MARK DIAMOND RESEARCH FUND 2015-2016 GUIDELINES

Purpose: The Mark Diamond Research Fund (MDRF) provides grants to graduate students for research expenses related to their final project, thesis, or dissertation only. Covered expenses include such things as travel, certain art or lab supplies, human subject costs, laboratory animal costs, and transcription fees. Expenses not covered include such things as salary or stipend for the applicant, conference funds, tuition for courses, clerical expenses, post-research or post-final project expenses, training, office supplies, and equipment or supplies available to the applicant through the university or department or intrinsic to the applicant’s discipline. The program is funded by the GSA (from mandatory student activity fees) and the Graduate School.

Application deadlines: Complete applications are due in the GSA office (310 Student Union) by 3:00 P.M. on the deadline date. Application deadlines for 2015-2016 are as follows:

Friday, September 25, 2015 for research to be conducted November 1, 2015 - October 31, 2016;
Friday, February 19, 2016 for research to be conducted April 1, 2016 - March 31, 2017; and
Thursday, May 26, 2016 for research to be conducted July 1, 2016 - June 30, 2017.

Eligibility: Graduate students from any GSA-member department or discipline are eligible to apply, as long as the applicant has not received a waiver of the student activity fee. Applicants should be at or near completion of all coursework, have finalized the nature of the project, thesis or dissertation, and have an anticipated graduation date.

Amount: Ph.D. students may apply for up to $2,500, MFA students for up to $2,000, and Master’s students for up to $1,500. Master’s and MFA students who have received prior funding from the MDRF and continue into a doctoral program, may apply for an additional $1,000 for Master’s or an additional $500 for MFA students (a cap of $2,500 total) for the Ph.D. funding limit. Please note that there are limited funds available each year and in each granting period. Grants will be awarded within the financial constraints of the MDRF annual budget.

Procedural recommendations: The Mark Diamond Research Fund is a competitive grant. Go to the GSA website and take the MDRF Tutorial. It takes you through the application process page-by-page. Allow at least two months to prepare the application. Be sure to follow all instructions and proofread the application for clarity, grammar, spelling, and math. Incomplete applications are automatically rejected. This includes improperly initialed/unsigned Committee Members’ Assurance Forms and missing/incorrect quotes. If you have questions or concerns, contact the MDRF Director BEFORE submitting the grant application. Missing or inaccurate information may result in reduced funding or outright rejection of the application.

Review Criteria: Awards are determined by a majority vote of the MDRF Review Council, a panel made up of previous MDRF grantees, other UB graduate students, and two non-voting members: the MDRF Director and a representative of the Graduate School. Decisions of the Review Council are final and cannot be appealed. Applications will be evaluated on the following criteria:

- Clarity of the abstract and research description. You should write in a way that could be understood by any UB graduate student. If technical terminology is essential to the application, the terminology must be bolded every time it is used in the application and included in the glossary in Appendix I.
- Clarity and accuracy of the financial planning for the project
- How well applicant has followed instructions
- How well the application is organized
- Evidence of Faculty support
Ranking versus other applications

Keep in mind that the people evaluating your application will most likely not be familiar with your discipline. A chemistry student may be deciding on an art application, a music student may be deciding on a physics application. The more care and effort you put into making all aspects of your application clear to someone who has no background in your discipline, the more likely you are to be funded.

Notification: Applicants are usually notified regarding the status of their application at the end of the month following the application deadline. MDRF grant funds are made available to the grant recipient by means of University Purchase Requisition or as reimbursement by check for expenses paid by the grant recipient during the grant period. No cash is awarded. Items purchased before the grant period begins cannot be reimbursed by MDRF.

