Application Tutorial

Mark Diamond Research Fund

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Learning Outcomes:

- In this presentation, we will cover
  - Overview of the MDRF
  - Eligibility Criteria
  - MDRF Grant Application Process
  - Next Steps
  - Contact Information

Overview of the MDRF

- The Mark Diamond Research Fund comes from a combination of your student activity fee and the Office of the Vice-Provost for Academic Affairs

- Maximin Grant Amounts include:
  - $5000 for Doctoral and MFA students
  - $3000 for Masters students

Who can apply?

- Students…
  - who are enrolled in a Masters, MFA or PhD program at UB
  - who have p aid 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

- The MDRF application is now **fully online**
- **HTTPS://UBMDRF.GRANTPLATFORM.COM/**
- Applications are due by 3pm on the due date
- No applications or forms will be accepted via email. Applications sent via email are considered incomplete and will be automatically rejected!
- All forms, including signed CMA forms and Letters of Research Support, must be uploaded to the application system. There are no exceptions.
- Failure to meet the deadline will result in the automatic rejection of your application

Notes

- If you are a first time applicant, you must register an account to fill-out and submit an application. Please use your UB email address when registering.

- **Incomplete applications are automatically rejected**. This includes improperly initialed/unsigned Committee Members' Assurance Forms and missing/incorrect quotes. It is the applicant's responsibility to make sure all CMA Forms are completed correctly and included in the application. **Typed names do not count as acceptable signatures**

Available Resources

- Students **must** read the application instructions at
https://ubwp.buffalo.edu/gsa/mdrf/

- The MDRF director will review applications up to **two weeks before** the deadline
  - All applications for review must be in Word document format and emailed to gsa-mdrf@buffalo.edu
  - **Applications cannot be reviewed within the grant management system**

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

Register using your UB email address

Register

Log in

Start here

1 Register an account.

2 Start your application (save it in-progress).

3 Submit your application to be reviewed.

Best of luck!

For any questions, please contact email

First name

Last name

Email

Password

Must be at least 12 characters

Confirm password

UB Person Number

Email or mobile ⊘

Password

☐ Remember me

Log in

Forgot password

or log in with

G Google   Facebook   Twitter

Add your person number to complete your profile

Additional details

All questions must be answered, unless marked optional.

UB Person Number

Complete profile

ⓘ Fall 2021 Important Information ⌄

Dates

- Application deadline: September 17, 2021, at 3:00 PM EST.
- Please note the application deadline, this date is final and there will be no extensions provided. The system will automatically prevent application submission after the deadline.
- Successful applicants will be notified by October 31, 2021.

Support

If you have any questions about the application process, please contact the MDRF Director by email to gsa-mdrf@buffalo.edu

Fall 2021 Application Instructions

Fall 2021 Application Tutorial

- You may edit your application after submitting, up until the deadline date.
- Please make sure all your personal details are entered accurately, including contact details, so that we may contact you if your application is successful.

My applications   Active season (Fall 2021) ▾   Current ▾

Start application   Copy   Delete   Download

🔍 Search list   Advanced

> Deadline information for the applicable grant cycle are listed here. Click "start application" to begin

| Start here | I. Applicant information | II. Abstract | III. Project Plan | IV. Budget | V. Budget Justification | VI. Appendix |

VII. Supporting Materials | VIII. Committee Member Assurance Forms

ⓘ Fall 2021 Mark Diamond Research Fund Application ∨

The following application is for the Fall 2021 grant cycle for the Mark Diamond Research Fund.

Fall 2021 Application Instructions

Category

[∨]

Application name

[   ]

Note: please name your application with your first and last name.

☐ I confirm that I meet the eligibility criteria ⑦
    for this grant

Select your degree path under "Category" (e.g., PhD, Masters, MFA).

Name your application with your first and last name, and confirm that you are eligible before continuing.

