Graduate Student Association
State University of New York, University at Buffalo
310 Student Union
Buffalo, NY 14260-2100
Director: Dr. Courtney Doxbeck
Email: gsa-mdrf@buffalo.edu

MARK DIAMOND RESEARCH FUND APPLICATION INSTRUCTIONS

APPLICATION: HTTPS://UBMDRF.GRANTPLATFORM.COM/

Note: 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. If you are a past reviewer and need an applicant account, please email the director to request a role change.

PURPOSE: The Mark Diamond Research Fund (MDRF) gives grants to graduate students for research expenses related to their final project, thesis or dissertation. PhD students may apply for up to $5000, MFA students for up to $3000, and Master's students for up to $3000. 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 should be in the latter stages of research.

APPLICATION DEADLINES: Completed applications are due **4:00pm** on the deadline date. All deadlines are posted at https://ubwp.buffalo.edu/gsa/mdrf/. If miss the deadline, the system will not allow you to submit your application. Late applications will not be accepted. There are **NO EXCEPTIONS**.

ELIGIBILITY: Graduate students from any GSA-member department or discipline are eligible to apply, as long as the applicant has not received a waiver of the student activity fee. Applicants should be at or near completion of all coursework; have finalized the nature of the project, thesis or dissertation; and have an anticipated graduation date.

AMOUNT: PhD students may apply for up to $5000, MFA students for up to $3000, and Master's students for up to $3000. Master's and MFA students who have received prior funding from the MDRF and continue into a doctoral program may apply for additional funds in their PhD program, not exceeding a $8000 lifetime cap (Master's and MFA = $3000 + additional $5000 in PhD;). Please note that there are limited funds available each year and in each granting period. Grants will be awarded within the financial constraints of the MDRF annual budget.

PROCEDURAL RECOMMENDATIONS: The Mark Diamond Research Fund is a selective grant. All grants are reviewed and graded based on established criteria. Grants not meeting a certain grade will not be funded and will be asked to resubmit.

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, are up to date (not from a previous cycle) and included in the application. Any CMA forms that appear to be modified by the applicant will be considered invalid and result in an automatic rejection.

Be sure to follow all instructions and proofread the application for clarity, grammar, spelling and math. If you have any questions or concerns or would like your application reviewed prior to submitting, contact the MDRF Director.

REVIEW CRITERIA: Awards are granted based on a majority vote of the MDRF Review Council. The Review Council is comprised of previous MDRF recipients, other UB graduate students, and two non-voting members: the MDRF Director and a representative of the Graduate School. Decisions of the Review Council are final and cannot be appealed.

Applications will be evaluated on several points including:

- Clarity of the abstract and research description. These should be written in a way that could be understood by any UB graduate student. If technical terminology is essential to the application, the terminology must be defined in the provided sections and included in a full glossary in the appendix;
- Clarity and accuracy of the budget and budget justification;
- **How well the applicant has followed instructions.** This is the number one reason for reduced awards/rejection of applications;
- Evidence of faculty support; and
- How well the application is organized.

Keep in mind that the people evaluating your application will most likely not be familiar with your discipline. A chemistry student may be deciding on an art application; a music student may be deciding on a physics application; etc. The more care and effort you put in to making all aspects of your application clear to someone who has no background in your discipline, the more likely you are to be funded.

NOTIFICATION: Applicants will be notified by email by the end of the month following the application deadline, before the beginning of the grant period. Once all applicants are notified, the application status in the submission portal will be updated.

FUNDS: MDRF grant funds are made available to the grant recipient by means of UB purchasing, as reimbursement by check for expenses paid by the grant recipient during the grant period or through Purchase Orders (generally payments of invoices). **No cash is awarded**. Items purchased before the grant period begins cannot be reimbursed by MDRF.