GENERAL INSTRUCTIONS
Download the MDRF Application Form from the GSA website. The application must be typed (using 12-point font). Pages should be numbered consecutively throughout the entire application, including appendices. The application consists of nine parts, each of which has a purpose and must be included:

- Part I: Cover Page & Committee Members' Assurance Forms
- Part II: Applicant Status Form
- Part III: Table of Contents
- Part IV: Abstract
- Part V: Research/Project Plan Description
- Part VI: Literature Cited or References
- Part VII: Budget
- Part VIII: Budget Justification
- Part IX: Appendices A-I

You must submit the following as part of your application package:

- Original application (with original signature on Cover Page and original initials and signature on Committee Members' Assurance Forms);
- Three (3) copies of complete application (excluding Cover Page and Committee Members' Assurance Forms). Copies must be collated and stapled (or otherwise securely fastened);
- Four (4) collated and stapled copies of Part IV: Abstract, Part VII: Budget, Part VIII: Budget Justification, Part IX Appendix A: Letter of Recommendation, Appendix H: Price Quotes (if applicable), and Appendix I: Glossary. Do not include other parts of the application than those listed above.

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, original applications that are missing original signatures, and/or original Committee Members' Assurance Forms missing original initials and/or original signature will not be reviewed.

Application package should be delivered to:

Director, Mark Diamond Research Fund
Graduate Student Association
University at Buffalo
310 Student Union
Amherst, New York 14260

SPECIFIC INSTRUCTIONS
The Application Form should be self-explanatory for Parts I, II, III, IV, and VI. Simply follow the directions and provide all of the information requested. Note that the application must be assembled according to Part III: Table of Contents (page 6 of the Application Form), so that page will be particularly useful to you as you prepare the application. The Abstract, Part IV, must not exceed one (1) page and the abstract must fit in the box on that page. The Abstract can be single spaced if necessary in order to fit it in the box on the one page. Do not include citations, graphs, charts, maps, or equations in the Abstract. Do not cut and paste an abstract from another source (e.g., from your dissertation proposal) as it will not contain the necessary components required in the MDRF Abstract.

Detailed instructions regarding Parts V, VII, VIII, and IX are listed below. Also see the application tutorial on the MDRF website.

Part V: Research/Project Plan Description
Clearly and concisely describe the research or graduation project for which you are requesting MDRF funding in language that could be understood by any UB graduate student. Be specific and informative, but remember that you are writing for an audience unfamiliar with your area of study. Avoid technical terminology. If you must include technical terminology, provide definitions in the glossary in Appendix I. All terms defined in the glossary must be bolded every time they are used throughout the application. Make certain the MDRF Review Council can distinguish between your research and that of your advisor or others associated with the project. It is only your research that is eligible for MDRF funding. Do not include graphs, charts, maps,
or equations in the Research/Project Plan Description. Those belong in Appendix I after the glossary.

a. **Specific Aims of the Research or Potential Outcomes of the Final Project.** Outline what the proposed research/project is intended to accomplish or the potential outcomes of your final project.

b. **Background and Significance of the Research/Project or Contributions to the Field.** Briefly place your research/final project in a larger context and summarize its importance to your field. What research/projects have been done in this area? How does your research/project complement what has been done? How will your research/final project enhance or add to previous research or works in the field? Why are you doing this research/final project? How does your work fit or add to the larger body of work in your discipline? What will it contribute to the field of study?

c. **Progress Report, Preliminary Studies, Influences, Previous Related Projects or Influences.** Briefly report on any ongoing research of which your project is a part. Provide information regarding any preliminary studies, pilot studies, coursework or projects that have informed or influenced the current research design (whether it was research you or another researcher conducted), or discuss the influences of authors, artists, or composers on your final project.

d. **Methods, Techniques, or Context and Conceptual Framework.** Provide details of your research plan, including a brief description of the work that you are proposing; the techniques you will use; the kind of data you expect to obtain, consult, or create; and the means by which you plan to analyze or interpret that data in order to accomplish your research objectives. **Or,** in the case of a final artistic project, put it into context and describe the conceptual framework.

**Be specific,** but avoid unnecessary technical details or terminology. Provide enough information so that someone not involved in your discipline can follow your approach and understand your project. **This section is considered the most important portion of Part V, therefore, no application will be considered complete without it. You are writing for a broad audience, therefore, analogies may be useful.**

e. **Resources Needed.** List items concerning the human subjects, animals, materials, supplies, performers or other resources that will be used in this project, including facilities and institutions (laboratories, museums, libraries, etc.) to which you will need access. Failure to provide this information suggests an inadequately developed methodology. When using human or animal subjects, the applicant must identify the subject pool (even in cases where subject fees are not requested), and explain the number of subjects or animals expected to be used. For quantitative research, this will involve a statistical rationale and explanation of statistical analysis, and for qualitative research a justification of choices. In the case of human subjects, you must include a plan for recruitment. **Resources Needed must also include those items for which you are requesting MDRF support.**

