Welcome to the Mark Diamond Research Fund Grant–Writing Tutorial

Sierra Adare–Tasiwoopa api, Director
Overview of the MDRF

- Funds come from your student activity fees and the Office of the Vice-Provost for Graduate Education

- Maximum Grant Amounts
  - Doctoral $2,500
  - MFA $2,000
  - Masters $1,500
Who Can Apply

- Students enrolled in UB Masters, MFA, or Ph.D. programs
- Have paid Graduate Student Activity Fees
- Application is related to Master’s thesis, MFA final project, or Doctoral dissertation research or a final project
  - Includes field research and/or archival research or art project
MDRF Grant Application Process

- Part I  Cover Page and Advisor’s Assurance
- Part II  Applicant Status Form
- Part III  Table of Contents
- Part IV  Abstract
- Part V  Research/Project Plan Description
- Part VI  References Cited
- Part VII  Budget
- Part VIII  Budget Justification
- Part IX  Appendix A–I
You must submit the following as part of your application package:

- **Original application** (with original signatures);

- **Three (3) copies of COMPLETE application** (excluding Part I: Cover Page and Advisor’s Assurance Form). Copies must be collated and stapled (or otherwise securely fastened);


**Note:** You are responsible for making the required copies of the application. The GSA staff will not be able to offer assistance or equipment for this. **Incomplete applications will NOT be reviewed.**
Cover Page

Look for the latest revision

NOTE: Yellow highlighted areas are routinely not filled out correctly or not filled out at all on MDRF application
Advisor’s Assurance Form

It is important that you understand that this form is **not a formality**. By signing the document below, you are indicating that the project described is part of the applicant’s final project for his/her degree at the University at Buffalo and that you are supervising that research. It is your responsibility to ensure that the student is requesting funds to purchase items or services that are directly connected to his/her final project. If the applicant is discovered to have requested funds for any other purpose, all MDRF funding for him/her will be revoked, and the advisor will not be eligible to sign MDRF funding requests for any other applicants for three consecutive grant periods.

**Please INITIAL INK ALL the section below. Use NA for sections that are not applicable. Forms without initials will not be considered valid.**

I certify that:

- The methodology has been developed sufficiently to allow completion of the project as it is written.
- All 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).
- All 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).
- Research 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.)
- The materials and services requested by the applicant are NOT already accessible to him/her through the department’s and/or my own holdings.
- The appropriate departmental review committee has formally approved this project OR review is scheduled for _____________ (month/year).

Thesis/Dissertation Advisor’s Name (please print):

Thesis/Dissertation Advisor’s signature: ___________________________ Date: ____________

**Note:** The Advisor will likely be needed to verify that certain goods and services were actually purchased and used by the applicant. In these cases, if it is discovered that either the applicant or advisor falsified any of the information they provide, the penalties described in the instructions will be enforced. The GSA reserves the right to verify all information provided, and to take appropriate action as needed.
**NOTE:** If you have received MDRF funding for Ph.D. research at any time in the past, you are NOT eligible to apply again.

Fill out every item.
Note: You must fill in the actual page numbers through Part VIII and fill in the appropriate abbreviations for ALL of the appendices.

<table>
<thead>
<tr>
<th>PART</th>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAGE #</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>COVER PAGE</td>
</tr>
<tr>
<td>2</td>
<td>ADVISOR’S ASSURANCE FORM</td>
</tr>
<tr>
<td>3</td>
<td>APPLICANT STATUS</td>
</tr>
<tr>
<td>4</td>
<td>TABLE OF CONTENTS</td>
</tr>
<tr>
<td>5</td>
<td>ABSTRACT (1 page maximum)</td>
</tr>
<tr>
<td>6</td>
<td>RESEARCH OR GRADUATION PROJECT PLAN DESCRIPTION (3 page maximum)</td>
</tr>
<tr>
<td>7</td>
<td>REFERENCES CITED (1 page maximum)</td>
</tr>
<tr>
<td>8</td>
<td>BUDGET FORM</td>
</tr>
<tr>
<td>9</td>
<td>BUDGET JUSTIFICATION (3 page maximum)</td>
</tr>
</tbody>
</table>

PART IX - 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:

- **NA**: if appendix is not applicable to your grant
- **INC**: if appendix is included
- **PEND**: if appendix are pending*

*Note: All applicable material is PENDING unless it has received final approval, proof of which is included with this application.

