

Division of Graduate Studies
California State University, Fresno

APPLICATION GUIDELINES

**Graduate Student Research and Creative Activities
Support Award**

***Deadline for Submission:* Friday, March 23, 2012 by 5:00 p.m.**

Background

Competitive Student Research and Creative Activities Support Awards in amounts up to \$1,000 are made in support of the quality scholarship of graduate/doctoral student research and creative activities associated with the thesis/dissertation* or project requirement. Since the fall of 1990, support grant proposals have resulted in awards totaling over \$363,070.

Eligibility Criteria:

Eligible

As of the current semester, students must have met the following criteria:

- **enrolled as a California State University, Fresno graduate/doctoral student in good standing;**
- **enrolled for thesis/dissertation 299 or project 298;**
- **advanced to candidacy for the graduate degree;**
- **maintain a minimum 3.0 average on the approved graduate/dissertation program;**
- **have completed courses in research techniques as required by the major department;**
- **have secured a thesis/dissertation or project committee;**
- **for the thesis/dissertation, have filed an official thesis/dissertation committee assignment form with the Division of Graduate Studies and received approval of the proposal by the thesis/dissertation committee;**
- **satisfactorily meet the professional, personal, scholastic, and other standards for graduate/doctoral study.**

Ineligible

- **students assigned to comprehensive exams as the culminating experience;**
- **students who have already graduated and received their graduate degree;**
- **previous recipients of the award**

**Thesis and Dissertation are used interchangeably in this document*

Purpose

The purpose of this award is to encourage, support, and recognize graduate/doctoral student research and creative activities associated with the thesis/dissertation or project requirement in any academic area. These awards are also intended to expand the opportunity for students to engage more fully in their work and thus achieve excellence for themselves, their programs, and the Division of Graduate Studies. In addition, the process involved in submitting an application for this award is meant to be a valuable learning experience for graduate students who may later be required to submit similar applications as doctoral candidates or as professionals. Inclusion of this award on resumes has generally fostered additional recognition as a special honor.

Amount of Awards

All awards for the fall or spring semester in the amounts up to \$1,000 are paid directly to the individual applicant. If you receive an award, but for some reason you cannot carry out the planned research, you are required to return the award to the Division of Graduate Studies.

Note: Recipients of this award who are currently receiving financial aid are subject to having the amount of this award factored into their current budget by the Financial Aid Office, with the possibility of reducing the amount of another award or loan.

Selection Criteria

Graduate Student Research and Creative Activities Support Awards are made by the Graduate Dean based upon the recommendation of a review committee approved by the University Graduate Committee. The chief considerations in determining whether a student's submission will be awarded are the support, clarity, and quality of the proposal (see below). Because this award is given to recognize individual effort, joint student proposals will not be considered for funding. ***Support from this fund must be acknowledged in subsequent publications or presentations of the work.***

Required Supporting Documents

Applicants should attach a proposal for their thesis/dissertation or project to the application form for the Graduate Student Research and Creative Activities Support Award. This proposal must include supporting documents tailored to an audience of non-specialists.

- Introduction (background information with support from literature where appropriate);
- Purpose (hypothesis and/or project goals/objectives);
- Significance of the research/project;
- Methodology/Project Design (specific research design and data analysis, or detailed plan of work);
- Dissemination of results must include:
 - a) A brief description of all completed and potential on-campus presentations;
 - b) A brief description of at least one or more completed or potential presentations at a national or regional conference (include date and place);
 - c) Journal publication (include submission procedures);
 - d) Publisher, imprint, or periodical for creative writing; or
 - e) Venue (include description) for other creative works.
- Amount of work toward the thesis/dissertation or project completed to date; and
- A reference list for citations in the application (use APA, MLA or other format).
- A projected budget sheet with justification as to how money will be used.

The proposal narrative **must not** exceed five double-spaced pages (1" margins, 12 point font), **not** including the working bibliography. The following headings must be included in the narrative: Introduction, Purpose, Significance, Methodology/Design, Dissemination, Work Completed, and References.