**Part VII: Budget Form**

Complete the Budget Form provided, itemizing all project expenses (including any applicable shipping charges), available resources, and MDRF requests. Make certain the math is correct. Do not leave anything for the Review Council to calculate, decipher, or interpret. **All budget figures must be in U.S. dollars.** You may add rows if needed. **Fill out the formula box at the bottom of the Form: Section A (all project expenses) – Section B (available resources from other sources) = Section C (MDRF request).**

**Section A: Summarize all expenses** related to the project described in this application. Do not include in-kind items in Section A. Do not assign a dollar amount to in-kind items.

**Section B: Provide a brief summary of available resources (financial and in-kind).** Financial resources include any grants (other than MDRF) or other sources of income (including personal savings) that will be used to pay for this research. In-kind resources are those to which you have access free of charge (at the University or elsewhere), such as equipment, software, computer, lab, studio, housing with family/friends, use of a car, etc. **Do not include a dollar amount for the in-kind items.** In-kind items should not be listed in Section A.

**Section C: MDRF expenses.** List all expenses for which you are seeking MDRF support, including any applicable shipping charges. If an item exceeds $200, or if purchasing many of the same item and the total for these items exceeds $200, the cost listed here should reflect the lowest of the three quotes provided in the appendix. The Review Council reserves the right to adjust any awards to the lowest quote. **Make certain that the amounts listed in this section do not total more than the amount for which you are eligible to apply. Amounts must be in U.S. dollars.**

The A$ - B$ = C$ box at the bottom of the Budget form must be filled in with the amounts from Budget sections A, B, and C.
PART VIII: BUDGET JUSTIFICATION
You must provide a clear justification for every item in the budget for which you are requesting MDRF support. Items should be clearly identifiable as items from Section C of the Budget Form. Every item must be justified individually. Do not group items together and justify them as a group. Only justify items listed in Section C of the Budget Form. If you are awarded a grant, you are limited to the items you actually requested and justified, and which were approved.

You must explain why each item (and quantity of that item) is needed. If including shipping charges, please make sure to mention them in your justification. The Council will assume that any item not justified is not needed and will be removed from the budget. If you want 5 nights in a hotel, you must state why 5 is the necessary number of nights. If you need 100 subjects, you must explain what methodology you used to arrive at 100 as the necessary number. If you need to fly to a location and then rent a car, you must explain why you chose this location and why you cannot use other methods of transportation. For archival research you must justify why this institution and why you need the amount of time requested there to conduct research. If you need chemical X, explain why and how chemical X is necessary to the research project and why you need the amount of chemical X you are requesting.

Three (3) quotes are required for any individual budget item that exceeds $200. If you state that multiple price quotes are impossible to obtain because only one company sells a product or service, you must provide documentation that substantiates your claim. If it is necessary to use one particular product only to insure a standard research protocol, explain this fully and provide documentation to support your claim. All quotes for items that exceed $200 must be documented. If at all possible, please provide price quotes in English. If this is not possible, you must provide a translation of the quote in English, including company names. Also, all price information must be translated into U.S. dollar amounts and include an exchange rate. Include price quotes from company websites that list the item and price. Quotes must be from three different companies, three different travel websites (such as Orbitz, Priceline, and Travelocity), or if using one travel website there must be three different hotel chains/airlines/rental car companies listed on the one travel website. Clearly note on each quote the Budget C item to which the quote refers. Highlight the item name and the price on each quote. Documentation should be included in Appendix H (see next page for details). Failure to provide three adequate quotes for items that exceed $200 will result in immediate denial of the grant. If you are purchasing three (3) of the same item that costs $100 each, your total for that item is $300 and you will need three (3) quotes.

In all cases the Council will look to see whether the applicant has:

- Established that the item requested is necessary to the research/project;
- Established that the item requested is not available from another less expensive or free source; and
- Provided a justification of the quantities of lab or art supplies, the length of travel, etc.
- Provided three quotes for any individual item (or total items) that exceed $200.
- Every quote is clearly marked with the Budget C item (the item name and price must be highlighted).