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Two (2) Letters of Recommendation</td>
</tr>
<tr>
<td>B</td>
<td>Curriculum Vitae (C.V.)</td>
</tr>
<tr>
<td>C</td>
<td>Acceptance to Candidacy</td>
</tr>
<tr>
<td>D</td>
<td>Human Subject Approval</td>
</tr>
<tr>
<td>E</td>
<td>Animal Use Documentation</td>
</tr>
<tr>
<td>F</td>
<td>Institutional Review Board Approval for use of Radioactive material</td>
</tr>
<tr>
<td>G</td>
<td>Documentation of Access</td>
</tr>
<tr>
<td>H</td>
<td>Price quote documents</td>
</tr>
<tr>
<td>I</td>
<td>Glossary and supporting materials</td>
</tr>
</tbody>
</table>
Abstract

- 12-point type
- 250 words max
- No first person
  - No I
  - No Me
  - No My
  - No We
  - No Us

ALL TERMS DEFINED IN THE GLOSSARY MUST BE BOLDED THROUGHOUT THE APPLICATION.

NOTE: Your entire abstract MUST fit in this box on this one page. It can be single spaced if necessary.

DO NOT cut and paste an abstract from your proposal. It will not match the criteria you must meet in the MDRF abstract.
Abstract

- Must include
  - Specific aims OR potential outcomes for the project
  - Data to be collected OR consulted OR created
  - Methods OR techniques to be used OR the conceptual framework of the project
  - Resources needed from MDRF

NOTE: You DO NOT need to address the specific aims and the potential outcomes, only one or the other (whichever best applies to your research or project)

This applies to data and methods discussions, as well (any of the areas above separated by the word “or”)

In the box below provide a clear and concise summary of your MDRF research proposal, stating the specific aims of the research or potential outcomes for the project for which you are requesting MDRF funding and describing the data to be collected, consulted, or created; the methods or techniques to be used or the conceptual framework of the project; and the resources needed from MDRF. 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.

The potential outcomes of this final project are...

The data to be created includes the …

Techniques to be used will be …

The resources needed from the MDRF are …
Abstract

- Be straightforward
- Be specific

Note that terms are defined in a Glossary, however, do not include this statement in the box or the words will count toward your 250 words

ALL MDRF grant applications must include a glossary.

Note: Bold ALL terms that are defined in the Glossary every time you use them throughout the application

The potential outcomes of this final project are...

The data to be created includes the...

Techniques to be used will be...

The resources needed from the MDRF are...
Clearly and concisely describe the research or final project for which you are requesting MDRF funding using the following categories: a) Specific Aims of the Research or Potential Outcomes of the Project; b) Background and Significance of the Research or Project or the project’s Contributions to the Field; c) Progress Report/Preliminary Studies/Previous Related Projects/Influences; d) Methods/Techniques/Context/Conceptual Framework; 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.

- Must use 12-point type
- Double-space
- Maximum 3 pages long
- DO NOT cut and paste from your proposal. It will not match the criteria you must meet in the MDRF plan.
Clearly and concisely describe the research or final project for which you are requesting MDRF funding using the following categories: a) Specific Aims of the Research or Potential Outcomes of the Project; b) Background and Significance of the Research or Project or the project’s Contributions to the Field; c) Progress Report/Preliminary Studies/Previous Related Projects/Influences; d) Methods/Techniques/Context/Conceptual Framework; 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.

- Must include
  - Specific Amis OR Potential Outcomes
  - Background AND Significance OR Project’s Contributions to the field
  - Progress Report OR Preliminary Studies OR Previous Related Research OR Influences to the project
  - Methods OR Techniques OR Context OR Conceptual Framework
  - Resources Needed from MDRF

- NOTE: As with the Abstract, you DO NOT need to address the specific aims and the potential outcomes, only one or the other (whichever best applies to your research or project)

- This applies to the other discussions, as well (any of the areas above separated by the word “or”)

PART V: PROJECT PLAN DESCRIPTION
Specific Aims: The main goal of this research is to provide...

Background and significance: Historically, researchers have looked at…. It has been proven that...

