a result of this application, I agree to accept responsibility for the specific conduct of this project and to provide the required progress report. I understand that willful provision of false information is a reason for refusal or discontinuation.</p>		
Applicant's Signature:		Date:

ADVISOR'S ASSURANCE	
<p>To Applicant's Thesis/Dissertation Advisor: It is very important that you understand that the section below is <u>NOT</u> a formality. You are indicating that this is a real project being undertaken as part of the applicant's degree contingent research at the University at Buffalo, and that you are supervising that research (please initial and sign the section below).</p>	
I certify that I have read the attached proposal and that:	
<p>_____ The methodology has been developed sufficiently to allow completion of the project as it is written here.</p> <p>_____ Any necessary subjects (human or animal) have been identified in this proposal and permission for their use by the applicant has been secured (or is pending with the appropriate review committee).</p> <p>_____ Any materials requiring special permission to use (e.g., copyrighted materials, or radioactive materials) have been identified in this proposal and permission for their use by the applicant has been secured (or is pending with the appropriate review committee).</p> <p>_____ The department and/or my support funds CANNOT be used to fund this research and I do not foresee this situation changing. (The MDRF program is funded primarily through mandatory graduate student fees and does not support research that could be covered through advisor's grants or departmental funds.)</p> <p>_____ The appropriate departmental review committee has formally approved this project OR review is scheduled for _____ (month/year)</p>	
Thesis/Dissertation Advisor's Name (please print) _____	
Thesis/Dissertation Advisor's Signature:	Date:

PART II – APPLICANT STATUS

1. Applicant name (Last, First):		2. MDRF Funding Request: \$ _____	
3. Student Status: ___ Full Time OR ___ Part Time		4. Degree Sought: ___ Master’s OR ___ PhD	
5. Anticipated graduation date:		6. Have you waived the student activities fee? Yes__ No__ (If the answer is “yes,” you are NOT eligible to apply for MDRF support)	
7. Academic Department:		8. Advisor’s Name: Phone:	
9. Application to Candidacy Form filed with Graduate School? ___ YES ___ NO If “NO,” when do you plan to file (month/year)?			
10. Comprehensive and any other required exams for this degree taken? ___ YES ___ NO If “NO,” when do you plan to take them (month/year)?			
11. Thesis or dissertation proposal passed? ___ YES ___ NO If “NO,” when is proposal defense planned (month/year)?			
12. Is ANY portion of this research (including portions for which you are NOT requesting MDRF funding but must have to accomplish this project) supported by funds from other granting agencies? ___ YES ___ NO If “YES,” list the SOURCE and AMOUNT of funding: (including your advisors or other departmental grants)			
13. Are you planning to apply for support from other sources? ___ YES ___ NO If “YES,” name sources. If “NO,” why not?			
14. Have you previously applied for support from the Mark Diamond Research Fund? ___ YES ___ NO If “YES,” when (month/year)? _____ If funded, give amount \$ _____ For: ___ Master’s OR ___ PhD* If not funded, reason for rejection.			
*NOTE: If you received MDRF funding for PhD research at any time in the past, you are NOT eligible to apply again.			

PART III - TABLE OF CONTENTS

Applicant must collate all forms as per this Table of Contents. Page numbers have already been filled in for PARTS I – V. Fill in page numbers for PARTS VI-VIII. Page numbers are not needed for PART IX – APPENDICES. Instead, you must fill in the status of each Appendix.

		PAGE #
PART I	COVER PAGE	1
PART II	APPLICANT STATUS	2
PART III	TABLE OF CONTENTS	3
PART IV	ABSTRACT	4
PART V	RESEARCH OR GRADUATION PROJECT PLAN DESCRIPTION (3 page maximum)	5
PART VI	LITERATURE CITED (1 page maximum)	
PART VII	BUDGET FORM	
PART VIII	BUDGET JUSTIFICATION (6 page maximum)	
PART IX	<p>APPENDICES. Use the appendix letters listed below. No page numbering is necessary for this section, but you MUST state the status of each appendix in the column to the right using one of the following abbreviations:</p> <p>NA if appendix is <u>not applicable</u> to your grant INC if appendix is <u>included</u> PEND if appendix are <u>pending</u>*</p> <p>*Note: All applicable material is PENDING unless it has received final approval, proof of which is included with this application.</p>	STATUS
Appendix A	Curriculum Vitae (C.V.)	
Appendix B	Acceptance to Candidacy	
Appendix C	Human Subject Approval	
Appendix D	Animal Use Documentation	
Appendix E	Institutional Review Board Approval for use of Radioactive material	
Appendix F	Documentation of Access	
Appendix G	Price quote documents	
Appendix H	Supporting materials	

