Summer 2021 Application Tutorial

Mark Diamond Research Fund
Jennifer Schechter, Director
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Overview of the MDRF

- The Mark Diamond Research Fund is currently in its 49th year
- The funds come from a combination of your student activity fee and the Office of the Vice-Provost for Academic Affairs

Maximum Grant Amounts:

- Doctoral: $3000
- MFA: $2000
- Masters: $1500
Who can apply?

Students...

...who are enrolled in a Masters, MFA or PhD program at UB

...who have paid the Graduate Student Activity Fee

...whose application is related to a master’s thesis, MFA final project or to doctoral dissertation research or final project
MDRF Grant Application Process

- NOTE: THIS PROCESS IS THE SAME AS THE SPRING 2021
- Your completed application—including a signed cover page—should be shared with ubmdrf@gmail.com NO later than 3pm on the electronic submission due date (Friday, May 21, 2021)
  - Signed Letters of Research Support should be shared directly by the faculty member to ubmdrf@gmail.com by this same time
- Signed Committee Member Assurance Forms should be sent by the faculty member to ubmdrf@gmail.com by noon the following business day (Monday, May 24, 2021)
  - Hard copy signatures are not required at this time
- Failure to meet both of these deadlines will result in the automatic rejection of your application
MDRF Grant Application Process

Questions:

Where do I find the application?
http://gsa.buffalo.edu/mdrf

Are there resources to help me fill out the application?
Yes! http://gsa.buffalo.edu/mdrf

**Also, the MDRF Director is here to help! Submit your application for review up to two weeks before the deadline!**

Do I need to make a bunch of copies of anything?
No! Your application will be electronically submitted.
MDRF Grant Application

The following slides contain screenshots that show how to fill-out the application. There are also some tips to help you. If you have any further questions about the application process, please email the MDRF Director at gsa-mdrf@buffalo.edu or review the application instructions on the website.
This is the 45th year of the Mark Diamond Research Fund (MDRF). The MDRF gives grants to graduate students for research expenses related to their thesis or dissertation. PhD students may apply for up to $2,500, MFA students for up to $2,000, and Master's students for up to $1,500. The MDRF grant is only for University at Buffalo graduate students in programs participating in the Graduate Student Association and who have not waived the student activity fee. Applicants must have a GPA of 3.0 or higher and must submit a research proposal.
Applying for the MDRF

The application and submission processes are new this cycle. Please be sure to read all of the instructions.

Spring 2017 MDRF Application
Spring 2017 Application Instructions
Spring 2017 Application Tutorial

Example MDRF Application #1 (without appendices)
Example MDRF Application #2 (without appendices)
Example MDRF Application #3

*Please note these are older applications and the formatting is different than the current application. Please follow the Spring 2017 Application and instructions
PART I – COVER PAGE

This MUST be typed

1. Applicant name (Last, First):

2. Student #:

3. E-mail address you use regularly:

4. Title of Research:

5. Grant amount requested:

6. Department:

7. Campus address (Must be complete as it is used for ALL MDRF correspondence):
   - North Campus
   - South Campus
   - RPCI

8. Local Address:

9. Permanent Address:

   10. Phone Number(s):
This is a google docs template, so you need to make a copy in to your own drive in order to edit the document. Also, though it is a Google doc, you can use your @buffalo.edu email! (So, don’t use your personal Gmail account; you won’t have access.)