Progress Report/Preliminary Studies/Previous Related Projects/ Influences:
Researchers have approached the current problem by…. In a related study, researchers found...

Methods/Techniques/Context/Conceptual Framework: This project involves the study of a related aspect that examines…by preparing the catalyst, a well established method called...

Resources Needed: Materials needed include the chemicals for catalyst preparation, ionic liquid for mixing and gases for conducting the reaction, shipping costs, and gas detection equipment called a gas chromatograph that qualifies...
Research/Project Plan Description

- Do not use any vague words or terms
  - This archive might be useful
  - This research may be included in my dissertation

- If applicable, include your research question

- Detail every item you are requesting in your Budget in the Resources Needed section, however save the reasons for the Budget Justification
List here all literature or references 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.

- One page only
- 12-point type
- Be consistent in using one citation format
- Do Not list sources that are not referred to in the Research Plan
- Must cite sources in the Research Plan
## Budget

Check your math!

It must add up down the columns, as well as across the quantity, unit cost, and total cost for each line.

**NOTE:** All amounts must be in U.S. dollars

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### Part VII - Budget Form

Complete the sections below using this form. Add rows if needed. Read Application Instructions for detailed information related to the budget. **The Section A = Section B = Section C MUST BE FILLED OUT.**

Section A: Total expenses applicant expects to incur as a result of the project. Do not include In-Kind in Section A.

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
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<tr>
<td><strong>Total Amount</strong></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
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<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
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</tbody>
</table>

**In-kind:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
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<tbody>
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<td></td>
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</tbody>
</table>

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

<table>
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<tr>
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<tr>
<td><strong>Total Amount Requested:</strong></td>
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</tbody>
</table>

A \$ - B \$ = C \$
**Budget**

DO NOT cut and paste Budget Section A into Budget Section C as C has an additional column that must be filled out.

DO NOT replace Budget Section C with Budget Section A. To do so will be an automatic Resubmit.

DATE TO BE USED MUST FALL WITHIN THE GRANT PERIOD OR IT WILL BE AN AUTOMATIC RESUBMIT.

---

### PART VII - BUDGET FORM

Complete the sections below using this form. Add rows if needed. Read Application Instructions for detailed information related to the budget. The SECTION A$ – SECTION B$ = SECTION C$ MUST BE FILLED OUT.

**Section A:** Total expenses applicant expects to incur as a result of the project. Do not include In-Kind in Section A.

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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**In-kind:**

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</tr>
</tbody>
</table>

**Total Amount Requested:**

$$A$ - B$ = C$$
Budget

A sample budget

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

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roundtrip Airfare to Country</td>
<td>1</td>
<td>$2000</td>
<td>2000</td>
</tr>
<tr>
<td>Parking Fee at Airport</td>
<td>22 days</td>
<td>$2</td>
<td>44</td>
</tr>
<tr>
<td>Domestic travel in Country by Bus</td>
<td>20</td>
<td>$5/day</td>
<td>100</td>
</tr>
<tr>
<td>Communication (Phone, Fax, Internet)</td>
<td>50</td>
<td>$1</td>
<td>50</td>
</tr>
<tr>
<td>Photocopying Survey</td>
<td>300</td>
<td>$1</td>
<td>300</td>
</tr>
<tr>
<td>Accommodations</td>
<td>21 days</td>
<td>$30/night</td>
<td>630</td>
</tr>
<tr>
<td>Food</td>
<td>21 days</td>
<td>$20/day</td>
<td>420</td>
</tr>
<tr>
<td>Survey Incentives for subjects</td>
<td>300</td>
<td>$3</td>
<td>900</td>
</tr>
<tr>
<td>Purchase of documents</td>
<td>4</td>
<td>$50</td>
<td>200</td>
</tr>
<tr>
<td>Archival Photocopies</td>
<td>100</td>
<td>$0.50/each</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Total Amount: 4694</td>
</tr>
</tbody>
</table>

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:

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advisor's grant (airfare)</td>
<td>2000</td>
</tr>
<tr>
<td>Personal saving (communication, survey copies, document purchase, incentives, parking)</td>
<td>694</td>
</tr>
<tr>
<td></td>
<td>Total: 2694</td>
</tr>
</tbody>
</table>