GENERAL INSTRUCTIONS

The MDRF application consists of eight parts that will be discussed in further detail following this section. All parts have a purpose and are required (except for Part VII) to be completed. You will not be able to submit your application if any required portion is left blank:
Part I – Applicant Information
Part II – Abstract
Part III – Project Plan
Part IV – Budget
Part V – Budget Justification
Part VI – Appendix
Part VII – Supporting Materials
Part VIII – Committee Member Assurance Forms

Note: the GSA staff **will not** check your application following submission to make sure you've included everything; this is your responsibility. It is also your responsibility to submit a completed application by the

deadline. Early applications are always accepted. Late applications are never accepted. There are no exceptions. Once your application has been submitted, updates or changes can only be made until the deadline.

Incomplete applications, applications that are missing signatures, and/or Committee Members' Assurance Forms missing initials and/or signature(s) will be rejected. It is the applicant's responsibility to make sure all CMA Forms are completed correctly, are up to date (not from a previous cycle) and included in the application. Any CMA forms that appear to be modified by the applicant will be considered invalid and result in an automatic rejection.

Per New York State law, electronic signatures are acceptable, but they MUST be a signature and not a typed name. Adobe verified signatures are preferred.

SPECIFIC INSTRUCTIONS

The first of the application is self-explanatory. Simply provide the information requested.

PART II – ABSTRACT: Provide a clear and concise summary of your MDRF research proposal, stating the specific aims of the research or potential outcomes for the project; data to be collected, consulted, or created; methods or techniques to be used or the conceptual framework of the project; and the resources needed from the MDRF. This last part need only be a sentence about what the money from the MDRF will be used for. Any UB graduate student should be able to understand this abstract.

Note: The abstract cannot exceed 250 words. Do not include citations, graphs, charts, maps or equations in the abstract. Do not use any first-person pronouns. Do not cut and paste an abstract from another source (e.g., from your dissertation proposal) as it will not contain the necessary components required in the MDRF abstract.

ABSTRACT GLOSSARY: This section is to provide definitions for any technical terminology/jargon used in the abstract. These terms must also be part of the glossary that will be submitted in the Appendix.

PART III – PROJECT PLAN DESCRIPTION: Clearly and concisely describe the research or graduation project for which you are requesting MDRF funding in language that could be understood by any UB graduate student. Be specific and informative but remember that you are writing for an audience unfamiliar with your area of study. Avoid technical terminology. If you must include technical terminology, provide definitions in the glossary box provided for you. Make certain the MDRF Review Council can distinguish between your research and that of your advisor or others associated with your project. It is only your research that is eligible for MDRF funding. Do not include graphs, charts, maps, or equations in the Project Plan Description. Those belong in Supporting Materials.

a. SPECIFIC AIMS OF THE RESEARCH OR POTENTIAL OUTCOMES OF THE FINAL PROJECT. Outline what the proposed project is intended to accomplish or the potential outcomes of your final project.

b. BACKGROUND AND SIGNIFICANCE OF THE RESEARCH/PROJECT OR CONTRIBUTIONS TO THE FIELD. Briefly place your research/final project in a larger context and summarize its importance to your field. Some questions to consider: What research/projects have been done in this area? How does your research/project complement what has been done? How will your research/final project enhance or add to previous research or works in the field? Why are you doing this research/final project? How does your work fit or add to the larger body of work in your discipline? What will it contribute to the field of study?

c. PROGRESS REPORT, PRELIMINARY STUDIES, INFLUENCES, PREVIOUS RELATED PROJECTS OR INFLUENCES. Briefly report on any ongoing research of which your project is a part. Provide information regarding any preliminary studies, pilot studies, coursework, or projects that have informed or influenced the current research design (whether it was research you or another researcher conducted). Or discuss the influences of authors, artists, or composers on your final project.

d. METHODS, TECHNIQUES, OR CONTEXT AND CONCEPTUAL FRAMEWORK. Provide details of your research plan, including a brief description of the work that you are proposing; the techniques you will use; the kind of data you expect to obtain, consult, or create; and the means by which you plan to analyze or interpret that data in order to accomplish your research objectives. Or, in the case of a final artistic project, put it into context and describe the conceptual framework.