## Part I – Cover Page

This MUST be typed

<table>
<thead>
<tr>
<th>Humanities</th>
<th>Sciences</th>
</tr>
</thead>
</table>

1. Applicant name (Last, First):
2. Student #:  
3. E-mail address you use regularly: 
4. Title of Research: 
5. Grant amount requested: 
6. Department: 
7. Campus address (Must be complete as it is used for ALL MDRF correspondence): ___ North Campus  
   ___ South Campus  
   ___ RPCI  
8. Local Address: 
9. Permanent Address: 
10. Phone Number(s): 

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Please include your first and last name when naming the document, as well as the grant cycle you are applying for.
PART I – COVER PAGE

Mark Diamond Research Fund Application
updated 11/2016

This MUST be typed

1. Applicant name (Last, First): John Smith
2. Student #: [Insert Student Number]
3. Title of Research:
4. Grant amount requested:
5. Department:
6. Campus address (Must be complete as it is used for ALL MDRF correspondence):
   - North Campus
   - South Campus
   - RPCI
7. Permanent Address:
8. Local Address:
9. Phone Number(s):
STOP!!!!!
If you don’t see the application but get a dialogue box you that you don’t have access, email the MDRF Director!
Mark Diamond Research Fund Application

PART I – COVER PAGE

This MUST be typed

1. Applicant name (Last, First): Smith, John
2. Student #: 123456789
3. E-mail address you use regularly: johnsmith@buffalo.edu
4. Title of Research: Donald Trump’s Employee Satisfaction Before and After the Election
5. Grant amount requested: $2500
6. Department: Sociology
7. Campus address (Must be complete as it is used for ALL MDRF correspondence): 123 Baldy Hall, _X_ North Campus _X_ South Campus _X_ RPCI
8. Local Address:
9. Permanent Address:
10. Phone Number(s):
This needs to be signed in your electronic application (this is different for this grant cycle; remember to sign it)!
These will be blank in your electronic submission.

Your committee members will be submitting these directly to ubmdrfl@gmail.com for this cycle. Make sure that your committee members initial (not check or x) each relevant line and N/A the rest and sign the bottom.

Failure to submit these on time will result in your application being rejected.
PART II - APPLICANT STATUS

1. Applicant name (Last, First): Smith, John

2. MDRF Funding Request: $3500

3. Student Status: _x_ Full Time _x_ Part Time

4. Degree Sought: _x_ Master's _x_ MFA _x_ PhD

5. Anticipated graduation date: September 2018

6. Have you waived the student activities fee? 
   _x_ YES _x_ NO
   (If the answer is "YES," you are NOT eligible to apply for MDRF support)

7. Academic Department: Sociology

8. Advisor's Name: Michael Jones
   Phone: 716-335-1010
   Email: makejones@buffalo.edu

9. Application to Candidacy Form filed with Graduate School? 
   _x_ YES _x_ NO
   If "NO," when do you plan to file (month/year)?

10. Comprehensive and any other required exams for this degree taken? 
    _x_ YES _x_ NO
    If "NO," when do you plan to take them (month/year)?

11. Thesis or dissertation proposal passed? _x_ YES _x_ NO
    If "NO," when is proposal defense planned (month/year)?

12. Is ANY portion of this research (including portions for which you are NOT requesting MDRF funding but must have to accomplish this project) supported by funds from other granting agencies? _x_ YES _x_ NO
    If "YES," list the SOURCE and AMOUNT of funding (including your advisors or other departmental grants)

13. Are you planning to apply for support from other sources? _x_ YES _x_ NO
10. Comprehensive and any other required exams for this degree taken? _X_ YES __ NO
   If "NO," when do you plan to take them (month/year)?

11. Thesis or dissertation proposal passed? _X_ YES __ NO
    If "NO," when is proposal defense planned (month/year)?

12. Is ANY portion of this research (including portions for which you are NOT requesting MDRF funding but must have to accomplish this project) supported by funds from other granting agencies? _YES _X_ NO
    If "YES," list the SOURCE and AMOUNT of funding (including your advisors or other departmental grants)

13. Are you planning to apply for support from other sources? _X_ YES __ NO
    If "YES," name sources. If "NO," why not?

14. Have you previously applied for support from the Mark Diamond Research Fund? _YES __ NO
    If "YES," when (month/year)? If funded, give amount $____ For: ___ Master's OR ___ PhD*
    If not funded, reason for rejection.

