With the goal of supporting research, scholarship, and creative activities at Sonoma State University, the 2018-2019 Student Research Awards are made possible through the contributions of private donors. These awards are intended to support both graduate and undergraduate student research across all academic disciplines at SSU.

**General Information**

Each Student Research Award provides up to $750 in funding for supplies and/or travel related to the funded research or creative project. Applications will be accepted for either research projects led by an individual student or projects conducted by a student research team; however, only one application may be submitted per project.

A selection committee to be named by the Office of Research & Sponsored Programs will review the proposals, and priority will be given to:

- Research projects which assist in the fulfillment of the individual researcher’s or research team’s degree program;
- Proposals from researchers or research teams that have not previously received student research funding from SOURCE (e.g. SOURCE Award and/or Koret Scholars Award);
- Proposals that demonstrate overall quality by including a well-written, detailed proposal which includes: (1) the purpose and goals of the project, (2) the steps required to engage in and complete the project, (3) the anticipated outcomes of the project, and (4) how the completion of the project will contribute to the future career and/or academic goals of the researcher(s).

**Application Deadline**

Proposals and supporting documentation are due by **December 10th at 5:00 p.m.** and must be submitted through the SSU InfoReady portal at [https://sonoma.infoready4.com/](https://sonoma.infoready4.com/). To enter the portal you must first log in using your SSU log-in and password.

**Eligibility**

Eligible graduate and undergraduate students must be enrolled through the end of the Spring 2019 semester, and all awards must culminate in a presentation at SSU’s annual Science Symposium, the Symposium of Research and Creativity, or the Faculty & Graduate Research Symposium at the close of the Spring 2019 semester.

Note: Projects that have already received funding through other SSU internal funding sources for the 2018-19 academic year (e.g. Koret Scholars, RSCA) are not eligible for the 2018-19 Student Research Award.
Allowable Costs & Funding Restrictions

- Funds may only be used to support the students named on the award and their research/creative projects and may not be used to cover expenses for a course, department, or students or projects not named on the award.

- Travel and equipment are fundable only if they are integral to the proposed work, are fully justified, and only if the primary purpose of the travel is to collect data, conduct research, or present research at a professional conference or meeting.

- Funds may not be used to pay for research assistants, faculty travel, international travel, or travel that violates AB 1887, California’s ban on state-funded travel to Alabama, Kansas, Kentucky, Mississippi, North Carolina, Oklahoma, South Dakota, Tennessee, or Texas.

- Equipment purchased with this award becomes the property of Sonoma State University, and IT Certification is required for the purchase of computers and tablets.

- Funds may be used for data collection and analysis; however, cash payments to study participants are not allowed.

Grantee Obligations

- Grantees engaging in research involving the use of human subjects must review SSU’s policy on the Use of Human Subjects in Research (http://web.sonoma.edu/orsp/compliance/human-subjects.html) and submit a protocol to SSU’s Institutional Review Board (IRB) describing the proposed research or activity involving human subjects.

- Grantees engaging in research involving the use of animal subjects must review the SSU Animal Care and Use policy (http://web.sonoma.edu/orsp/compliance/animal-subjects.html) and submit a protocol to the SSU Institutional Animal Care and Use Committee (IACUC) describing the proposed research or activity involving animal subjects prior to the start of the grant activity.

- It is highly recommended that at Student Research Award recipients attend a poster workshop covering the basics of creating a research poster prior to SSU’s symposia. Workshops will be held during the Spring 2019 semester, dates and location to be announced. Poster printing for conferences and symposia will be provided by the Office of Research & Sponsored Programs to awardees when requests are submitted to Stacey Pelton (pelton@sonoma.edu) with at least a 1-week advance notice.

Please note that expenditures must be completed by 5/17/2019, and receipts for all expenditures must be submitted to the Office of Research & Sponsored Programs by 6/01/2019.
Application Guidelines

The application should be completed by the student requesting funding, and if the project includes a research team, only one student from each team should submit an application. Please complete the following steps to complete the application:

1. **Go to the SSU InfoReady portal** at [https://sonoma.infoready4.com/](https://sonoma.infoready4.com/).
   - To start the application, you must first log in using your SSU login and password.
   - Click on the 2018-2019 Student Research Award link and click Apply.

2. **Online Application**: complete this portion of the application by entering all of the requested information.
   - If there are Co-Researchers for your project, please enter their name, student ID#, email address, undergraduate or graduate status, undergraduate or graduate major, and whether or not they have received Koret or SOURCE funding in the past.
   - **Project Narrative**: Your 2-3 page, double spaced project proposal will be copied and pasted here, or directly typed, and should address the following questions:
     - What is the purpose and/or goal(s) of your project?
     - How will you carry out the project? (methods, timetable for completion, etc.)
     - What are the anticipated results or conclusions of your project? (if applicable)
     - How will the completion of this project contribute to each researcher’s future career and/or academic goals?
   - **Faculty Sponsor Form**: Each proposal must be sponsored and approved by an SSU faculty member. Please deliver or email the sponsor form, along with your completed budget sheet, to your Faculty Sponsor for their endorsement of your project. The completed form should be scanned and uploaded to the InfoReady application site.
   - **Project Budget Sheet**: Itemize all of the proposed expenses using the budget form and upload your completed Project Budget to InfoReady.

**Important Dates & Deadlines**
Please refer to the table below for important dates and deadlines:

<table>
<thead>
<tr>
<th>Student Research Award 2018-19 Dates &amp; Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Application Deadline</strong></td>
</tr>
<tr>
<td><strong>Applicant Notification</strong></td>
</tr>
<tr>
<td><strong>Funding Period</strong></td>
</tr>
<tr>
<td><strong>Deadline for Expenditures</strong></td>
</tr>
<tr>
<td><strong>Receipts/Invoices for all Expenditures Due</strong></td>
</tr>
</tbody>
</table>

**SAVE THE DATES!**

**Faculty & Graduate Symposium**
Monday, April 29th, 2019

**Science Symposium**
Tuesday, April 30th, 2019

**Symposium of Research & Creativity**
Thursday, May 2nd, 2019
Criteria for Review of Student Research Award Proposals

Proposals will be reviewed by a committee to be named by the Office of Research & Sponsored Programs and will be scored based on the following matrix:

<table>
<thead>
<tr>
<th>Scoring Matrix for 2018-2019 Student Research Award Proposals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Research projects which assist in the fulfillment of the individual researcher’s or research team’s degree program</td>
</tr>
<tr>
<td>Proposals from researchers or research teams that have not previously received student research funding from SOURCE (e.g. SOURCE Award and/or Koret Scholars Award)</td>
</tr>
<tr>
<td>Proposals that demonstrate overall quality by including a well-written, detailed proposal which includes: (1) the purpose and goals of the project, (2) the steps required to engage in and complete the project, (3) the anticipated outcomes of the project, and (4) how the completion of the project will contribute to the future career and/or academic goals of the researcher(s).</td>
</tr>
</tbody>
</table>

Maximum Points Awarded = 30

For more information or questions about the 2018-2019 Student Research Award, please contact Stacey Pelton, Office of Research & Sponsored Programs, at (707) 664-3897 or email pelton@sonoma.edu.