In-kind:

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer use</td>
<td>Department</td>
</tr>
<tr>
<td>SPSS Analysis software</td>
<td>Department</td>
</tr>
</tbody>
</table>

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

<table>
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<tr>
<th>Item Description</th>
<th>Date to be used</th>
<th>Quantity</th>
<th>Unit Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking Fee at Airport</td>
<td>12/01</td>
<td>21 days</td>
<td>$2</td>
<td>42</td>
</tr>
<tr>
<td>Domestic travel in Country by Bus</td>
<td>12/02</td>
<td>20</td>
<td>$5/day</td>
<td>100</td>
</tr>
<tr>
<td>Accommodations</td>
<td></td>
<td>21 days</td>
<td>$30/day</td>
<td>630</td>
</tr>
<tr>
<td>Food</td>
<td></td>
<td>21 days</td>
<td>$20/day</td>
<td>420</td>
</tr>
<tr>
<td>Survey Incentives for subjects</td>
<td></td>
<td>236</td>
<td>$3</td>
<td>708</td>
</tr>
<tr>
<td>Archival Photocopies</td>
<td></td>
<td>100</td>
<td>$0.50/per</td>
<td>100</td>
</tr>
</tbody>
</table>

|                                         | Total Amount Requested: 2000 |

A $4694 - B $2694 = C $2000
Remember mundane things like paper, pens, notebooks, etc. are not fundable (but can be listed in Section A and your savings or another source paying for them in Section B)

Photocopies are not fundable except archival photocopies and copies associated with surveys
Clarify portions of Section A that will come from other (Section B Cash) funding sources, if any

Remember: A $4694 – B $2694 = C $2000
Budget

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</tbody>
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In-kind:

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer use</td>
<td>Department</td>
</tr>
<tr>
<td>SPSS Analysis software</td>
<td>Department</td>
</tr>
</tbody>
</table>

- Remember to include use of the lab or equipment in your department in the In–Kind Section B of the Budget
- Include In–kind use of equipment and software
# Budget

## A

<table>
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<tr>
<td>Purchase of documents</td>
<td>4</td>
<td>$50</td>
<td>200</td>
</tr>
<tr>
<td>Archival Photocopies</td>
<td>100</td>
<td>$.50/each</td>
<td>50</td>
</tr>
</tbody>
</table>

## C

<table>
<thead>
<tr>
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<tbody>
<tr>
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<td>$30/day</td>
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<tr>
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<tr>
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<td>236</td>
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**Total Amount Requested:** 2000
## Budget

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<td>Photocopying Survey</td>
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<td>$30/night</td>
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<tr>
<td>Food</td>
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<th>Unit Cost</th>
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<td>$30/day</td>
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<tr>
<td>Food</td>
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<tr>
<td>Archival Photocopies</td>
<td></td>
<td>100</td>
<td>$.50/per</td>
<td>100</td>
</tr>
</tbody>
</table>
Budget

- Double-check the math in all sections
- Include at the bottom of the Budget page

\[ A \$4694 - B \$2694 = C \$2000 \]
If applicable, remember to include in your budget:

- Shipping costs
- Tolls
- Parking fees
- Subway passes
- Bus passes
Budget

Non-Fundable Items THIS IS NOT A COMPREHENSIVE LIST

Salaries and/or stipends for applicants
Typing or data entry
Research Assistants or equipment, supplies, fees, or travel for assistants
Post-Research Expenses costs of presentation of the project or thesis (software, laser printer supplies, binding, gallery fees, protective framing, etc.)
Equipment or supplies available to students within UB
Supplies intrinsic to discipline (paint brushes, general lab supplies, etc.)
Travel to conferences and annual meetings (see GSA conference funding)
Local travel associated with daily routine activities
Food when conducting local research
Training, workshops or courses tuition and/or fees, including travel, food, and lodging for training, workshops, courses, and/or schools
Office supplies and general photocopying
Budget Problem Areas

