2024-2025AY GRADUATE STUDENT RESEARCH FELLOW PROGRAM (GSRFP)

The Graduate Student Research Fellow Program provides funding for graduate student research including the student stipend, research advisor stipend, and project-related expenses. A single author and group projects are eligible. The grant amount is contingent on the BOT-approved funding

Application Deadlines

- Fall Fellowship(s) – October 1, 2024
- Spring Fellowship(s)– February 1, 2025

Program Goals

- Promote graduate education and support research and scholarship by graduate students, including collaborative projects by graduate students and faculty/staff, and/or community partners.
- Promote and reward student professional growth by offering financial support for scholarly and creative pursuits.
- Support the University's mission to nurture "broadly educated, life-long learners, reflective professionals, engaged citizens, and ethical leaders with moral courage" by encouraging graduate students to pursue research projects designed to address important community issues and concerns.
- Enable the University to engage graduate students in responding to community-generated requests and initiatives.

Eligibility

A research project must be generated by a graduate student or a student matriculated into the graduate phase of their academic program. A single author and/or group research projects are eligible. Group research may include graduate students, University faculty/staff, and community partners. For collaborative projects with the University faculty/staff and community partners and for the projects started during the undergraduate phase of academic program, the graduate student applying for funds shall demonstrate the level of inquiry to master's or doctoral research and shall serve as a principal investigator.

Application Requirements and Submission

An application is submitted via email to the Chair of the Graduate Academic Council. An application should include the following elements:

Cover Page
- Research project title.
- Applicant name(s), academic program, and class level (i.e., Ph.D. in Leadership, 2nd year). For group applications including several graduate students, provide this information for each student. For collaborative projects with faculty/staff and/or community partners, provide a name and contact information of each collaborator.
- Name and contact information of the research advisor.
- Name and contact information of the Graduate Program Coordinator/Director.
- Identify if the project is being used for course credit or degree requirement.

Research Project Overview
- Rationale of the research project demonstrating its relevance to the GSRF Program's goals.
- Summary of the research project.
- Expected outcomes.
- Explanation of how conducting the research project will contribute to the applicant's growth as researcher, scholar, and/or professional.

Research Project Synopsis (the maximum of 3 pages)
- Background/context of the project and central phenomenon under investigation.
- Review of prior research that informs the project.
- Contribution of the project to the relevant existing research.

Research Plan (the maximum of 3 pages)
- Research objectives.
- Research questions & hypotheses (if applicable).
- Methods.
- Project timeline.
- Significance of the proposed work.
- Expected deliverables.

Human/Animal Subject Declaration
State whether the research involves human or animal subjects and requires an Institutional Review Board (IRB) approval. If an IRB approval is required, then follow the applicable instruction below:
- If an IRB approval has been received, attach a copy of the Approval Letter.
- If an application has been submitted but an IRB approval has not been received, provide

the number assigned to the IRB application.
- If an IRB application has not been submitted, include an estimated timeline for receiving an IRB approval. Note that the Graduate Academic Council reserves the right to redistribute the funds if the IRB does not approve the project.

Budget
Provide a detailed summary and justification of budget needs. If support is requested for travel, provide the details of proposed travel including dates, location, purpose, and other relevant information.

The total grant amount per student/group will be communicated prior to the application deadline. The funding will include:
- Student Grant (includes stipend and expenses as articulated in the budget) in the maximum amount of $4,800 per student/group
- Research Advisor Stipend in the amount of $2,000

The Student Grant award amount will be limited to the approved budget and will not exceed $4,800. Through the conclusion of the research project, the student will submit an expense report and receipts to the Office of the Provost. Any expenses more than the approved project budget or $4,800 are the responsibility of the student. If total actual expenses are less than the grant award of $4,800, the student is responsible to forfeit excess funds to the Office of the Provost which in turn will return funds to the Office of Business Affairs to replenish the funds available for future Program allocations.

Recommendation/Endorsement of the Application
Include a recommendation letter from a research advisor for the proposed project. Additional letters of recommendation are optional.

The application must be reviewed and endorsed by the Research Advisor and Graduate Program Coordinator/Director.

Application Review

Applications will be evaluated based on the significance of the project, the appropriateness and feasibility of its plan and timeline, the proposed method of peer review and dissemination, and its results and overall impact. The Graduate Academic Council's committee will review the applications and make a recommendation to the Provost. See the review rubric and scoring guide in the Appendix.

Progress and Project Completion Reports

A Progress Report must be submitted by Monday of the first week in May each academic year. The reports must not exceed two pages and be accompanied by relevant attachments. A Project Completion Report must be submitted by Monday of the first week in May in the academic year

when the project is completed. The reports must be submitted to the Provost and the Chair of the Graduate Academic Council.

The grant recipients are expected to disseminate the results of the funded research projects. The successful applicants are expected to disseminate the outcomes of funded projects. Research may be presented at student and faculty forums, newsletters, and other communications media throughout the year as appropriate and/or planned by the Graduate Academic Council and the Graduate Program Coordinator/Director.

A student must submit an expense report and receipts to the Provost Office via Victoria.noone@alvernia.edu by February 25 (the fall grants deadline) and June 15 (the spring/summer grants deadline).

Appendix
Application Review Rubric and Scoring Guide

Category	Measures	Score & comments
Contribution/ Qualifications of researcher	The research project is the applicant's original research (related to their dissertation/thesis or not) or, if a group effort, the applicant's role in the project is clearly outlined and directly advances the project goals and impact.	
Readability	Applicant's materials are well-articulated, compellingly written, and understandable to a general audience outside of their field and utilize appropriate use of text, charts, and graphs.	
Research Design (Methodology)	Applicant's research goals are clearly outlined, explore specific and important questions, acknowledge potential benefits and limitations, and are supported by appropriate quantitative or qualitative methodology.	
Preliminary Data supporting proposal	This may include an overview of supporting literature.	
Potential Research Impact	The project impact is clearly articulated and in line with Alvernia's mission address relevant community issues and concerns.	
Research Significance	The research project is innovative and contributes new knowledge or insights that are outlined and supported by advisor and nominator and will advance understanding in the applicant's field.	

Score	Scoring Considerations
5	Applicant qualifications are evident for all category measures and compelling, relevant, numerous, and clearly articulated for all measures
4.5	Applicant qualifications are evident for all category measures and compelling, relevant, numerous, and clearly articulated for most measures
4	Applicant qualifications are evident for most of the category measures, but are not as compelling and numerous as a "5" or "4.5" score
3.5	Applicant qualifications are evident for most of the category measures, but are not as compelling, numerous, and well-articulated as a "4.5" or "4" score
3	Applicant qualifications are lacking for some category measures or are not as compelling or clearly articulated as a "4" or "3.5" score
2.5	Applicant qualifications are lacking for some category measures and are not as compelling or clearly articulated as a "3.5" or "3" score
2.0	Applicant qualifications are insufficient for some or most of the category measures or cannot be assessed because the information provided is poorly articulated