NOTE: Do not include quotes for items that are less than $200, or food and mileage expenses.

Fundable Items

1. TRAVEL - Itemize all travel expenses and provide the MDRF Review Council with precise travel plans necessary to complete the research/project.

   a. Transportation.

   - Long Distance: Indicate the type of transportation (air, train, bus) to be used, and provide three price quotes if the amount exceeds $200. Dates of travel on the quotes must be consistent with information provided elsewhere in the application. Travel must take place during the grant period.

   - Local Travel: Travel associated with daily routine activities is not fundable. Travel to and from UB is not fundable. Travel directly related to your research is fundable.

   - Mileage: MDRF observes the current Federal Government’s Standard Mileage Business Rate at the time of travel for research-related travel that involves using your own vehicle (you must provide documentation of the distance e.g., Google Maps or MapQuest). You can find more information about these rates at: https://www.buffalo.edu/administrative-services/business-travel/mileage-and-per-diem.html

   - Tolls: Tolls must be budgeted for in the proposal.

   - Car Rental: Only economy type cars are allowed for rental. If another vehicle is required, it must be justified in the budget justification. Fuel used in rental vehicles is not fundable.
b. **Food.** MDRF funds up to $30 per day for food (breakfast, lunch, and dinner). This is not a per diem rate and reimbursement is only for actual expenses. Food for local travel is not fundable. MDRF funds for food is associated with overnight travel only.

c. **Lodging.** MDRF funds up to $150 per day for lodging. This is not a per diem rate. If a higher rate is required, it must be justified in the budget justification.

**NOTES:**

Note 1. There is no retroactive reimbursement for any budgeted items that are purchased prior to the first day of the grant period. All purchases or travel must take place during the grant period.

Note 2. Reimbursement: (Original, itemized receipts are required) you must provide documentation in order to be reimbursed for travel expenses (public transportation, mileage information, parking, etc.) and all other expenses.

2. **EQUIPMENT** - Itemize all equipment requested. Any equipment purchased with funds from the MDRF is the property of the MDRF and GSA and must be returned to the MDRF inventory upon completion of the project for use by future MDRF grantees. It must be acknowledged in the application that all equipment is the property of MDRF and GSA.

3. **ART OR LAB SUPPLIES** - Itemize all lab or art supplies and provide the MDRF Council with precise quantities necessary to complete the project. All unused supplies are to be inventoried upon completion of the project and must be made available to future MDRF grantees. It must be acknowledged in the application that all supplies are the property of MDRF and GSA. Office supplies are not usually fundable.

4. **SOFTWARE AND SUBSCRIPTIONS** – A single user license to use software and/or subscription services for the length of the research project (not to exceed the grant period) is a fundable expense only if the software/subscription service is not available for use anywhere on campus and the applicant makes a clear case for why it is necessary. Software that only enhances the presentation of findings is not fundable. Any software/subscription purchased with MDRF funds may not be used for research by anybody other than the MDRF applicant. As with other MDRF requests, three quotes must be provided, if the cost exceeds $200. If the software/subscription is only available through one source, documentation must be provided. The outright purchase of software is only fundable with documentation that single user licenses are unavailable.

5. **TRANSCRIPTION FEES** - Transcription fees will be funded at the flat rate of $5.00 per page. Payment to transcribers is only for actual expenses and must be supported by original invoices. Transcription costs may not exceed 50% of the total budget allocation of fundable items you are requesting from MDRF (Budget Section C). Note: A copy of the transcribed documents must accompany the invoice. The MDRF Director only needs to look at the page count of the transcribed documents to verify the number of pages transcribed. The copy of the transcribed documents will not be retained by MDRF.

6. **HUMAN SUBJECT COSTS** - MDRF will reimburse human subjects at a rate of $10.00 per hour of participation. Itemize all subject costs, including how many subjects will be required and the amount of time each subject will be needed. Some applicants choose to pool the human subject fees and use this money to purchase incentives for human subjects (mugs, ribbons, gift cards, etc.) If you choose to do this, you must provide a detailed explanation of the process to be used in awarding incentives. Submit University IRB Human Subject Approval.