- **Human Subject Costs**
  - MDRF will reimburse human subjects at a rate of **$10.00 per hour of participation**. This can be either straight payment of $10 per hour per participant, converting or pooling what would be paid to participants and offering gift cards or other items in a random drawing, or a combination of paying participants and holding a drawing. However, budget numbers in Section C cannot exceed the # of participants x the participation time x $10 per hour.
  - Example: 4 participants for 2 hours each for $10 per hour per person = $80 total to be requested of MDRF
    - This can represent $80 paid to participants **OR** $80 worth of gift cards, **OR** $80 pooled to purchase a drawing prize **OR** a combination such as $40 paid to participants and $40 pooled to purchase a drawing prize.
    - MDRF cannot reimburse participants $80 for participating and additional funds requested for a drawing or gift card be added on top of the $80.
Budget Problem Areas

Transcription Fees

- Transcription fees will be funded at the flat rate of $5.00 per page. Reimbursement is only for actual expenses and must be supported by original receipts. Transcription costs may not exceed 50% of the total budget allocation of fundable items you are requesting from MDRF (Budget Section C).

- Example: **Budget C** total is $1500. Total allowable to pay for transcription fees cannot exceed a total of $750 (150 pages at $5 per page).

- Example: **Budget C** total is $900. Total allowable to pay for transcription fees cannot exceed a total of $450 (90 pages at $5 per page).
Budget Justification

PART VIII: BUDGET JUSTIFICATION

Explain why each requested budget item, amount of time, and/or quantity of the item are needed. Read Application Instructions for more detailed information regarding this section. Use 12-point font and double-space. Do not exceed three pages.

- Maximum 3 pages
- 12-point type
- Double spaced
- List item by item in order listed in Budget Section C
- If have the space, note company names for quotes and which is lowest
Budget Justification

- Give specific reasons for why you need this amount of a chemical
- Why you need to conduct research in a particular facility or archive
- Why you need to conduct research in an archive for 15 days
- Why you need to interview 50 people
- Why your interviews will take 6 hours over a period of 2 weeks
- Why this special analytical software is necessary
Budget Justification

- If requesting 3 of the same item, explain why you need 3.
- If you must rent equipment from a particular source (such as this is the only one in the area where you are conducting your research and to go further afield for other places greatly increase the cost, if equipment is even available elsewhere in the region). You must supply proof of this in Appendix H.
Appendix A–I

PART IX: APPENDIX

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

A. Letter of Recommendation
B. Curriculum Vita (CV)
C. Acceptance to candidacy (ATC)
D. Human subject approval (IRB)
E. Animal use documentation
F. Institutional review board approval for use of radioactive material
G. Documentation of access
H. Price quote documents
I. Glossary that is mandatory and any supporting materials (expert CV, etc.)
Appendices

- Each Appendix MUST have a Cover Sheet
- All appendices (A–I) must be included in the application

Appendix H
Price Quotes
Appendices

- The exception is appendices that are NA (not applicable) and/or PEND (pending)
- List the NA and/or PEND on one Cover Sheet as long as they are in the proper alphabetical order

<table>
<thead>
<tr>
<th>Appendix C</th>
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<tbody>
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<table>
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<table>
<thead>
<tr>
<th>Appendix E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Use Documentation NA</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendix F</th>
</tr>
</thead>
<tbody>
<tr>
<td>IRB Approval for use of Radioactive material NA</td>
</tr>
</tbody>
</table>
Appendices

- If Appendix C is PEND and you are including your IRB approval letter in Appendix D, then Appendix C will be on a separate sheet and after Appendix D, list Appendix E and Appendix F on one sheet.
Also, clearly note on each document in the Appendix what the document is, such as writing the Appendix letter and title at the top of each page included in the appendices.
NOTE: Should you be awarded a MDRF grant, before any MDRF funds can be reimbursed you MUST have your **Acceptance to Candidacy (ATC)** letter, not your ATC application form and if applicable:

- Human Subject Approval (IRB)
- Animal Use Documentation
- IRB Approval for Radioactive Material
- Document of Access [this should NOT be Pending in your MDRF application]
Appendix A
Letter of Recommendation

- Must be written by a faculty member or an expert in your field of study
- Should be on department or institution letterhead
- Must address the significance of your research or final project and contributions it will have to the field
- DO NOT submit letters in sealed envelopes
Appendix B

CV

- Career Services offers help with CVs. 259 Capen Hall 645-2231 for appointments ub-careers.buffalo.edu

