Mark Diamond Research Fund
Grant-Writing Tutorial

Sierra Adare-Tasiwoopa api, Director
Look for the latest revision

NOTE: Yellow highlighted areas are routinely not filled out correctly or not filled out at all on MDRF application
Please INITIAL IN INK ALL the sections below. Use NA for sections that are not applicable. Forms without initials in INK will not be considered valid.

NOTE: All highlighted areas MUST be handwritten. They should not be typed.
**Applicant Status Form**

- **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

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Applicant name (Last, First):</td>
<td>2. MDRF Funding Request: $__________</td>
</tr>
<tr>
<td>3. Student Status: ___ Full Time OR ___ Part Time</td>
<td>4. Degree Sought: ___ Master’s ___ MFA ___ PhD</td>
</tr>
<tr>
<td>5. Anticipated graduation date:</td>
<td>6. Have you waived the student activities fee? ___ YES ___ NO (If the answer is “yes,” you are NOT eligible to apply for MDRF support)</td>
</tr>
<tr>
<td>7. Academic Department:</td>
<td>8. Advisor’s Name: Phone: Email:</td>
</tr>
<tr>
<td>9. Application to Candidacy Form filed with Graduate School? ___ YES ___ NO If “NO,” when do you plan to file (month/year)?</td>
<td></td>
</tr>
<tr>
<td>10. Comprehensive and any other required exams for this degree taken? ___ YES ___ NO If “NO,” when do you plan to take them (month/year)?</td>
<td></td>
</tr>
<tr>
<td>11. Thesis or dissertation proposal passed? ___ YES ___ NO If “NO,” when is proposal defense planned (month/year)?</td>
<td></td>
</tr>
<tr>
<td>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)</td>
<td></td>
</tr>
<tr>
<td>13. Are you planning to apply for support from other sources? ___ YES ___ NO If “YES,” name sources. If “NO,” why not?</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>

*NOTE: If you received MDRF funding for PhD research at any time in the past, you are **NOT** eligible to apply again.
### Table of Contents

- **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 I</th>
<th>COVER PAGE</th>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ADVISOR’S ASSURANCE FORM</td>
<td>1</td>
</tr>
<tr>
<td>PART II</td>
<td>APPLICANT STATUS</td>
<td>2</td>
</tr>
<tr>
<td>PART III</td>
<td>TABLE OF CONTENTS</td>
<td>3</td>
</tr>
<tr>
<td>PART IV</td>
<td>ABSTRACT (1 page maximum)</td>
<td>4</td>
</tr>
<tr>
<td>PART V</td>
<td>RESEARCH OR GRADUATION PROJECT PLAN DESCRIPTION (3 page maximum)</td>
<td>5</td>
</tr>
<tr>
<td>PART VI</td>
<td>REFERENCES CITED (1 page maximum)</td>
<td>6</td>
</tr>
<tr>
<td>PART VII</td>
<td>BUDGET FORM</td>
<td></td>
</tr>
<tr>
<td>PART VIII</td>
<td>BUDGET JUSTIFICATION (3 page maximum)</td>
<td></td>
</tr>
<tr>
<td>PART IX</td>
<td>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:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>NA if appendix is not applicable to your grant</td>
<td></td>
</tr>
<tr>
<td></td>
<td>INC if appendix is included</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PEND if appendix are pending*</td>
<td></td>
</tr>
<tr>
<td></td>
<td>*Note: All applicable material is PENDING unless it has received final approval, proof of which is included with this application.</td>
<td></td>
</tr>
</tbody>
</table>

- **Appendix A** Two (2) Letters of Recommendation
- **Appendix B** Curriculum Vitae (C.V.)
- **Appendix C** Acceptance to Candidacy
- **Appendix D** Human Subject Approval
- **Appendix E** Animal Use Documentation
- **Appendix F** Institutional Review Board Approval for use of Radioactive material
- **Appendix G** Documentation of Access
- **Appendix H** Price quote documents
- **Appendix I** Glossary and supporting materials
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

PART IV: ABSTRACT

<table>
<thead>
<tr>
<th>Title of Research:</th>
<th>Abstract Word Count:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Degree Sought:</td>
</tr>
</tbody>
</table>

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.