Be specific, but avoid unnecessary technical details or terminology. Provide enough information so that someone not involved in your discipline can follow your approach and understand your project. **This section is considered the most important portion of Part III; therefore, no application will be considered complete without it. You are writing for a broad audience; therefore, analogies may be useful.**

e. RESOURCES NEEDED. List items concerning the human subjects, animals, materials, supplies, performers, or other resources that will be used in this project, including facilities and institutions (laboratories, museums, libraries, etc.) to which you will need access. Failure to provide this information suggests an inadequately developed methodology. When using human or animal subjects, the applicant must identify the subject pool (even in cases where subject fees are not requested) and explain the number of subjects or animals expected to be used. For quantitative research, this will involve a statistical rationale and explanation of statistical analysis and for qualitative research, a justification of choices. In the case of human subjects, you must include a plan for recruitment. **RESOURCES NEEDED must also include those items for which you are requesting MDRF support.**

PROJECT PLAN GLOSSARY: This section is to provide definitions for any technical terminology/jargon used in the project plan. These terms must also be part of the glossary that will be submitted in the Appendix.

PART IV – BUDGET FORM: Complete the Budget Form provided, itemizing all project expenses (including any applicable shipping charges), available resources and MDRF requests. Make certain the math is correct. Do not leave anything for the Review Council to calculate, decipher, or interpret. **All budget figures must be in U.S. dollars**. You may add rows if needed**. Remember that Section A (all project expenses) minus Section B (available resources from other sources) must equal Section C (MDRF request).** Amounts in Budget Section C can be partial to include as many line items as necessary/desired but still stay under the cap amount.

Section A: **Summarize all expenses** related to the project described in this application. Do not include in-kind items in Section A. Do not assign a dollar amount to in-kind items.

Section B: Provide a brief summary of available resources (financial and in-kind). Financial resources include any grants (other than MDRF) or other sources of income (including personal savings) that will be used to pay for this research. In-kind resources are those to which you have access free of charge (at the University or elsewhere), such as equipment, software, computer, lab, studio, housing with family/friends, use of a car, etc. (Again, do not include a dollar amount for the in-kind items. In-kind items should not be listed in Section A.)

Section C: **MDRF expenses**. List all expenses for which you are seeking MDRF support, including any applicable shipping charges. If an item exceeds $200, or if purchasing many of the same item and the total for these items exceeds $200, the cost listed here should reflect the **lowest** of the **three** quotes provided in Appendix H. The Review Council reserves the right to adjust any awards to the lowest quote**. Make certain that the amounts listed in this section do not total more than the amount for which you are eligible to apply. Amounts must be in U.S. dollars.**

PART V – BUDGET JUSTIFICATION: You must provide a clear justification for every item listed in Budget Section C, including per diem and flat rate items. They should be in the same order in the justification as they were in the Budget Form. Every item must be justified individually; DO NOT group items together and justify them as a group. NOTE: If you are awarded a grant, you are limited to the items you requested and justified in Budget Section C that were approved. So, if possible, include all fundable items in Section C of your budget and justify them accordingly. Fundable and Non-Fundable items are discussed later in this section.

You must **explain why each item** (and quantity of that item) is needed. If including shipping charges, please make sure to mention them in your justification. The Council will assume that **any item not justified is not needed and will be removed from the budget**. So, if you want 5 nights in a hotel, you must state why 5 is the

necessary number of nights. If you need 100 subjects, you must explain what methodology you used to arrive at 100 as the necessary number. If you need to fly to a location and then rent a car, you must explain why you chose this location and why you cannot use other methods of transportation. For archival research you must justify why this institution and why you need the amount of time requested there to conduct research. If you need chemical X, explain why and how chemical X is necessary to the research project **and** why you need the amount of chemical X you are requesting. But, again, remember that you are writing for a general audience. The Budget Justification should be clearly written for any UB graduate student to understand.

Line items—other than those paid at a flat rate—totaling more than $200 will be required to have quotes in Appendix H. This will be discussed in the next section.

BUDGET JUSTIFICATION GLOSSARY: This section is to provide definitions for any technical terminology/jargon used in the budget justification. These terms must also be part of the glossary that will be submitted in the Appendix.