- The GSA Office offers editorial and tutorial services to graduate students by contacting gsa-editorial@buffalo.edu or by calling 645-6804

- Sample CVs are available online from thousands of websites

- Books on writing a CV are available in the library
Appendix C  
Acceptance to Candidacy (ATC)

- **ATC is NOT a copy of your Application to Candidacy.**
- If you have the **acceptance** letter you receive from the Graduate School, include it here.
- If you have not yet received the **acceptance** letter, mark it in the appendix as pending. **DO NOT INCLUDE A COPY OF YOUR APPLICATION. It will count against you.**
Appendix D
Human Subject Approval (IRB)

- This is not your IRB application, although a copy of your IRB application in Appendix I as a supporting document is a good idea.
- What is needed for your MDRF application is your IRB approval document.
- If you have not yet received approval, mark it in the appendix as pending.
Appendix E

Animal Use Documentation

- You must attach a copy of your clearance for animal use and an animal handling certificate.
- You must also include a letter from the veterinarian or your department attesting to your competency working with animals.
Appendix F
IRB Approval for use of Radioactive Materials

- IRB approval document
Appendix G
Documentation of Access

- Must be included for institutions, labs, archives, or libraries not on the UB campus, as well as locations where you will be conducting human subject research (such as outside the courthouse, a hospital, an orphanage, or an Indigenous nation)

- Letter must be on institution letterhead and clearly delineate the type of access you will receive (can be in the form of an email)

- If you listed use of a lab or facility beyond your own lab or facility on campus in the In–Kind Section B of the Budget, it would be good to include a letter of access for this location as well
Appendix H
Price Quote Documents

- 3 price quotes for every individual budget item over $200.00
  - 3 quotes from the same airline for 3 different days is NOT acceptable
  - If it is impossible to obtain 3 quotes because only one company sells a product or service, YOU MUST PROVIDE DOCUMENTATION to support your claim

- 3 price quotes for multiples of the same item that total more than $200.00
  - 6 MICROPHONES @ $100.00 EACH FOR A TOTAL $600.00

- FAILURE TO PROVIDE 3 ADEQUATE QUOTES FOR ITEMS THAT EXCEED $200.00 WILL RESULT IN IMMEDIATE DENIAL OF THE GRANT

- DO NOT include quotes for ANYTHING that is LESS THAN a total amount of $200 or for items that have a fixed rate such as Food or Mileage
Appendix H Quotes

- At top of page write or type quote number and the budget item as listed in your Budget Section C
- Highlight item and price
- Note the least expensive quote should be the one in your Budget Section C
- If the quote is not in English, you must translate it and convert the prices to U.S. dollars and include an exchange rate website conversion with the quotes.
Appendix H
Quotes

- NOTE: If the quote is not in English, you must translate it and convert the prices to U.S. dollars and include an exchange rate website conversion with the quotes.

- Failure to translate quotes into English, convert prices to U.S. dollars, and include exchange rates is an automatic resubmit.
If you use a travel website such as Priceline, Expedia, or Orbitz you MUST make certain you have THREE DIFFERENT AIRLINES, OR THREE DIFFERENT HOTEL CHAINS, OR THREE DIFFERENT RENTAL CAR COMPANIES listed.

OR YOU MUST INCLUDE THREE DIFFERENT TRAVEL WEBSITES as your three quotes.
Appendix H
Quotes

You must have 3 (three) DIFFERENT AIRLINES, HOTEL CHAINS, OR RENTAL CAR COMPANIES, etc., OR
Appendix H
Quotes

You must have 3 (three) DIFFERENT TRAVEL WEBSITES
Appendix I
Glossary and Supporting Materials

- MUST INCLUDE A Glossary (a mandatory item in every application)
- The CV of an expert (such as for a translator) must be included if you are requesting funds for an expert
- If requesting mileage, you must include a Google or MapQuest direction page with the mileage and destinations listed and highlight the mileage and destination
Appendix I
Glossary and Supporting Materials

- Can include a copy of your survey questionnaire if applicable
- Charts or graphs that help to explain or illustrate research project
- Copy of institution’s website with Pertinent or Significant information concerning your project
- A copy of your IRB application with Questionnaires
- No Wikipedia pages
Include a Glossary regardless of your discipline