PART IV: ABSTRACT

Title of Research:	Abstract Word Count:
Department:	Degree Sought:

In the box below provide a clear and concise summary of your MDRF research proposal, stating the **specific aims** of the research for which you are requesting MDRF funding and describing the **data to be collected**, the **methods to be used** and the **resources needed**. Any senior UB graduate student should be able to understand this abstract. Avoid summaries of past accomplishments. Do not use first person. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the rest of the application.

NOTE: Use 12-point type. Do not exceed 250 words.

PART V: PROJECT PLAN DESCRIPTION

Clearly and concisely describe the research for which you are requesting MDRF funding using the following categories: a) **Specific Aims** of the Research or Project; b) **Background and Significance** of the Research or Project; c) **Progress Report/Preliminary Studies/Previous Related Projects**; d) **Methods/Techniques**; and e) **Resources Needed**. See Application Instructions for more complete explanation of what is expected in this section.

You must use 12-point font and double-space this section. Do not exceed three pages.

PART VI: LITERATURE CITED

List here all literature cited in the Research Plan Description and elsewhere in the application. DO NOT list references that were not used within the application. References are expected, so consult with the MDRF Director if you believe them not to be relevant to your application.

Follow a bibliographic format appropriate to your discipline that permits the reader to fully identify referenced material. Use only one citation format and use it consistently. Use 12-point type and do not go beyond this page.

PART VII – BUDGET FORM

Complete the sections below using this form. Do not go beyond this page unless special permission has been obtained from the MDRF Director. Read Application Instructions for detailed information related to the budget.

TIP: SECTION A – SECTION B = SECTION C

Section A: Total expenses applicant expects to incur as a result of the project.

Item Description	Quantity	Unit Cost	Total Cost
Total Amount			

Section B: List cash resources available to applicant, including grants (other than MDRF) or other sources of funding (including personal savings) that will be used to pay for this research. List in-kind resources, i.e. those items and services necessary for the described research that are available to applicant free of charge.

Cash:

Funding Source	Amount
Total:	

In-kind:

Item	Source

Section C: MDRF expenses. All MDRF expenses must be itemized. TOTAL should not exceed eligible amount.

Item Description	Date to be used	Quantity	Unit Cost	Total Cost
Total Amount Requested:				

PART VIII: BUDGET JUSTIFICATION

Explain why each requested budget item and quantity of that item are needed. Read Application Instructions for more detailed information regarding this section. **Use 12-point font, and double-space. This section is generally 1-3 pages.**

PART IX: APPENDIX

You must attach all applicable appendices (A-H) following the instructions in Part III: Table of Contents (page 3).
Read Application Instructions for details on Appendix requirements.

APPLICATION CHECK LIST

As stated in the Application Instructions, applications are pre-screened. Incomplete applications are **AUTOMATICALLY REJECTED**. Applications that contain grammar, spelling or math **ERRORS ARE PENALIZED** (a certain percentage of the possible grant award is deducted). Applications where Applicant has not followed the directions are also penalized. To insure that your application receives consideration for the maximum amount of funding, use the following checklist before submitting your Application. Remember: **APPLICATIONS ARE DUE** in the GSA office (Student Union Room 310) by **3:00 p.m.** on the deadline date. **NO EXTENSIONS WILL BE GIVEN.**

1. _____ Completed Parts I-VIII, following all instructions regarding font, page limitations, etc.
2. _____ Proofread text for grammar, spelling and clarity.
3. _____ Checked math in budget.
4. _____ Reviewed application for internal consistency.
5. _____ Numbered pages consecutively.
6. _____ Attached all appendices per list in Part III: Table of Contents.
7. _____ Obtained all required signatures.
8. _____ Assembled application package, including:
 - Original application with original signatures;
 - Three (3) copies of **COMPLETE application** (excluding Part I: Cover Page). Copies must be collated and stapled (or otherwise securely fastened);
 - Four (4) collated and stapled copies of Part IV: Abstract (plus a glossary defining terms, if necessary), Part VII: Budget, and Part VIII: Budget Justification.

**MISSING OR INACCURATE INFORMATION WILL RESULT
IN REDUCED FUNDING OR OUTRIGHT REJECTION OF
THE APPLICATION.**