NOTES ON FUNDABLE ITEMS

PLEASE NOTE THAT GSA IS NOW TAX EXEMPT, AND SALES TAX IS NOT FUNDABLE.

1. TRAVEL: **Itemize all travel expenses** and provide the MDRF Review Council with **precise travel plans** necessary to complete the research/project.

a. Transportation.

- **Long Distance**: Indicate the type of transportation (air, train, bus) to be used, and provide three price quotes if the amount exceeds $200. Dates of travel on the quotes must be consistent with information provided elsewhere in the application. **Travel must take place during the grant period.**
- **Local Travel:** Travel associated with daily routine activities is **NOT** fundable**.** Travel to and from UB is **NOT** fundable. Travel directly related to your research **IS** fundable.
- **Mileage:** MDRF observes the current Federal Government's Standard Mileage Business Rate at the time of travel for research-related travel that involves using your own vehicle (you must provide documentation of the distance e.g., Google Maps or MapQuest). You can find more information about these rates at: https://www.buffalo.edu/administrative-services/business-travel/mileage-and-per-diem.html
- **Tolls**: Tolls must be budgeted for in the proposal if you want to be reimbursed for them.
- **Car Rental:** Only economy type cars are allowed for rental. If another vehicle is required, it must be justified in the budget justification. Fuel is not fundable.

b. Food. MDRF funds up to $45 per day for food (breakfast, lunch, and dinner). This is not a per diem rate and reimbursement is only for actual expenses. Food for local travel is not fundable. MDRF funds for food is associated with overnight travel only. Quotes **ARE NOT** necessary for food.

c. Lodging. MDRF funds up to $200 per day for lodging. This is not a per diem rate. If a higher rate is required, it must be justified in the budget justification. Quotes **ARE** necessary for lodging.

Note: There is no retroactive reimbursement for any budgeted items that are purchased prior to the first day of the grant period. All purchases or travel must take place during the grant period.

2. EQUIPMENT: Itemize all equipment requested. Any equipment purchased with funds from the MDRF is the property of the MDRF and GSA and must be returned to the MDRF inventory upon completion of the project for use by future MDRF grantees. **It must be acknowledged in the application that all equipment is the property of MDRF and GSA.**

3. ART OR LAB SUPPLIES: Itemize all lab or art supplies and provide the MDRF Council with precise quantities necessary to complete the project. **All unused supplies are to be inventoried upon completion of the project and must be made available to future MDRF grantees**. **It must be acknowledged in the application that all supplies are the property of MDRF and GSA.** Office supplies are **not** usually fundable.

4. SOFTWARE AND SUBSCRIPTIONS: A single user license to use software and/or subscription services for the length of the research project (not to exceed the grant period) is a fundable expense only if the software/subscription service is not available for use anywhere on campus *and* the applicant makes a clear case for why it is necessary. Software that only enhances the presentation of findings is **NOT** fundable. Any software/subscription purchased with MDRF funds may not be used for research by anybody other than the MDRF applicant. As with other MDRF requests, three quotes must be provided, if the cost exceeds $200. If the software/subscription is only available through one source, documentation must be provided. The outright purchase of software is only fundable with documentation that single user licenses are unavailable.

5. TRANSCRIPTION FEES: Transcription fees will be funded at the flat rate of $5.00 per page. Payment to transcribers is **only** for actual expenses and must be supported by original invoices. Transcription costs may not exceed 50% of the total budget allocation of fundable items you are requesting from MDRF (Budget Section C). If using the flat rate, quotes are not required. If using a service that uses a different rate, quotes are required when the amount totals $200 or above. **Note:** A copy of the transcribed documents must accompany the invoice. The MDRF Director only needs to look at the page count of the transcribed documents to verify the number of pages transcribed. The copy of the transcribed documents **will not** be retained by MDRF.

