Fall 2017 Application Tutorial

Mark Diamond Research Fund
Jennifer Schechter, Director
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Overview of the MDRF

- The Mark Diamond Research Fund is currently in its 46th year
- The funds come from a combination of your student activity fee and the Office of the Vice-Provost for Graduate Education

Maximum Grant Amounts:

- Doctoral: $3000
- MFA: $2000
- Masters: $1500
Who can apply?

Students...

...who are enrolled in a Masters, MFA or PhD program at UB

...who have paid the Graduate Student Activity Fee

...whose application is related to a master’s thesis, MFA final project or doctoral dissertation research or final project
MDRF Grant Application Process

• Your completed application should be shared with ubmdrf@gmail.com NO later than 3pm on Friday, September 22nd
• The entire paper copy—with original signatures—is due in the GSA office by NOON on Monday, September 25th
• Failure to meet both of these deadlines will result in the automatic rejection of your application
MDRF Grant Application Process

Questions:

Where do I find the application?
http://gsa.buffalo.edu/student-resources/mdrf/

Are there resources to help me fill out the application?
Yes! http://gsa.buffalo.edu/student-resources/mdrf/
**Also, the MDRF Director is here to help! Schedule an appointment!**

Do I need to make a bunch of copies like the last time?
No! Your application will be electronically submitted, and we just need one paper copy with signatures!
MDRF Grant Application

The following slides contain screenshots that show how to fill-out the application. There are also some tips to help you. If you have any further questions about the application process, please email the MDRF Director at gsa-mdrf@buffalo.edu or review the application instructions on the website.
Mark Diamond Research Fund

This is the 45th year of the Mark Diamond Research Fund (MDRF). The MDRF gives grants to graduate students for research expenses related to their thesis or dissertation. PhD students may apply for up to $2,500, MFA students for up to $2,000, and Master's students for up to $1,500. The MDRF grant is only for University at Buffalo graduate students in programs participating in the Graduate Student Association and who have not waived the student activity fee. Applicants should submit a letter of application, a budget, and a letter of recommendation from their advisor.
Applying for the MDRF

The application and submission processes are new this cycle. Please be sure to read all of the instructions.

Spring 2017 MDRF Application

Spring 2017 Application Instructions

Spring 2017 Application Tutorial

Example MDRF Application #1 (without appendices)

Example MDRF Application #2 (without appendices)

Example MDRF Application #3

*Please note these are older applications and the formatting is different than the current application. Please follow the Spring 2017 Application and instructions.
## PART I – COVER PAGE

This MUST be typed

1. Applicant name (Last, First):
2. Student #:  
   3. E-mail address you use regularly:
4. Title of Research:
5. Grant amount requested:
6. Department:
7. Campus address (Must be complete as it is used for ALL MDRF correspondence):
   - North Campus
   - South Campus
   - RPCI
8. Local Address:
9. Permanent Address:
10. Phone Number(s):
This is a google docs template, so you **need** to make a copy in to your own drive in order to edit the document.
Please include your first and last name when naming the document.
STOP!!!!!

If you don’t see the application but get a dialogue box you that you don’t have access, email the MDRF Director!
PART I – COVER PAGE

This MUST be typed:

1. Applicant name (Last, First): Smith, John
2. Student #: 123456789
3. E-mail address you use regularly: johnsmith@buffalo.edu
4. Title of Research: Donald Trump’s Employee Satisfaction Before and After the Election
5. Grant amount requested: $2500
6. Department: Sociology
7. Campus address (Must be complete as it is used for ALL MDRF correspondence): 123 Baldr Hall
8. Local Address:
9. Permanent Address:
10. Phone Number(s):
<table>
<thead>
<tr>
<th>PART</th>
<th>Content</th>
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</thead>
<tbody>
<tr>
<td>I - COVER PAGE</td>
<td>APPLICATIONS ASSURANCE</td>
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<tr>
<td>II - APPLICANT STATUS</td>
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<tr>
<td>III - TABLE OF CONTENTS</td>
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<td>IV - ABSTRACT</td>
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<td>V - PROJECT PLAN DESCRIPTION</td>
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<td>VI - REFERENCES CITED</td>
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<td>VII - BUDGET FORM</td>
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<td>VIII - BUDGET JUSTIFICATION</td>
<td></td>
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<tr>
<td>IX - APPENDIX</td>
<td>APPLICATION CHECKLIST</td>
</tr>
</tbody>
</table>

5. Grant amount requested: $2500

6. Department: Sociology

7. Campus address (Must be complete as it is used for ALL MDRF correspondence): 123 Baldy Hall

   - North Campus
   - South Campus
   - RPC1

8. Local Address: 1337 Johnson Rd. Buffalo NY 14215

9. Permanent Address: 1337 Johnson Rd. Buffalo NY 14215

10. Phone Number(s): 716-555-1212

11. ☑ First time application OR ☑ Resubmission

**APPLICANT’S ASSURANCE**

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 recall or disqualification.