Save + next   Cancel

Start here | I. Applicant information | II. Abstract | III. Project Plan | IV. Budget | V. Budget Justification | VI. Appendix
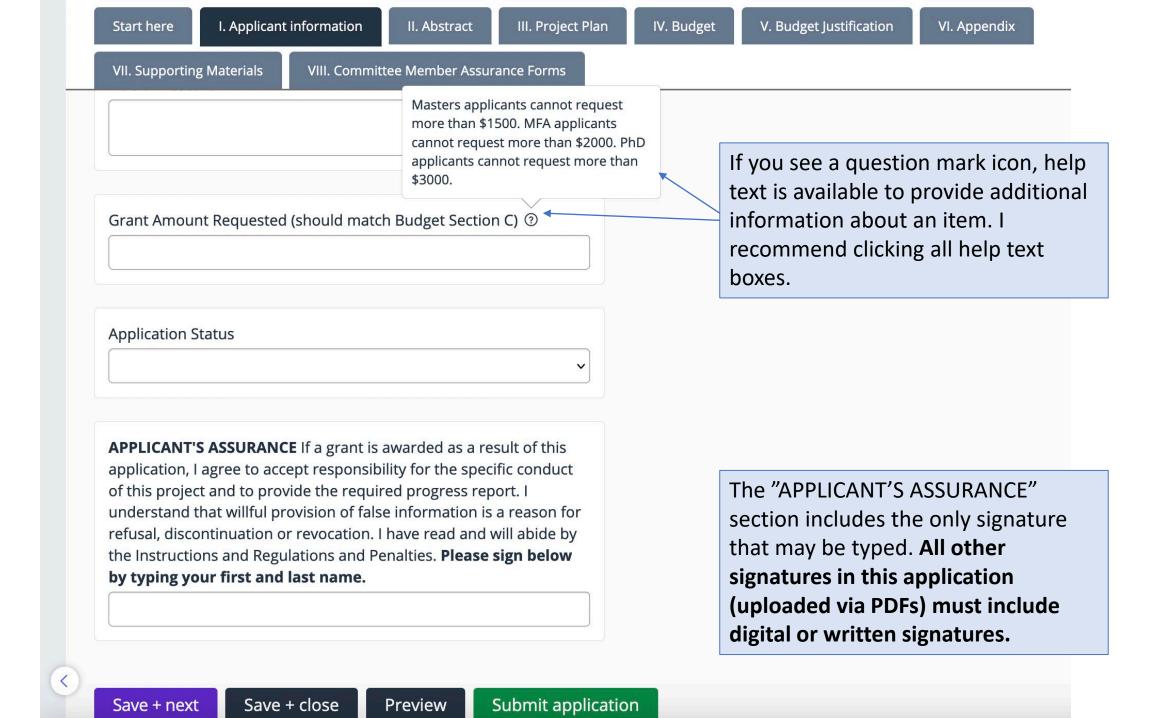
VII. Supporting Materials | VIII. Committee Member Assurance Forms

Applicant Name (Last, First)

UB Email Address

Academic Department

Advisor's Name

Advisor's Email

Follow the instructions on this page as requested.

You may click through the entire application at this point, and return to pages at a later time.

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Masters applicants cannot request more than $1500. MFA applicants cannot request more than $2000. PhD applicants cannot request more than $3000.

Grant Amount Requested (should match Budget Section C) ⑦

Application Status

APPLICANT'S ASSURANCE If a grant is awarded as a result of this application, I agree to accept responsibility for the specific conduct of this project and to provide the required progress report. I understand that willful provision of false information is a reason for refusal, discontinuation or revocation. I have read and will abide by the Instructions and Regulations and Penalties. **Please sign below by typing your first and last name.**

If you see a question mark icon, help text is available to provide additional information about an item. I recommend clicking all help text boxes.

The "APPLICANT'S ASSURANCE" section includes the only signature that may be typed. **All other signatures in this application (uploaded via PDFs) must include digital or written signatures.**

Save + next   Save + close   Preview   Submit application

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ⓘ MDRF Abstract ∨

Clicking arrows like these can reveal instructions for each section

In the box below provide a clear and concise summary of your MDRF research proposal, stating the **specific aims of the research or potential outcomes for the project** for which you are requesting MDRF funding and **describing the data to be collected, consulted, or created**; **the methods or techniques to be used or the conceptual framework of the project**; and the **resources needed from MDRF**. Any UB graduate student should be able to understand this abstract. Avoid summaries of past accomplishments. This abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the rest of the application. Please note there should be no use of first person pronouns in the Abstract.