6. HUMAN SUBJECT COSTS: MDRF will reimburse human subjects at a rate of **$15.00 per hour of participation. Itemize all subject costs, including how many subjects will be required and the amount of time each subject will be needed.** Some applicants choose to pool the human subject fees and use this money to purchase incentives for human subjects (mugs, ribbons, gift cards, etc.) If you choose to do this, you must provide a detailed explanation of the process to be used in awarding incentives. Submit University IRB Human Subject Approval.

7. SPECIAL SERVICES/NEEDS: Itemize all special services/needs (e.g., translators, expert services, performers, etc.) and clearly explain in the Budget Justification why they are needed. **The standard MDRF rate for special services/needs is $25.00 per hour**. You can request a higher amount (as long as it is reasonable), but you must clearly justify why you wish to pay the specified amount (e.g., a translator of an uncommon language may demand higher compensation). **You must provide documentation regarding the qualifications** of those you propose to pay for these services and justify the uniqueness of their skills. A resume/CV must be included in your application to hire any professional service provider, and will be automatically rejected if the resume/CV is not included. If you are requesting more than the $25/hour MDRF standard rate, you must provide three quotes if total to be paid exceeds $200. **If providing written documentation and/or multiple price quotes proves impossible, you must contact the MDRF Director to determine how to address the specific situation or receive an exemption letter.**
Note: This category is for specialized expert services only.

8. LABORATORY ANIMAL COSTS: Itemize all animal costs: state how many animals will be required, their unit purchase cost, and their unit care cost (animal care cost per day), using University guidelines. Submit University Animal Use Approval.

9. RENTAL EXPENSES: Renting performing spaces or equipment and recording expenses are fundable when they are required to complete the research/project. This requirement must be explained in your budget justification.

10. GALLERY FEES AND FRAMING: For students in art related disciplines whose final projects include an exhibition, gallery fees and framing for the exhibition are fundable. For students in Media Study whose final project includes a film, DV tapes, etc., for filming the final project are fundable. Post-production and distribution costs are **NOT** fundable.

11. POSTAGE: Postage expenses associated with mailing surveys and shipping costs associated with supplies ordered are fundable. Itemize and provide details. The number of surveys to be mailed must be adequately justified. **Note:** The University Mail Office has a bulk-mailing permit for mailings of over 200 pieces. Mailing of post-research or post-project materials such as reports, forms, DVDs, CDs, is **NOT** fundable.

12. ARCHIVAL OR SURVEY PHOTOCOPYING: MDRF applicants are expected to abide by all copyright laws.
No other type of photocopying is fundable.

Non-Fundable Items

If you have any concerns that an item in your budget might not be fundable, please contact the MDRF Director, but please note that very few exceptions can be made with non-fundable items.

1. PAYMENT OF SALARIES, STIPENDS, AND/OR FEES TO APPLICANT, RESEARCH ASSISTANTS, OR ANY OTHER PERSON.

2. CONFERENCE, SEMINAR, OR WORKSHOP FEES OR EXPENSES. (The GSA has a separate conference fund.)

3. TUITION AND TRAINING FEES FOR COURSES OR ANY RELATED EXPENSES INCLUDING TRAVEL, FOOD, AND LODGING.

4. BOOKS OR MANUALS. These are not usually fundable, if you think that your proposal presents an exception, please contact the MDRF Director. No books or manual expenses that have not been previously discussed with the MDRF Director will be funded.

5. TYPING, DATA ENTRY, OR SIMILAR CLERICAL EXPENSES (except for Transcription Fees, as noted above).

6. POST-RESEARCH OR PROJECT EXPENSES such as software, equipment or supplies necessary for enhancing the presentation of findings, duplication of film/music, CDs or DVDs of research/project, advertising, duplication, printing or binding costs, posting research/project on the internet, or producing and/or mailing copies of research/projects to participants.

7. EQUIPMENT, EQUIPMENT COMPONENTS, OR SUPPLIES THAT ARE NORMALLY AVAILABLE to students within a department, lab, or within the University **will not** be funded.