Note that all words defined in the Glossary MUST be **Bolded** throughout the application, every time the terms are used (This is MANDATORY)

Include the Glossary in ALL of the copies of your application (8)

Gloss EVERY term you think might be confusing or not well-know beyond your field

Do not waste Abstract space trying to gloss terms, save them for the glossary
Application Checklist

- This IS NOT a formality
- Use this to double-check that everything is included and signed
- Check for math errors

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. ___ Advisor’s Assurance form fully filled out, initialed, and signed.
3. ___ Proofread text for grammar, spelling and clarity.
4. ___ Checked math in budget and A - B = C box is filled out.
5. ___ Reviewed application for internal consistency.
6. ___ Numbered pages consecutively.
7. ___ Attached all appendices per list in Part III: Table of Contents, including two (2) Letters of Recommendation.
8. ___ Obtained all required signatures.
9. ___ Assembled application package, including:
   - Original application with original signatures;
   - Three (3) copies of COMPLETE application (excluding Part I: Cover Page and Advisor Assurance Form). Copies must be collated and stapled (or otherwise securely fastened);

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

- 99% Jargon
- 98% Budget error
- 80% Budget justification
- 78% Unclear Abstract
- 68% Unclear Methods
- 50% Grammar
- 48% Unclear Significance
- 30% Non-fundable items in Budget
- 25% Unclear Research Plan
- 12% Unclear Resources Needed in Abstract
- 10% Used 1\textsuperscript{st} Person in the Abstract
- 10% Missing quotes or inadequate quotes
- 9% Funds or dates requested are outside of grant period
- 8% Unclear Data to Be Collected in Abstract
- 8% Unclear Aims in Abstract or Research Plan
- 5% Research Plan not double-spaced
Common Pitfalls

- 51% rule
  - If 51% of the items listed in the Budget Section C are non-fundable items, the application is automatically ineligible.
  
  - This includes budgeted items purchased prior to the first day of the granting period. There are NO exceptions.
  
  - THERE ARE NO RETROACTIVE REIMBURSEMENT FOR ANY BUDGETED ITEMS THAT ARE PURCHASED PRIOR TO THE FIRST DAY OF THE GRANTING PERIOD
What Happens Next?

- **Review panel:**
  - Consists of approximately 10 senior graduate students from various academic departments
  - Two non-voting members, the director and a representative from the office of the vice-provost

- Funding is determined by a majority vote of the council
- **ALL COUNCIL DECISIONS ARE FINAL AND CANNOT BE APPEALED**
- The committee does not judge academic, creative, cultural, or technological strength of applications
- Judges critique the presentation of the proposal and financial planning contained within the application
- One calendar year to utilize grant funds
Frequently Asked Questions

- If I have a project that is not research can I still apply for MDRF funds? **No.**
- If I don’t have my application to candidacy can I still apply? **Yes, list it as PEND.**
- If I did not finish my coursework can I apply? **Not yet. You must be at the point of conducting research or creating your final project/theses/dissertation.**
- If I did not defend my proposal can I apply? **You can, however, if your project or research changes after the MDRF grant award, you will lose the grant and cannot reapply.**
- If I don’t have three quotes can I still apply? **Only if you justify and prove that it is not possible to obtain three quotes.**
- Can I apply if I do not have human subject approval/animal use/Int. review radioactive/letter of access? **Yes, list these as PEND, however, as with defense of your proposal, if the project or research is altered by the IRB after you receive a MDRF grant, you will lose the grant and cannot reapply.**
- What items are not fundable by MDRF funds? **See the non-fundable list on the website. This, however, is not a comprehensive list. If you have questions about an item being fundable, contact the MDRF Director.**
- When will MDRF notify me about my grant application? **Allow six weeks after the application deadline.**
Final Reminders

- **Deadline**
  - Applications are due the *second Friday in September, the second Friday in February, and the second Thursday in May* by 3 p.m. in the GSA Office, 310 Student Union.
  
  - **Late applications will not be accepted!** All applications must be handed in as hard copies.

- **Contact information:**
  - Sierra Adare–Tasiwoopa api
  - Phone: 645–2960
  - Fax: 645–7333
  - Email: gsa–mdrf@buffalo.edu (Best way)
  - Web site: www.gsa.buffalo.edu