Title of Research

Abstract   0 / 250 words

Word limits identified within the system can not be exceeded. No exceptions.

Abstract Glossary ⓘ

The abstract now includes its own glossary. Glossary items should be listed and defined in the order in which terms appear in the abstract.

ⓘ MDRF Project Plan ⌄

Clearly and concisely describe the research or final project for which you are requesting MDRF funding using the following categories: a) Specific Aims of the Research or Potential Outcomes of the Project; b) Background and Significance of the Research or Project or the project's Contributions to the Field; c) Progress Report, Preliminary Studies, Previous Related Projects, or Influences; d) Methods, Techniques or Context and Conceptual Framework; and e) Resources Needed. **Please use these prompts as subheadings in this section.** See Application Instructions for more complete explanation of what is expected in this section.

Project Plan   0 / 1200 words

Use headings **a through e** (outlined above) to structure your project plan
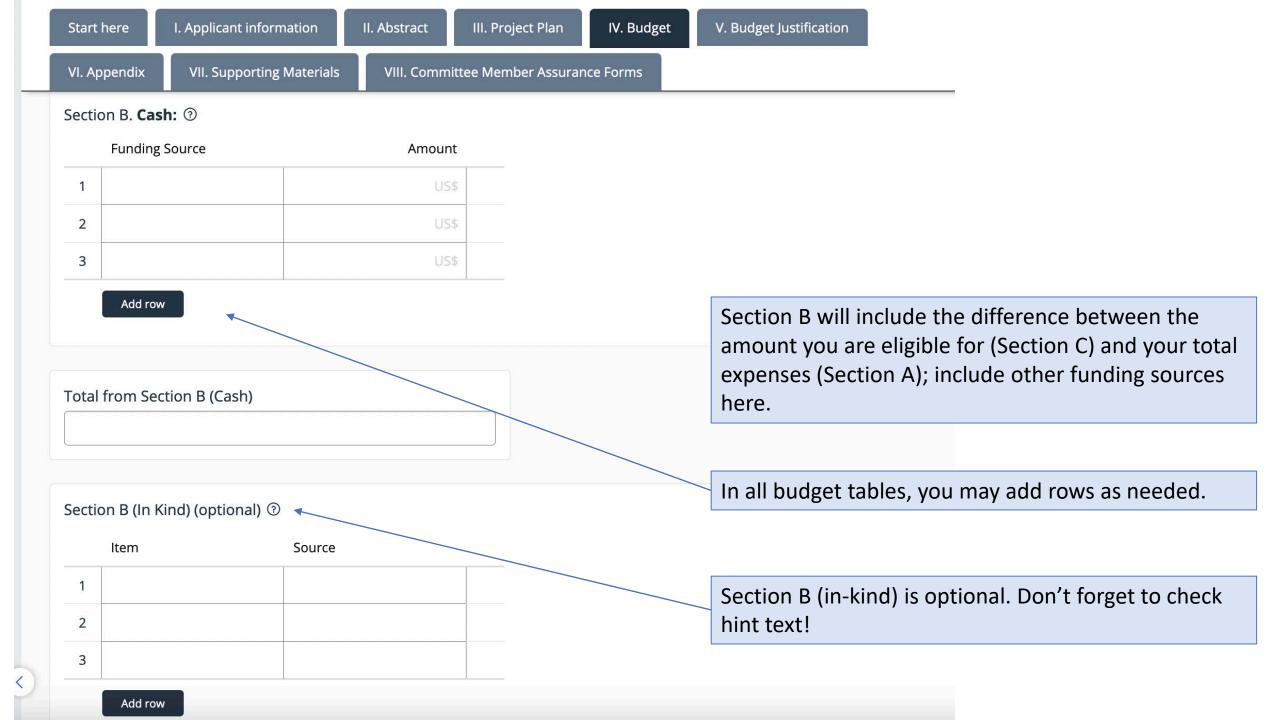
Project Plan Glossary ⓘ

Terms should be defined in the order in which they appear in the project plan

References Cited ⓘ

Select file

References **must** be uploaded using 12-point font and **cannot** exceed one page. .doc, .docx, and .pdf are all acceptable formats.