*NOTE: If you received MDRF funding for PhD research at any time in the past, you are NOT eligible to apply again.
### PART III – TABLE OF CONTENTS

Applicant must organize and collate all pages and materials as per this Table of Contents. Page numbers have already been filled in for PARTS I-V. Fill in page numbers for PARTS VI-VIII. Page numbers are not needed for PART IX-APPENDICES. Instead, you must fill in the status of each. Each Appendix must have a cover sheet.

<table>
<thead>
<tr>
<th>PART</th>
<th>PAGE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>2-4</td>
</tr>
<tr>
<td>III</td>
<td>5</td>
</tr>
<tr>
<td>IV</td>
<td>6</td>
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<td>V</td>
<td>7</td>
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<td>VI</td>
<td>8</td>
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<td>VII</td>
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</tr>
<tr>
<td>VIII</td>
<td></td>
</tr>
<tr>
<td>IX</td>
<td></td>
</tr>
</tbody>
</table>

**PART IX – APPENDICES**

Use the appendix letters listed below. No page numbering is necessary for this section, but you **MUST** state the status of each appendix in the column to the right using one of the following abbreviations:

- NA: if appendix is not applicable to your grant
- INC: if appendix is included
- PEND: if appendix are pending*

*Note: All applicable material is PENDING unless it has received final approval, proof of which is included with this application.

<table>
<thead>
<tr>
<th>Appendix A</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Letter of Research Support</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appendix B</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum Vitae (CV)</td>
<td></td>
</tr>
</tbody>
</table>

Do NOT include page numbers here; add the relevant status. Any ATC that hasn’t been filed yet is PEND.
APPENDICES. Use the appendix letters listed below. No page numbering is necessary for this section, but you must state the status of each appendix in the column to the right using one of the following abbreviations:

- NA: if appendix is not applicable to your grant
- INC: if appendix is included
- PEND: if appendix is pending

*Note: All applicable material is pending unless it has received final approval, proof of which is included with this application.

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Letter of Research Support</td>
</tr>
<tr>
<td>B</td>
<td>Curriculum Vitae (CV)</td>
</tr>
<tr>
<td>C</td>
<td>Acceptance to Candidacy</td>
</tr>
<tr>
<td>D</td>
<td>Human Subject Approval</td>
</tr>
</tbody>
</table>
NOTE: All applications will include a letter of research support, a CV and a glossary. These are mandatory sections.

Anything marked PEND will have to be submitted before funds are reimbursed or before purchases are made.
PART IV – ABSTRACT

Title of Research: Donald Trump’s Employee Satisfaction Before and After the Election

Abstract Word Count: 198

Department: Sociology
Degree Sought: PhD

Again, follow the instructions. For more explanation on each category, please see the Application Instructions.

This section can be removed to give you more space.

To help organize, feel free to use the categories as subheadings.
PART VI – REFERENCES CITED

List here all literature or references cited in the Research Plan Description and elsewhere in the application. DO NOT list references that were not used within the application. References are expected; so consult with the MDRF Director if you believe them not to be relevant to your application. Follow a bibliographic format appropriate to your discipline that permits the reader to fully identify referenced material. Use only one citation format and use it consistently. Use 12 point font and do not go beyond this page.

Richardson, Matthew. The rise and fall of employment satisfaction
Section A is for every expense you expect to incur while doing your research, including what you will be asking MDRF funding for. Do Not include in-kind here. Remember to include tax, if relevant.

Note: always double check that your math adds up!
Section A can include non-fundable items and can be over the amount you are eligible to apply for.

Section B will include the difference between the amount you are eligible for (Section C) and your total expenses (Section A); include other funding sources here.
Section C should contain all MDRF expenses. The total should not exceed the eligible amount.

Note: include as many fundable items in this section as you can, even if just partial amounts. The MDRF can only fund items in Section C.
If this equation does not add up, or if there are other math errors present, your application will lose points!

A $2529.49 - B $29.49 = C $2500
Everything in Budget Section C must be justified. There is further explanation for the Justification section in the Application Instructions.