7. **SPECIAL SERVICES/NEEDS** - Itemize all special services/needs (e.g., translators, expert services, performers, etc.) and clearly explain in the Budget Justification why they are needed. The standard MDRF rate for special services/needs is $12.00 per hour. You can request a higher amount (as long as it is reasonable), but you must clearly justify why you wish to pay the specified amount (e.g., a translator of an uncommon language may demand higher compensation). You must provide documentation regarding the qualifications (e.g., a resume/CV for a professional service provider) of those you propose to pay for these services and justify the uniqueness of their skills. If you are requesting more than the $12/hour MDRF standard rate, you must provide three quotes if total to be paid exceeds $200. Note: This category is for specialized expert services only.

8. **LABORATORY ANIMAL COSTS** - Itemize all animal costs, state how many animals will be required, their unit purchase cost, and their unit care cost (animal care cost per day), using University guidelines. Submit University Animal Use Approval.

9. **RENTAL EXPENSES** - Renting performing spaces or equipment and recording expenses are fundable when they are required and justified to complete the research/project.
10. GALLERY FEES AND FRAMING – For students in art related disciplines whose final projects include an exhibition, gallery fees and framing for the exhibition are fundable. For students in Media Study whose final project includes a film, DV tapes, etc., for filming the final project are fundable. Post-production and distribution costs are not fundable.

11. POSTAGE – Postage expenses associated with mailing surveys and shipping costs associated with supplies ordered are fundable. Itemize and provide details. The number of surveys to be mailed must be adequately justified. Note: The University Mail Office has a bulk-mailing permit for mailings of over 200 pieces. Mailing of post-research or post-project materials such as reports, forms, DVDs, CDs, is not fundable.

12. ARCHIVAL OR SURVEY PHOTOCOPYING – MDRF applicants are expected to abide by all copyright laws. No other type of photocopying is fundable.

Non-Fundable Items
(Refer to a more detailed listing on the GSA website.)
The following IS NOT a comprehensive list.

Non-Fundable Items

1. PAYMENT OF SALARIES, STIPENDS, AND/OR FEES TO APPLICANT, RESEARCH ASSISTANTS, OR ANY OTHER PERSON.

2. CONFERENCE, SEMINAR, OR WORKSHOP FEES OR EXPENSES. (The GSA has a separate conference fund.)

3. TUITION AND TRAINING FEES FOR COURSES OR ANY RELATED EXPENSES INCLUDING TRAVEL, FOOD, AND LODGING.

4. BOOKS OR MANUALS. These are not usually fundable, if you think that your proposal presents an exception, please contact the MDRF Director. No books or manual expenses that have not been previously discussed with the MDRF Director will be funded.

5. TYPING, DATA ENTRY, OR SIMILAR CLERICAL EXPENSES (except for Transcription Fees, as noted above).

6. POST-RESEARCH OR PROJECT EXPENSES such as software, equipment or supplies necessary for enhancing the presentation of findings, duplication of film/music, CDs or DVDs of research/project, advertising, duplication, printing or binding costs, posting research/project on the internet, or producing and/or mailing copies of research/projects to participants.

7. EQUIPMENT, EQUIPMENT COMPONENTS, OR SUPPLIES THAT ARE NORMALLY AVAILABLE to students within a department, lab, or within the University will not be funded.

8. PERSONAL COMPUTER EQUIPMENT (e.g., desktops, laptops, tablets, printers, etc.) are not usually fundable, if you think that your proposal presents an exception, please contact the MDRF Director. No equipment expenses that have not been previously discussed with the MDRF Director will be funded.

9. SUPPLIES THAT ARE INTRINSIC TO THE APPLICANT’S DISCIPLINE e.g., artists’ paintbrushes, general laboratory supplies, phone calls, office supplies, paper, letterhead, toner, etc.

10. GENERAL PHOTOCOPYING IS NOT COVERED. See Fundable Expenses for archival and survey photocopying.

11. ALL INSURANCE is considered a personal expense and is not covered by MDRF (Rental, Health, Travel, etc.)

12. TRAVEL TO AND FROM THE UNIVERSITY AT BUFFALO. If you do not live in Buffalo, or are temporarily working outside of the Buffalo area, travel to and from UB is not reimbursable. Nor is routine travel to and from UB from your home in the Buffalo area.