In order to be considered for funding, a letter of support must accompany your application from each of the following:

1. the dissertation/thesis/project chair (with the recommendation, include a statement verifying the approval of the proposal)
2. one other faculty member qualified to evaluate your research

If applicable, attach copies of all relevant clearances and permissions (e.g., Human Subjects, Animal Welfare) needed for the conduct of your research. Permission forms may be obtained through the departmental or school offices. Funds cannot be released unless copies of such clearances are provided to the Division of Graduate Studies.

Applications, supporting documents including projected budget should be addressed to:

Sharon Brown-Welty, Dean
Division of Graduate Studies
California State University, Fresno
5200 N. Barton Avenue M/S ML 51
Fresno, CA 93740-8014

The application and all required supporting documents must be submitted to the Division of Graduate Studies office by **5:00 p.m. on Friday, March 23, 2012**. It is emphasized that applications not including all necessary supporting documents will be considered incomplete and will be disqualified. Applicants will be notified of the committee's decision by mail, within approximately six weeks of the closing date.

Should you have questions about this program or other graduate funding opportunities, contact Louise Neal, Division of Graduate Studies, (559) 278-2448 or lneal@csufresno.edu.

**GRADUATE STUDENT RESEARCH AND CREATIVE ACTIVITIES
SUPPORT AWARD APPLICATION**

PLEASE REVIEW THE APPLICATION GUIDELINES

Complete this form, and return it, with the **required supporting documents** to the Division of Graduate Studies Office,
4th Floor Henry Madden Library, **by 5:00 pm on Friday, March 23, 2012.**
(Please type or print clearly)

Name _____

Address _____
Street Apartment Number City State Zip

Student ID # _____

Phone _____ E-mail _____@mail.fresnostate.edu

Graduate/Doctoral degree program _____

1. Have you completed the research course(s) required by your graduate/doctoral program?
 Yes (course title[s]: _____); No

2. Please check culminating experience to which you have been assigned and list committee members.
Thesis/Dissertation 299 _____ or Project 298 _____
Sem./Year Sem./Year

Committee members:

a) _____ b) _____ c) _____

3. Thesis/Dissertation or Project title: _____

4. If you are a thesis/dissertation student, have you filed a Thesis/Dissertation Committee Assignment form with the Graduate Office?

No Yes When: _____

5. Has your proposal for this Thesis/Dissertation or project research been approved by your committee?

Yes No

6. Have you attached required clearances and permission forms? Yes No
(Explain status of such, if applicable: _____)

7. Names of faculty providing required letters of recommendation:

Thesis/Dissertation/Project chair

Other faculty

8. Anticipated date of graduation _____ Sem./Year

Eligibility Check For Graduate Division Use Only

Currently Enrolled Yes No

Regular Enrollment or GS Continuation

Advanced to Candidacy Yes No

3.0 GPA requirement met Yes No

Sem./Year of enrollment 299/298 _____

Thesis/Dissertation Committee Assignment form on file? Yes No N/A

Has student received a prior award? Yes No Which semester? _____

Proposal funded? Yes No

PROJECTED Budget for Project/Thesis/Dissertation

Instructions: Enter an amount for each of the following items that applies to you; if not applicable, indicate "N/A." Upon request, you must be prepared to document each item. **If you are not certain of an exact figure, please estimate the approximate cost.**

Item	Amount
Supplies/Materials	
Cost of project/thesis/dissertation supplies	_____
Lab fees associated with project/thesis/dissertation	_____
Transportation associated with project/thesis/dissertation	_____
Fees for copies of documents needed for project/thesis/dissertation	_____
Professional Development	
Required travel to professional meetings	_____
Professional conference registration	_____
Professional organization membership	_____
Professional journal subscription	_____
Other fee-based seminars	_____
University lecture series	_____
Other _____	_____
Total Amount	_____

I certify that the above information is true and correct.

Signature

Date

Thesis/Dissertation/Project Chair Signature

Date
