NORTHEASTERN STATE UNIVERSITY GRADUATE COLLEGE GRADUATE STUDENT PROFESSIONAL DEVELOPMENT & RESEARCH GRANTS

Procedures

Requests for funding will be submitted to the Graduate College, where the Graduate Dean will review and approve the requests pending available funds.

Grant Criteria

Professional development or research grant proposals are expected to be consistent with the Graduate College's vision and mission and have a reasonable correlation to institutional goals, priorities, and constituencies. Examples include proposals that:

- Contribute to growth in knowledge of a field/discipline
- Contribute to research activities that will enhance the graduate students' ability to put into practice what they have learned in their graduate studies
- Represent significant professional service to professional association or the community
- Enhance efforts that will improve the student's overall professional growth in their chosen discipline

Eligible Funding Items

Items eligible for funding include (but not limited to):

- Expenses associated with graduate research
- Professional conferences for the purpose of remaining current in their chosen discipline, presenting at a professional conference, or serving in a significant official capacity (registration and travel expenses only; will not cover membership dues)

Priority will be given to students presenting or serving in an official capacity with the conference (i.e. presenting, serving on planning board)

- Professional development for specific knowledge and/or skill acquisition (including webinars and virtual conferences registration fees)

Funding is provided with the expectation that the developmental activity and/or research will increase the graduate students' knowledge and ability to put what they have learned in their studies into practice.

Eligibility

All degree seeking graduate students currently enrolled in at least 6 hours, or completing their last thesis or capstone hours if the student is enrolled in less than 6 hours, are eligible for funds. Students must be enrolled the semester they intend to use the funds. Graduate students must be in good academic standing at the time of their application with the graduate college (3.0 minimum GPA) and have the support of their program coordinator/chair.

Professional Development and Research Grant Limitations

This award is a *reimbursement* for expenses incurred in research or professional development. Students must present receipts for research and professional development (outlined below) to receive reimbursement. If up-front expenses create a barrier for research or conference participation, please contact the Graduate College at (918) 444-2093.

Award amounts vary with a maximum of $750.00.

Application Process:
- Submit a completed application form.
- Provide a 250 word (maximum) abstract that provides an overview of research or professional development activity, your specific role in the activity or research, and how this activity/research will be beneficial to, you, the graduate student.
  - For Research—please share a list of individuals working on this research and their credentials, if the research has been approved by IRB (if applicable); timeline to conduct research; and what you will do with the results from the research. In addition, provide a detailed budget outlining expenses for individual items required to complete research.

  - For Professional Development—Provide documentation showing the registration costs associated with the conference/webinar/presentation and an estimated budget for travel expenses (lodging and transportation only – meals are not covered). Note: to be reimbursed for fuel, students must meet all state and university requirements necessary to drive on state business.
- Submit a max typed one-page report upon the conclusion of their research or upon their return from the professional conference.
  - For research grants—indicate the results from their research and plans for future study.

  - For professional conference presentation/attendance--provide a copy of the presentation (if applicable); a reflection of their experience; and a copy or some other documentation showing their presentation on the conference schedule.

  - This report must be submitted before the end of the semester they were awarded the funds to the graduate college. Failure to submit this final report, will result in the student being ineligible to submit future funding requests. In the unlikely event the student decides not to complete their research or attend the conference, the student will be expected to return the funds.

NSU Graduate College

Graduate Student Professional Development/Research Grant Application

Basic Information

Conference Participation

Conference Presentation

Research

Name

N#

Program

Anticipated Graduation

Current Graduate GPA

Conference Presentation/Participation

Conference Name

Conference Dates

Conference Location

Research Proposal

Thesis/Project Title

Location (where research will be conducted)

Faculty Member Supervising Research

Total Estimated Costs
(use attached worksheet for itemized breakdown)
Registration Costs

Materials/supplies

Other (provide detailed, written explanation)

Total Requested

Applicant Signature

Date

PROGRAM APPROVAL
Program Chair/Director Signature

*Signature indicates faculty support
Graduate College
Recommended

Yes

OR

No

Amount approved

Date Approved

Initials

Research Budget Template

Materials Description	Total
Materials Subtotal	

Miscellaneous Items Description (i.e. water for participants, tissue, hand sanitizer)	Total
Miscellaneous Items Subtotal	

TOTAL EXPENSE	

**Note: Supplemental documentation to support expense totals is required. Example – printed prices for disposable pipettes from Amazon.

Conference Budget

Expense Category	Amount
Conference Registration	
Airfare	
Fuel (if driving personal vehicle)	
Lodging	
TOTAL EXPENSE	

**Note: Supplemental documentation to support registration, airfare, and lodging totals required.