

Dr. Robert W. Spayne Research Grant Application Instructions (Masters Student Grant) Spring 2009 Application

The Dr. Robert W. Spayne Research grant for masters student is administered by the Graduate Student Assembly (GSA). Up to four grants are awarded each semester. Applications are due near the end of each semester with award checks issued at after the close of the semester.

Eligibility:

- You must be an active, matriculated masters graduate student.
- Your thesis, final project or capstone must have been approved by your department chair.
 - To verify the approval, we require an original, dated letter on Department letterhead from your thesis/project chair stating your thesis/project has been approved.

Application process:

- Applications available on-line at www.gsa.umb.edu or in Student Activities and Leadership Office.
- **Application deadline is 5:00PM on Friday, May 1, 2009.**
- Completed applications are to be delivered to the Student Activities and Leadership office (3rd floor Campus Center) for placement in the GSA mailbox.
- A committee consisting of faculty, staff and GSA members review each completed application.
- The review process is conducted without committee members knowing the identity of the applicant. Committee member materials do not include identity information.

The Application:

- Only completed applications received by **5:00PM on Friday, May 1, 2009** will be reviewed by the committee.
- *Please adhere to application requirements.*

Application Requirements:

- Times New Roman Font in size 12 point, SINGLE SPACED
- Paper size of 8 1/2" x 11"
- One inch margin on all four sides

Application Contents:

Section I - Project Breakdown (two page maximum)

- (A) Project Title
- (B) Project Description - include all of the following components: Goal of research; Significance of research to field, program and/or society; Review of existing literature; Research methodology.
- (C) List of Sources (full or partial)

Section II - Proposed Timeline and Proposed Budget—highlight the intended use of the award money and any outside funding (one page maximum)

Section III - Written Verification

An original, currently dated letter on your graduate program department letterhead. The letter must be written and signed by your thesis/project chair stating your thesis/project has been approved.

Section IV - Curriculum Vitae (three page maximum)

Please note the page requirements for each section. Your application will not be accepted if you do not adhere to the page length requirements.

**Dr. Robert W. Spayne Research Grant Application Form
(Masters Student Grant)**

Spring 2009 Application

Name: _____

Student Number: _____

Mailing Address: _____

Email Address: _____

Home Telephone Number: _____

Campus/Work Telephone Number: _____

Graduate Program: _____

Year of Study: _____

Have you received this award before? _____ If yes, what year? _____

Application Checklist:

_____ Section 1 - Project Description. (two page maximum)

_____ Project Title

_____ Project Description

_____ List of Sources

_____ Section II - Proposed timeline and proposed budget (one page maximum)

_____ Section III - Department verification

_____ Section IV - Curriculum Vitae (three page maximum)

By signing this application I agree to submit an electronic copy of the final draft of my project to the GSA via gsassembly@umb.edu.

Applicant Signature _____ Date: _____

**Dr. Robert W. Spayne Research Grant
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Frequently Asked Questions

Are all graduate programs eligible?

Yes, students from all UMB graduate programs can apply as long they meet the eligibility requirements.

I am not sure I can keep my project description to two pages

In many cases it is very difficult to keep this section to two pages. The committee asks all applicants to keep this section to two pages. Adhering to application requirements ensures all applicants are on the same playing field.

Professional conferences and academic journals also have page limitations. When submitting your work for these activities you must adhere to the requirements. The Spayne grant application can be looked at as practice for future conference and publication endeavors.

Will the review committee understand my project?

Review committee members come from a range of UMass departments. It is important to write your project description section so that cohorts and non-cohorts can understand your project.

Can I submit my application without the written verification and have the verification sent later?

We prefer to have all sections of the application be submitted all together. All sections must be received by the GSA no later than **5:00PM on Friday, May 1, 2009** for the application to be considered by the review committee.

Applications that are not complete at **5:00PM on Friday, May 1, 2009** will not be considered complete applications and will not be forwarded to the review committee.

How does the review committee select the award winners?

Within 48 hours of the application deadline, committee members receive copies of each completed application. Student names and identity markers are covered up when copies are made for committee members.

Committee members' review includes such things as: adherence to application requirements, project description clarity, proposed budget explanation, and research contribution to your field, society and UMass.