

COLLEGE OF EDUCATIONAL STUDIES



GRADUATE STUDENT SCHOLARLY-CREATIVE RESEARCH GRANT PROGRAM EXPLANATION

Purpose

College of Educational Studies' scholarly-creative research grant awards are intended to provide support for a variety of clearly defined scholarly research or creative projects. Funding is competitive, but all reasonably justified proposals will be considered. Scholarly/creative grant proposal budgets should not exceed \$1,000 and applicants are encouraged to prioritize budget items as only partial funding may be available.

Scholarly-creative research grant award funds may be used for a number of purposes, including (but not limited to):

- The purchase of equipment, materials, or supplies directly related to the research project.
- Expenses directly related to the research project such as test subject remuneration, transcription services, software, license fees, or bio-hazardous waste removal.
- Hourly wages related to the completion of the research project for the principal investigator may be considered within reason.
- Travel expenses directly related to the research project such as working in an archive or collecting field data.

Not funded will be travel for conference presentations. Please see the CES Travel Grant Explanation for expenses related to attendance at a conference such as registration fees, travel and lodging.

Eligibility

All College of Educational Studies graduate students are eligible to apply.

Application Procedure

Complete the CES Scholarly-Creative Research Graduate Grant Application Cover Sheet and submit along with the following documents:

- A proposal outlining the objectives, method, expected outcome, and schedule of your research project (no longer than three pages)
- A letter of Support from your faculty sponsor, addressing specifically the degree of faculty mentoring/involvement in the research project and the academic context of the proposal
- Digital copies (e.g. PDFs) of estimated costs of items to be purchased with grant funds
- A copy of the proposal for the last Chapman grant you received (if applicable)
- Other applicable materials

Be sure to update LaNesha Kemp if any information changes, even after submission of your application. Application must be submitted at least two months prior to time of travel.

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ALL APPLICATIONS MUST BE SUBMITTED IN PERSON OR ELECTRONICALLY TO
[LANESHA KEMP](#) (Reeves Hall, Room 104)

Deadline

2017-18 Important Dates	
Presentation Date	Deadline to Submit Application (by 11:59 pm)
June – August	May 1
September – November	August 1
December – February	November 1
March – May	February 1

Funding & Funding Timeframe

Funds awarded in fall will be available December 15th and must be spent before May 31st. Funds awarded in spring will be available June 1st and must be spent before December 31st. Funds *must* be spent by the deadline, no extensions will be awarded.

The maximum award amount of funding for each student is \$1,000 in a single fiscal year (June 1 – May 31).

In order to receive the award, following must be submitted to [LaNesha Kemp](#) within 30 days after the traveler's return:

- Original receipts for all expenditures covered by the research grant award (e.g. itemized hotel bill, boarding passes, etc.). Receipts must verify that a transaction took place
- Other applicable materials
- Completed Non-PO Payment Request Form (if you are employed by Chapman, please complete the PS Travel and Expense Delegation Form)

Resources for Grant Recipients

- The Student Grant Expenditure Guidelines provide guidelines regarding the expenditure of scholarly/creative grant funds. Non-compliance with these policies and procedures could risk non-payment of a grant expenses.
- Payment for professional services performed by other individuals for your grant research project must be made directly to the individual by the University. All individual persons doing work for your grant research project must submit a W-9 form and an employee/independent contractor's checklist.