ⓘ MDRF Budget ∨

Complete the sections below using this form. Add rows if needed. Read Application Instructions for detailed information related to the budget.
SECTION C TOTAL AMOUNT REQUESTED MUST EQUAL SECTION A MINUS SECTION B

Section A ⍰

	Item Description	Quantity	Unit Cost	Total Cost
1		⇕	US$	US$
2		⇕	US$	US$
3		⇕	US$	US$

Add row

Section A can include non-fundable items and can be over the amount you are eligible to apply for.

Total from Section A

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 items here. Remember to include tax, if relevant.
Note: always double check that your math adds up!

Section B. **Cash:** ⓘ

	Funding Source	Amount
1		US$
2		US$
3		US$

Add row

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.

Total from Section B (Cash)

In all budget tables, you may add rows as needed.

Section B (In Kind) (optional) ⓘ

	Item	Source
1		
2		
3		

Add row

Section B (in-kind) is optional. Don't forget to check hint text!

Section C ⑦

	Item Description	Quantity	Unit Cost	Total Cost
1			US$	US$
2			US$	US$
3			US$	US$

Add row

Section C Total Amount Requested

Save + next   Save + close   Preview   Submit applica

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.

Lines can be added to this budget. You can have partial amounts listed in order to prevent exceeding the eligible funding amount.
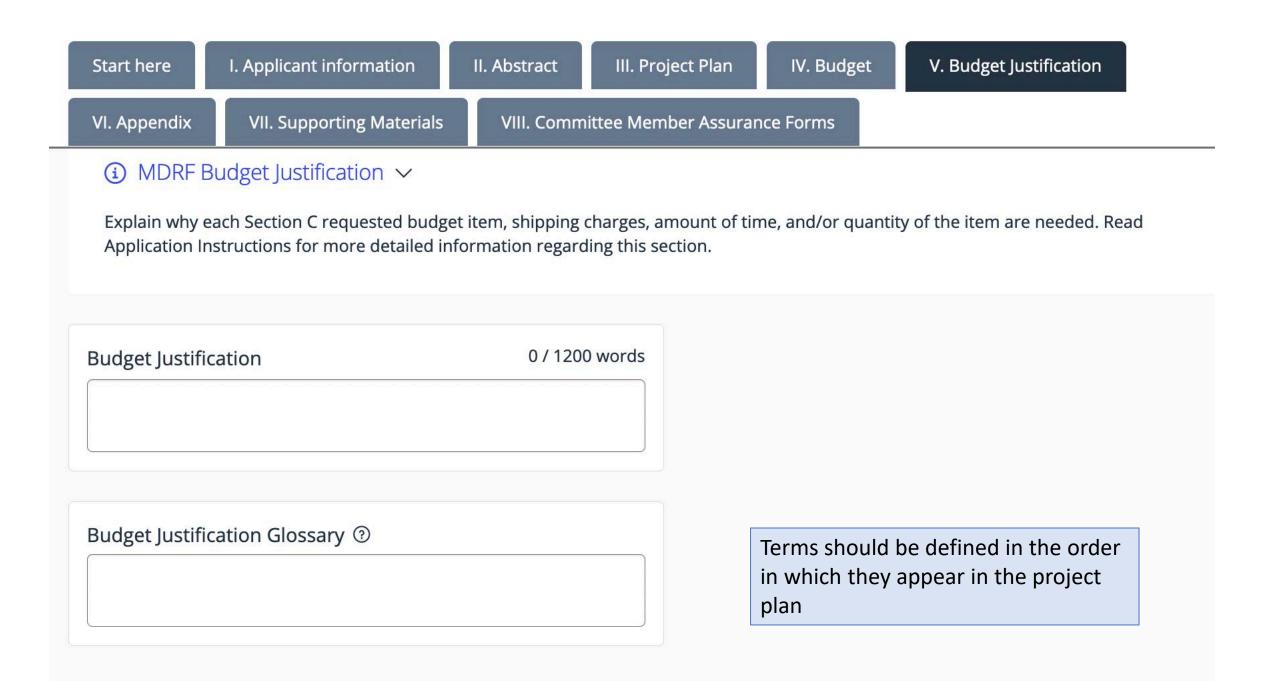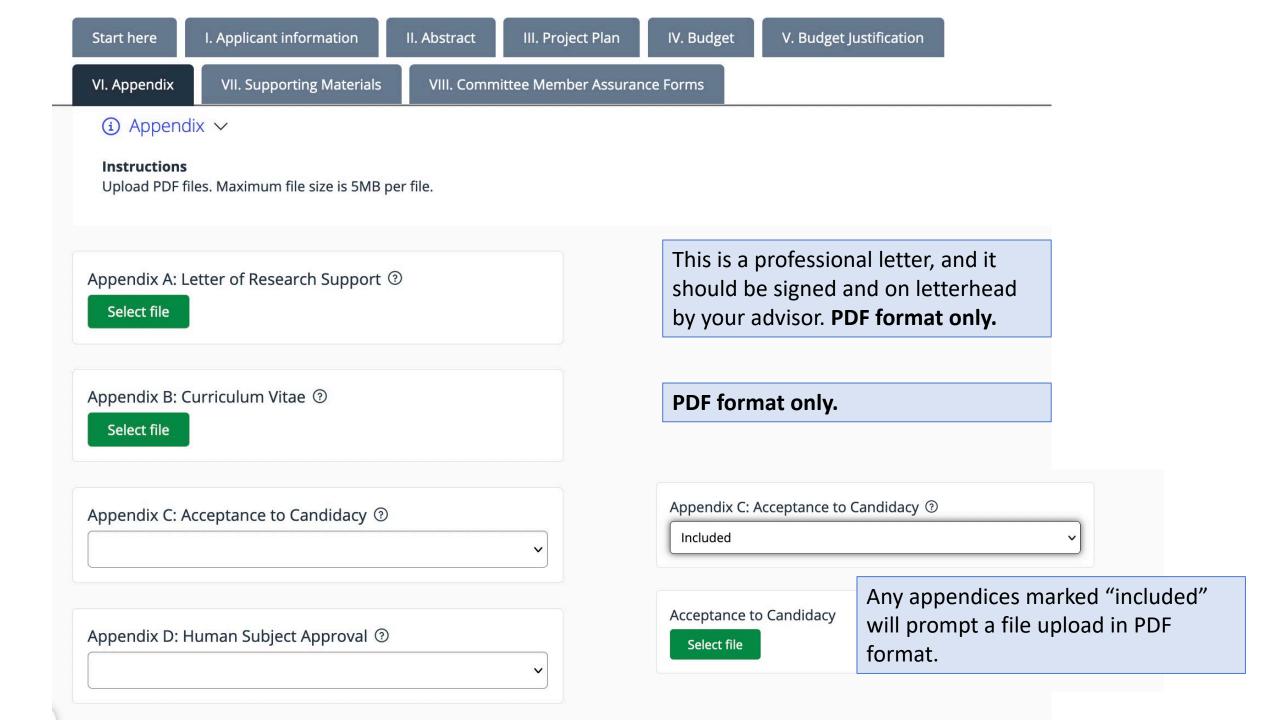
ⓘ MDRF Budget Justification ⌄
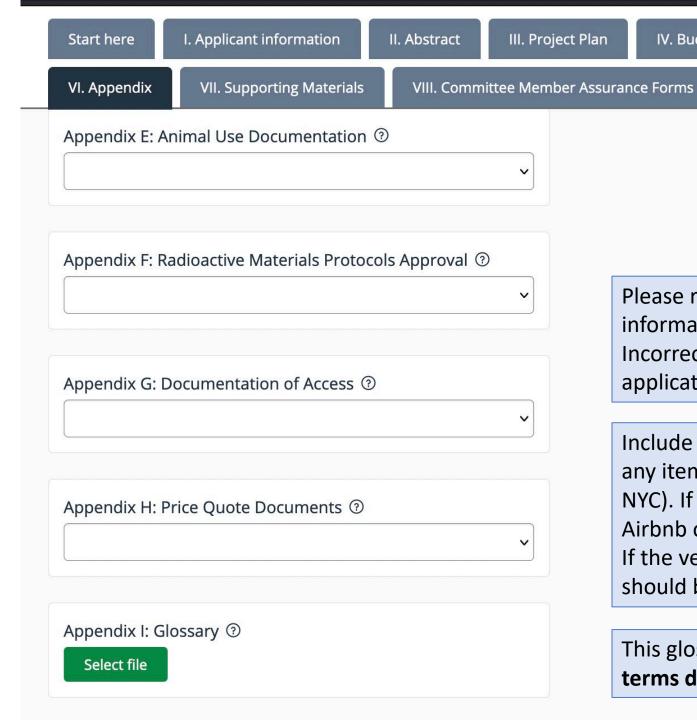
Explain why each Section C requested budget item, shipping charges, amount of time, and/or quantity of the item are needed. Read Application Instructions for more detailed information regarding this section.