13. EQUIPMENT REPAIR. This is not usually fundable, if you think that your proposal presents an exception, please contact the MDRF Director. No equipment repair expenses that have not been previously discussed with the MDRF Director will be funded.

14. FOOD WHILE CONDUCTING LOCAL RESEARCH IS NOT FUNDABLE.

15. EQUIPMENT, SUPPLIES, FEES, AND/OR TRAVEL FOR RESEARCH ASSISTANTS IS NOT FUNDABLE.

16. ANY REQUESTED ITEMS THAT DO NOT FALL INTO THESE CATEGORIES ARE UP TO THE INTERPRETATION OF THE MDRF REVIEW COUNCIL. (See the list on the GSA website for more details.)

NOTE: If 51% of the Budget C items requested are non-fundable items, the application will be automatically rejected.

PART IX: APPENDICES
Your application must include the appendices listed below to be considered complete. All appendices must
be in order as listed in the Table of Contents and **must have a cover sheet**. (See the MDRF Grant Tutorial on the GSA website for examples.) If an appendix is not relevant to your application then list it as not applicable (NA) in Part IV: Table of Contents and on the appropriate cover sheet. If there might be any chance that the Council would question the applicability of a particular appendix item, you should include an explanation of why it is not applicable.

**Appendix A: Letter of Recommendation.**
This letter should be from your advisor. This is a professional letter and should be on letterhead. The letter must address your ability to conduct the research or create the final project for which you are seeking MDRF funding. It should address the importance of your project, expected outcomes, and your project’s potential contributions to the field. Letter **should not** be sealed in an envelope.

**Appendix B: Curriculum Vita (CV).**
A CV must be included in the application. The curriculum vita helps to establish your credibility as a grant applicant. This is not a transcript of course grades; it is an academic biography that summarizes your education, teaching experience, research experience, and other relevant information. If you need assistance with a CV, contact a faculty member in your department or Career Services.

**Appendix C: Acceptance to Candidacy (ATC).**
If applicants have received their “Acceptance to Candidacy” from the Graduate School *(not a copy of the application you submitted)*, include it in Appendix C. Applicants may list this item as pending in Part III and on the cover sheet if their Application to Candidacy has been submitted, but not yet approved by the Graduate School. **Note:** The approval letter is not required for the MDRF application to be submitted, however, a copy of the signed “Acceptance to Candidacy” letter from the Graduate School must be on file with the MDRF Director before any funds can be released. After funding decisions are made, the MDRF Director will contact the Graduate School to expedite the processing of any Applications to Candidacy for MDRF grant recipients that have not yet been approved. **Do not include a copy of your application to candidacy.** If you do not have your Acceptance to Candidacy letter from the Graduate School, list the ATC as pending (PEND) in the Table of Contents and on the Appendix C cover sheet. If you are unfamiliar with the ATC form, contact your department.

**Appendix D: Human Subject Approval.**
If you are using humans in any way in your research (regardless of whether or not you are requesting MDRF support for human subject costs) you must include a copy of the completed and approved IRB (Institutional Review Board) Human Subject Approval Form (which must be legible and have all the required signatures). If it is pending at the time of application, note that in Part III. MDRF will not release grant funds until this form is received. Please see the IRB website [http://www.research.buffalo.edu/rsp/default.cfm](http://www.research.buffalo.edu/rsp/default.cfm) for more information. If the MDRF Review Panel feels that IRB approval may be required, they will request that you provide documentation from IRB that states IRB approval is not needed.

**Appendix E: Animal Use Documentation.**
If you are using animals in any way, you must attach a copy of your clearance for animal use and an animal handling certificate or explicitly state why you are exempt from this University requirement and provide supporting documentation. These copies **must** be legible and **must** have all the required signatures. You **must** also include a letter from the veterinarian or your department attesting to your competency working with animals. MDRF will defer, not release, grant funds until these forms and letters are received.

**Appendix F: Institutional Review Board Approval for use of radioactive material.** If applicable, attach a copy of approval for the use of radioactive materials. The form must have all required signatures. MDRF will not release grant funds until this form is received.