Order the items the same as they are in Budget Section C.
After this page, every appendix will get a cover sheet. Any pending or N/A appendix can be on one cover page, so long as they are consecutive.

Note: include quotes for any item over $200 total.
PART IX – APPENDIX

attach cover sheets for all appendices (A-I) following the instructions in Part III: Table of Contents. Each Appendix must have a cover sheet. Appendices must be in the order listed in Part III: Table of Contents. Read Application Instructions for details on Appendix requirements.
Appendix A: Letter of Research Support
Appendix A: Letter of Research Support
Appendix C: Pending

Appendix D: Pending

Appendix E: N/A
Following the quote cover page, include three quotes—from three different vendors—for any item over $200. Title what the quote is (i.e., Lodging in NYC). If using one website with multiple vendors (like Airbnb or Expedia), mark the price and number the quote. If the vendor doesn’t matter, the cheapest of your quotes should be first and the price that’s in the budget.
If fees are calculated on a different page, and fees are included in your budget, include a shot of the separate page with a header showing the total amount.

Note: purchases made in the state of New York are currently not tax exempt, make sure to include tax.
This checklist will be the last page of your application. It is there to help you check over your application to make sure you're not missing anything. Incomplete applications will be rejected.

Applications should be shared with this email address.
APPLICATION CHECKLIST

As stated in the Application Instructions, applications are pre-screened. Incomplete applications are AUTOMATICALLY REJECTED. Applications may also be rejected if the Review Council determines that they cannot be fairly evaluated in the form submitted, due either to incomprehensibility or to substantial deviation from these guidelines. Applications which contain errors in calculation may not be eligible for the full amount of funding requested. Applications which are substantially flawed may result in recommending a reduced amount of funding. To insure that your application receives consideration for the maximum amount of funding, use the following checklist before submitting your Application.

REMEMBER: ELECTRONIC APPLICATIONS ARE DUE TO mdrf@gmail.com BY 3PM EASTERN TIME ON THE DUE DATE! NO EXTENSIONS WILL BE GIVEN.

1. ___ Completed Parts I-VIII, following all instructions regarding font, page limitations, etc.
2. ___ Proofread text for grammar, spelling, and clarity.
3. ___ Checked math in budget and $A = B = C$ box is filled out.
4. ___ Reviewed application for internal consistency.
5. ___ Inserted all appendices listed in Part III, including Letter of Research Support and mandatory Glossary.
6. ___ Printed one complete copy of the application.
7. ___ Obtained all required initials and signatures.
As stated in the Application Instructions, applications are pre-screened. Incomplete applications are AUTOMATICALLY REJECTED. Applications may also be rejected if the Review Council determines that they cannot be made complete. The Review Council is the funding body responsible for the decision to award funding. The following are some of the reasons applications are rejected:

1. **Lack of information:** Missing or incomplete information in the application.
2. **Poor quality of application:** Poorly written or poorly organized application.
3. **Inaccuracy:** Inaccuracies in the application, such as incorrect amounts of funding requested or insufficient justification.
4. **Improper format:** The application does not follow the guidelines provided, such as incorrect formatting or submission errors.

The Review Council cannot provide the reason why an application has been rejected. The decision is final, and the Review Council cannot provide feedback on the application.

The reviewer will carry out the following steps:

1. **Unit check:** Review the application for internal consistency.
2. **Applicant check:** Insert all appendices listed in Part III, including Letters of Research Support and mandatory Glossary.
3. **Printed copy:** Print one complete copy of the application.
4. **Signatures:** Obtain all required initials and signatures.
And you're done!!!!
What happens next?

- You submit your electronic application by 3pm on the electronic submission deadline
- You have your faculty members submit their signed Committee Member Assurance Forms and your advisor submit their signed Letter of Research Support
- You can include an unsigned version in your application submission
- The Review Council will review your application and you will receive notification of their decision before the start of the grant cycle you applied to
Contact Information:

Jen Schechter, MDRF Director

email: gsa-mdrf@buffalo.edu