Budget Justification   0 / 1200 words

Budget Justification Glossary ⓘ

Terms should be defined in the order in which they appear in the project plan

ⓘ Appendix ⌄

Instructions
Upload PDF files. Maximum file size is 5MB per file.

Appendix A: Letter of Research Support ⓘ

Select file

This is a professional letter, and it should be signed and on letterhead by your advisor. **PDF format only.**

Appendix B: Curriculum Vitae ⓘ

Select file

PDF format only.

Appendix C: Acceptance to Candidacy ⓘ

[dropdown ⌄]

Appendix C: Acceptance to Candidacy ⓘ

Included ⌄

Any appendices marked "included" will prompt a file upload in PDF format.

Appendix D: Human Subject Approval ⓘ

[dropdown ⌄]

Acceptance to Candidacy

Select file

Appendix E: Animal Use Documentation ⦾

[dropdown]

Appendix F: Radioactive Materials Protocols Approval ⦾

[dropdown]

Appendix G: Documentation of Access ⦾

[dropdown]

Appendix H: Price Quote Documents ⦾

[dropdown]

Appendix I: Glossary ⦾

Select file

Please read the application instructions for full information on correct price quote documentation. Incorrect quotes will result in automatic rejection of your application.

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.

This glossary must be in **alphabetical order** and include **all terms defined in the application.** PDF only.

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ⓘ Supporting Materials ∨

Instructions

1. Upload JPEG or PDF files. Please contact the director if you would like to share any other file type with the Review Council. Maximum file size is 5MB per piece.
2. Supporting materials might be surveys and interview questionnaires to be used, samples of programs and recording of performances, videos, graphs, diagrams, tables, charts, maps, photographs or slides. If you are requesting funding for special services (translator, performer, expert) you must include appropriate documentation, resumes and/or CVs in this section.
3. Please note that this is not a required portion of the application.

Supporting materials are optional

Add attachments

Save + next | Save + close | Preview | Submit application

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ⓘ MDRF Committee Member Assurance Forms ⌄

1. Download this form.
2. Have it signed by your advisor and committee members.
3. Upload the signed forms here. File types accepted are PDF, jpeg and jpg. File upload maximum is 5mb.

Download the fillable CMA form here.

Degree Sought

[⌄]

Save + next   Save + close   Preview   Submit application

CMA forms must be initialed and signed (signatures cannot be typed; adobe signatures preferred).

Select your degree program first, then upload the number of required CMA forms

(MA students= 1 CMA form; MFA and PhD = 3 CMA forms)

Click "submit application" when you are finished.
You may revise your application at any time until the deadline.

Next Steps

- You submit your electronic application by 3pm on the electronic submission deadline

- 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

- Courtney Doxbeck, MDRF Director
- Email: gsa-mdrf@buffalo.edu