Applicant’s Signature: ______________________ Date: __________

This will be blank in your electronic submission. Remember to sign it before turning in your paper copy!
These will also be blank in your electronic submission.

For your paper copy, make sure that your committee members initial (not check or x) each relevant line and N/A the rest and sign the bottom.
**PART II – APPLICANT STATUS**

1. Applicant name (Last, First): Smith, John
2. MDRF Funding Request: $3500
3. Student Status: _x_ Full Time _ _ Part Time
4. Degree Sought: _x_ Master’s _ _ MFA _ _ PhD
5. Anticipated graduation date: September 2018
6. Have you waived the student activities fee? _ _ YES _ _ NO
7. If the answer is "YES," you are NOT eligible to apply for MDRF support.
8. Academic Department: Sociology
9. Advisor’s Name: Michael Jones
   - Phone: 716-335-1010
   - Email: mjkjones@buffalo.edu
10. Application to Candidacy Form filed with Graduate School? _ _ YES _ _ NO
    - If "NO," when do you plan to file (month/year)?
11. Comprehensive and any other required exams for this degree taken? _ _ YES _ _ NO
    - If "NO," when do you plan to take them (month/year)?
12. Thesis or dissertation proposal passed? _ _ YES _ _ NO
    - If "NO," when was proposal defense planned (month/year)?
13. 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)
14. Are you planning to apply for support from other sources? _ _ YES _ _ NO
10. Comprehensive and any other required exams for this degree taken?  _X_ YES   _NO_
   If "NO," when do you plan to take them (month/year)?

11. Thesis or dissertation proposal passed?  _X_ 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?  _Y_ ES  _X_ 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?  _X_ YES  _NO_
   If "YES," name sources.  If "NO," why not?

14. Have you previously applied for support from the Mark Diamond Research Fund?  _Y_ ES  _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 organize and collate all pages and materials 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-APPENDIXES. Instead, you must fill in the status of each. Each Appendix must have a cover sheet.

<table>
<thead>
<tr>
<th>PART</th>
<th>TITLE</th>
<th>PAGE #</th>
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<tbody>
<tr>
<td>I</td>
<td>COVER PAGE</td>
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<tr>
<td>II</td>
<td>COMMITTEE MEMBERS' ASSURANCE FORMS</td>
<td>2-4</td>
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<tr>
<td>III</td>
<td>APPLICANT STATUS</td>
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<tr>
<td>IV</td>
<td>ABSTRACT (1 page maximum)</td>
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<tr>
<td>V</td>
<td>RESEARCH OR GRADUATION PROJECT PLAN</td>
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<td></td>
<td>DESCRIPTION (3 page maximum)</td>
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<td>VI</td>
<td>REFERENCES CITED (1 page maximum)</td>
<td>8</td>
</tr>
<tr>
<td>VII</td>
<td>BUDGET FORM</td>
<td></td>
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<tr>
<td>VIII</td>
<td>BUDGET JUSTIFICATION (3 page maximum)</td>
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<td>IX</td>
<td>APPENDICES: Use the appendix letters listed</td>
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*Appendix A: Letter of Research Support*

*Appendix B: Curriculum Vitae (CV)*

Do NOT include page numbers here; add the relevant status. Any ATC that hasn’t been filed yet is PEND.
**APPENDICES**

Instead of filling in the status of each Appendices, you must fill in the status of each. Each Appendix must have a cover sheet.

<table>
<thead>
<tr>
<th>PART</th>
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<td>5</td>
<td>RESEARCH OR GRADUATION PROJECT PLAN DESCRIPTION (3 page maximum)</td>
<td>8-10</td>
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<tr>
<td>6</td>
<td>REFERENCES CITED (1 page maximum)</td>
<td>11</td>
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<tr>
<td>7</td>
<td>BUDGET FORM</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>BUDGET JUSTIFICATION (3 page maximum)</td>
<td>13-15</td>
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</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 is pending

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

- **Appendix A:** Letter of Research Support
- **Appendix B:** Curriculum Vitae (CV)
- **Appendix C:** Acceptance to Candidacy
- **Appendix D:** Human Subject Approval
NOTE: All applications will include a letter of research support, a CV and a glossary. These are mandatory sections.