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, consulted, or created
- Methods or techniques to be used OR the conceptual framework of the project
- Resources needed from MDRF

Be straightforward

Be specific

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 …
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.

It is mandatory to bold every term defined in the glossary each time it is used 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 …
PART V: PROJECT PLAN DESCRIPTION

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.
Research/Project Plan Description

PART V: PROJECT PLAN DESCRIPTION

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”)


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...
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

List every item you are requesting in your Budget in the Resources Needed section, however save the reasons, quantities, and amounts for the Budget Justification
Literature Cited or References

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 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 and/or Budget Justification
- 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 A5 – SECTION BS = SECTION CS 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>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Total Amount</strong></td>
<td></td>
<td></td>
<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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<tr>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**In-kind:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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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>
<thead>
<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></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Amount Requested:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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.

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

**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:**

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

**Total:**

**In-kind:**

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

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

<table>
<thead>
<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>
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<td></td>
</tr>
</tbody>
</table>

**Total Amount Requested:**

**A$ - B$ = C$**
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

<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>
</tbody>
</table>

<table>
<thead>
<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>$3</td>
<td>708</td>
</tr>
<tr>
<td>Archival Photocopies</td>
<td></td>
<td>100</td>
<td>$.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
Budget

If applicable, remember to include in your budget:

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

Non-Fundable Items

Salaries and/or stipends for applicants
Typing or data entry
Equipment repairs of any sort
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
Personal equipment/supplies intrinsic to discipline (computers, laptops, tablets, printers, paper, textbooks)
The outright purchase of software
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
Office supplies and general photocopying

For a more comprehensive list see the GSA website Non-fundable list under MDRF
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 chemical (how it is necessary to your project research), the amount of the chemical needed, and why you need this amount.
- 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 each survey will take 45 minutes to complete.
- Why your interviews with each person 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 such as a Google search that shows only the one car rental company in town. This applies to hotels, too
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. One (1) Letters 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
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

Appendix C
Acceptance to Candidacy
PEND

Appendix D
Human Subject Approval
NA

Appendix E
Animal Use Documentation
NA

Appendix F
IRB Approval for use of
Radioactive material
NA
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 every one of the Appendices what the document is, such as writing the Appendix letter and title at the top of each page included in the appendix, this is especially important for all documents in the price quotes appendix.

Appendix F Letter of Access

April 18, 2015

Dear Alice Brocks:

We are pleased to grant you access to the Adams family collection housed in the library’s archives between June 30 and July 8. The archive’s hours are Monday through Thursday from 10 a.m. until 6 p.m. We will be closed on Monday, July 5 for the holiday.

Sincerely,

Cathy Daniels
Director of Archives
Adams County Library
Appendix A
1 Letter of Recommendation

- Must be written by a faculty member or an expert in your field of study who is familiar with your research

- 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 portions 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 such as a Google search that only shows the one company

- 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 Human Subjects, Food, or Mileage
Appendix H
Quotes

- At the top of the page write or type the 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.

Quote 1 Mutation Detection Gel
Note: Cheapest one

08/29/10

DMRx Cell Gel

100 ml. bottle $279.24
Shipping $10.59
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.
Appendix H
Quotes

- 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
Appendix I
Glossary

- 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
- Gloss EVERY term you think might be confusing or not well-known 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
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 Graduate School

- 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 course work can I apply? **Not yet. You must be at the point of conducting research or creating your final project/thesis/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 of February, the second Thursday of May, and the second Friday of September 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.

- There should be one (1) complete Original application with Original Signatures, three (3) full applications beginning with page 3 (everything except the first page and the Advisor’s Assurance Form), AND four (4) copies of the Abstract, Budget, Budget Justification, Letters of Recommendation, Price Quotes, and Glossary.

Contact information:

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- Fax: 645–7333
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- Web site: www.gsa.buffalo.edu