

Biology Graduate Student Association (BGSA)
Graduate Research Allocations Committee (GRAC)
Research Award Application Rules and Guidelines

The following are the rules and guidelines concerning GRAC Research Award applications. Failure to follow any rules or guidelines may result in disqualification of the application without peer review, at the GRAC chairperson's discretion.

GRAC applications are reviewed by the GRAC chairpeople and at least four reviewers from various sub-disciplines in biology. Please write your proposal to communicate with a broad biology audience. It is recommended that you review the scoring criteria at the end of this document before completing your application. For examples of previously funded proposals see the GRAC website: <http://bgsa.unm.edu/Funding/graduate-research-allocations-committee.html>.

General Rules

GRAC funding caps: Research Awards are for the amount of \$400, the maximum amount that can be requested per semester. No partial awards will be given. The lifetime limit of GRAC research allocations shall be \$800 (M.S.) and \$1,600 (Ph.D.).

Funding period: Funds may only be requested for the current funding period. Although you may describe a larger project in your application proposal, you must clearly indicate on the application form, in your proposal body, and in your itemized budget which items for which you are requesting funding and when these items will be used.

Spring funding period: previous September - current August;

Fall funding period: previous May - current December.

Anonymous application material: Anonymous applications should contain no identifying information such as names, telephone numbers, email addresses, or lab affiliations. When necessary, substitute "APPLICANT" or "APPLICANT'S ADVISOR" in place of identifying names.

Application deadline: ALL requested materials must be received by the application deadline.

Application

In order to submit a complete application, you must:

1. Complete the online GRAC Research Application Form
2. Email one anonymous PDF to the GRAC chairpersons which includes:
 - a. Proposal body
 - b. Literature cited
 - c. Budget
 - d. Statement of previous use of GRAC funds, if applicable
3. Email Animal Care and Use protocol approval, if required for your research. This item must be emailed separately from the anonymous PDF.

Section Guidelines

Proposal Body

The proposal body can be no longer than three pages, double-spaced, with 1 inch margins, and with a font no smaller than 12 point Times New Roman. Figures and in text citations are included in the total length of the proposal body. Applicant should explicitly state how the proposed research is related to their degree work, if applicable.

Literature Cited

The literature cited section must use a consistent citation format from a prominent journal in your field. This section does not count toward your 3-page proposal limit.

Budget

The budget must be no longer than one page. Expenditures should be itemized, and funding sources for each item should be clearly indicated. Specify for which items you are requesting GRAC funding. Include explicit information on funding you have requested elsewhere, including funding that has been received, applied for, or will be applied for in the current funding period. Write out the full name of the funding source and indicate if the award is pending or accepted. Rejected funding need not be included. GRAC Research awards do not fund lodging, food, or publication costs.

Previous Use of GRAC Research Funds

If you have not previously received GRAC Research funds, you must include statement at the top of the budget stating that you have never received GRAC Research funds.

If you have received GRAC Research funding in any previous semester, you must include a separate page briefly explaining: how you spent the money and status of your project, including citations of any resulting publications or presentations.

Animal Care and Use Page

See GRAC Guidelines for details on who needs an animal care and use protocol. It is crucial that you verify if it is required for your project. If you are not working with vertebrates, you must include a statement in this form indicating you do not need an animal care and use protocol and why. If your work does require an approved animal care and use protocol, you must submit your approval letter (supplied by IACUC, should include your or your PI's name and an approval number). If it appears your application should have a protocol and it does not, your application may be rejected.

Mileage Reimbursement

Mileage costs should be based on mileage rates found in the University Policies and Procedures Manual (<http://ua.unm.edu/travel/mileage-rate-cr.html>).

Other things to keep in mind

Non-expendable equipment purchased with GRAC allocations shall remain the property of GRAC. GRAC should be acknowledged for funding in all publications resulting from projects funded by GRAC.

Review Criteria

Research Award applications will be reviewed using the following criteria:

GRAC Chair Score Sheet (20 possible points)

Online application submission form	Incomplete (reject)	Complete
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Application materials must be complete and formatted properly

Proposal body

Literature cited

Budget

Anonymous

Previous use of GRAC research funds, if received.

If not, a statement at the top of the budget.

Animal Care and Use page or statement on application submission form

Application is complete and formatted properly	Incomplete (reject)	Complete
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Research falls within allocation period	No (reject)	Yes
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Has the applicant applied to other funding sources (internal or external to UNM)? If yes, 10 pts.

Did this project receive funds in the semester immediately prior? If no, 10 pts.

Reviewer Score Sheet (45 possible points)

Organization: consider the layout, formatting, and content organization of the proposal body, budget, and literature cited pages. (1-5 pts)

Introduction/Background/Objectives (1-5 pts)

Methods (1-5 pts)

Significance/Relevance (1-5 pts)

Clear/concise: consider the readability of the writing itself. Is the proposal well written? (1-5 pts)

Grammar/spelling (1-5 pts)

Itemized budget: consider content/justification only. (1-5 pts)

Explicit statement of how proposed research project is related to degree work included? (5 pts)

Previous use of GRAC funds (1-5 pts)