**Appendix G: Documentation of Access.**
You must provide documentation that you will have access to the institutions, equipment and/or the individuals necessary for the research described in the application. Documentation can include letters, e-mail correspondence, printouts of appropriate information from websites, etc. **If the customs and culture of the targeted community preclude such documentation, you must provide a detailed explanation of your plan to gain access.** Or in the case of Indigenous nations who have their own protocols that researchers must meet, you must include a letter of access from the Indigenous nation. (If you have concerns about subject confidentiality, contact the MDRF Director for further instruction). If correspondence is in a language other than English, you must provide a translation. If using UB facilities, you do not need a letter of access.

**Appendix H: Price quote documents.** You must provide **three quotes** for budget items that exceed $200. You must also include three quotes for multiple quantities of the same item that totals over $200. Documentation for these quotes should be included here, and might consist of a catalog page, a published advertisement, voided register receipt, or a printout from
a website (the address of the website is not enough). Stores can also provide written price quotes. Quotes should be well organized and clearly marked and highlighted. For example, if you include a full page from a catalogue with multiple items listed, indicate which of the items and prices on the page you are submitting as a quote. If providing written documentation proves impossible, you must contact the MDRF Director to determine how to address the specific situation. If quotes are not in English, you must provide a translation of the quote in English, including company names. Also, all price information must be translated into U.S. dollar amounts and you must also include an exchange rate. Quotes must be from three different companies, three different travel websites (such as Orbitz, Priceline, and Travelocity), or if using one travel website there must be three different hotel chains/airlines/rental car companies listed on the one travel website. Clearly note on each quote the Budget C item to which the quote refers. Highlight the item name and the price on each quote. Failure to provide three adequate quotes for items that exceed $200 will result in immediate denial of the grant. If you are purchasing three (3) of the same item that costs $100 each, your total for that item is $300 and you will need three (3) quotes. Do not include quotes for items less than $200 or for which MDRF reimburses at a flat or per diem rate such as mileage, food, or lodging.

Appendix I: Glossary and Supporting Materials. Every application must have a GLOSSARY included as the first item in Appendix I. All terms that are included in the glossary must be bolded every time they occur throughout the entire grant application. All technical terms should be included in the glossary. A list of acronyms spelled out does not constitute a glossary. Each item in the glossary must be defined. There is no page limit for your glossary. Additionally, you should include material in the appendix after the glossary that you feel would be helpful to the MDRF Council. Other supporting materials might be surveys and interview questionnaires to be used, samples of programs and recording of performances, videos, graphs, diagrams, tables, charts, maps, photographs or slides. (Materials can be returned to you, upon request, following the review session.) If you are requesting funding for special services (translator, performer, expert) you must include appropriate documentation, resumes, and/or CVs in this section.

Mark Diamond Research Fund grants are exclusively for graduate students to use towards their final projects for their degrees. Students are not allowed to request funds for goods or materials which are designated for other purposes, or which can be provided by their own departments and/or advisors. If funds are requested for a certain task, the graduate student must actually perform said task. If either the applicant or his/her advisor is found to have violated these rules, there will be heavy penalties, outlined below:

For the Graduate Student: Any application which is found not to abide by these principles will be denied. If the application has already been accepted at the time of violation, the grant award will be voided and the student will be responsible for reimbursing the GSA for all money already spent. Until this money is returned, the Graduate Student will not be allowed to attend GSA events or use any services provided by the GSA. If the GSA determines that the application was submitted for the purpose of intentional deception, the applicant will be ineligible to receive any future funds from MDRF or any other funding opportunity offered by the GSA or any GSA club.

For the Advisor: If a Graduate Student’s Faculty Advisor is found to have signed off on any materials used to improperly procure funds for the student, faculty, staff, or department he or she will not be eligible to sign off on MDRF applications for three consecutive grant periods.

For the Department: The Department Chair will be sent all information regarding violations of MDRF policy. Moreover, if more than one faculty member is found to have knowingly participated in the improper procurement of funds from the MDRF program, the entire department will risk being ineligible to receive MDRF funds for three consecutive grant periods.

Revised 01/13/16

Penalties for Misappropriation of MDRF Funds