Anything marked PEND will have to be submitted before funds are reimbursed or before purchases are made.
Follow the instructions given on this page. Do not exceed one page; text can be single spaced but must not exceed 250 words.
Again, follow the instructions. For more explanation on each category, please see the instructions.

This section can be removed to give you more space.

To help organize, feel free to use the categories as subheadings.
PART VI – REFERENCES CITED

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 font and do not go beyond this page.

Richardson, Matthew: The rise and fall of employment satisfaction

[11 of 16]
Section A is for every expense you expect to incur while doing your research, including what you will be asking MDRF funding for. Do Not include In-Kind here. Include tax outside of NY state.

Note: always double check that your math adds up!
Section A can include non-fundable items and can be over the amount you are eligible to apply for.

Section B will include the difference between the amount you are eligible for (Section C) and your total expenses (Section A); include other funding sources here.
Section C should contain all MDRF expenses. The total should not exceed the eligible amount.

Note: include as many fundable items in this section as you can, even if just partial amounts. The MDRF can only fund items in Section C.
If this equation does not add up, or if there are other math errors present, your application will lose points!

A $2529.49 - B $29.49 = C $2500
Everything in Budget Section C must be justified. There is further explanation for the Justification section in the instructions.

Order the items the same as they are in Budget Section C.
After this page, every appendix will get a cover sheet. Any pending or N/A appendix can be on one cover page, so long as they are consecutive.

Note: include quotes for any item over $200 total.
PART IX – APPENDIX

Attach cover sheets for all appendices (A-I) following the instructions in Part III: Table of Contents. Each Appendix must have a cover sheet. Appendices must be in the order listed in Part III: Table of Contents. Read Application Instructions for details on Appendix requirements.
Mark Diamond Research Fund Application
updated 11/2016

Appendix A: Letter of Research Support
Appendix A: Letter of Research Support
Appendix C: Pending

Appendix D: Pending

Appendix E: N/A
Following the quote cover page, include quotes for any item over $200. Title what the quote is (ie Lodging in NYC). If using one website, mark the price and number the quote.

The cheapest of your quotes should be what’s included in the budget.
If fees are calculated on a different page, and fees are included in your budget, include a shot of the separate page with a header showing the total amount.

Note: Purchases made in the state of New York are tax exempt—do not include tax in your budget.
This checklist will be the last page of your application. It is there to help you check over your application to make sure you’re not missing anything. Incomplete applications will be rejected.

Applications should be shared with this email address.
APPLICATION CHECKLIST

As stated in the Application Instructions, applications are pre-screened. Incomplete applications are AUTOMATICALLY REJECTED. Applications may also be rejected if the Review Council determines that they cannot be fairly evaluated in the form submitted, due either to incomprehensibility or to substantial deviation from these guidelines. Applications which contain errors in calculation may not be eligible for the full amount of funding requested. Applications which are substantially flawed may result in recommending a reduced amount of funding. To ensure that your application receives consideration for the maximum amount of funding, use the following checklist before submitting your Application.

REMEMBER: ELECTRONIC APPLICATIONS ARE DUE TO jaschec@buffalo.edu BY 3PM EASTERN TIME ON THE DUE 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 and A - B = C box is filled out.
4. ______ Reviewed application for internal consistency.
5. ______ Inserted all appendices listed in Part III, including Letter of Research Support and mandatory Glossary.
6. ______ Printed one complete copy of the application.
7. ______ Obtained all required initials and signatures.
As stated in the Application Instructions, applications are pre-screened. Incomplete applications are AUTOMATICALLY REJECTED. Applications may also be rejected if the Review Council determines that they cannot be completed from the amount of funds available to the Foundation. Funding is awarded only on the basis of merit, and applicants must complete the following:

1. Review application for internal consistency.
2. Inserted all appendices listed in Part III, including Letter of Research Support and mandatory Glossary.
3. Printed one complete copy of the application.
4. Obtained all required initials and signatures.
What happens next?

• You submit your electronic application by 3pm on Friday, September 22\textsuperscript{nd}
• You submit a hard copy of the entire application, complete with original signatures, to the GSA office by NOON on Monday, September 25\textsuperscript{th}
• The Review Council will review your application and you will receive notification of their decision by October 31\textsuperscript{st}
Contact Information:

Jen Schechter, MDRF Director
email: gsa-mdrf@buffalo.edu
office hours: here
310 Student Union