8. PERSONAL COMPUTER EQUIPMENT (e.g., desktops, laptops, tablets, printers, etc.) are not usually fundable, if you think that your proposal presents an exception, please contact the MDRF Director. No equipment expenses that have not been previously discussed with the MDRF Director will be funded

9. SUPPLIES THAT ARE INTRINSIC TO THE APPLICANT'S DISCIPLINE e.g., artists' paintbrushes, general laboratory supplies, phone calls, office supplies, paper, letterhead, toner, etc.

10. GENERAL PHOTOCOPYING IS NOT COVERED. Archival and survey photocopying are fundable.

11. ALL INSURANCE is considered a personal expense and cannot be covered by MDRF (Rental, Health, Travel, etc.).

12. TRAVEL TO AND FROM THE UNIVERSITY AT BUFFALO. If you do not live in Buffalo, or are temporarily working outside of the Buffalo area, travel to and from UB is not reimbursable. Nor is routine travel to and from UB from your home in the Buffalo area.

13. EQUIPMENT REPAIR. This is not usually fundable, if you think that your proposal presents an exception, please contact the MDRF Director. No equipment repair expenses that have not been previously discussed with the MDRF Director will be funded.

14. FOOD WHILE CONDUCTING LOCAL RESEARCH IS NOT FUNDABLE.

15. EQUIPMENT, SUPPLIES, FEES, AND/OR TRAVEL FOR RESEARCH ASSISTANTS IS NOT FUNDABLE.

16. ANY REQUESTED ITEMS THAT DO NOT FALL INTO THESE CATEGORIES ARE UP TO THE INTERPRETATION OF THE MDRF REVIEW COUNCIL.

NOTE: If 51% of the Budget C items requested are non-fundable items, the application will be rejected.

PART VI – APPENDICES:

There are three required Appendices: Appendix A (Letter of Research Support), Appendix B (Curriculum Vitae) and Appendix I (Glossary—a compilation of all of the defined terms in the three glossary sections of the application: abstract, project plan and budget justification).

Appendix A: <u>Letter of Research Support.</u>

This letter should be from your advisor. This is a professional letter and should be signed and on letterhead. The letter must address your ability to conduct the research or create the final project for which you are seeking MDRF funding. It should address the importance of your project, expected outcomes, and your project's potential contributions to the field.

Appendix B: Curriculum Vitae (CV).
A CV must be included in the application. The curriculum vitae helps to establish your credibility as a grant applicant. This is not a transcript of course grades; it is an academic biography that summarizes your education, teaching experience, research experience, and other relevant information. If you need assistance with a CV, contact a faculty member in your department or Career Services.

Appendix C: Acceptance to Candidacy (ATC).
If applicants have received their "Acceptance to Candidacy" from the Graduate School (**not a copy of the application you submitted**), include it in Appendix C. Applicants may list this item as **pending** if their Application to Candidacy has been submitted, but not yet approved by the Graduate School or if it has yet to be submitted. **Note: The approval letter is not required for the MDRF application to be submitted, however, a copy of the signed "Acceptance to Candidacy" letter from the Graduate School must be on file with the MDRF Director before any funds can be released.** After funding decisions are made, the MDRF Director will contact the Graduate School to expedite the processing of any Applications to Candidacy for MDRF grant recipients that have not yet been approved. **Do not include a copy of your application to candidacy.** If you are unfamiliar with the ATC form, contact your department. The ATC is not required for many Masters programs.

Appendix D: Human Subject Approval.
If you are using humans in any way in your research (regardless of whether or not you are requesting MDRF support for human subject costs) you must include a copy of the completed and approved IRB (Institutional Review Board) Human Subject Approval Form to release grant funds. Applicants must have submitted their IRB for **full review (not pre-review)** in order to apply for the MDRF. If your IRB is pending at the time of application, mark this appendix as "Pending" and upload evidence that you have submitted your IRB for review (e.g., screenshot from CLICK) MDRF will not release grant funds until this form is received. IRB applications in the pre-review stage in the CLICK portal are not accepted. Please see the IRB website http://www.research.buffalo.edu/rsp/default.cfm for more information. IF the MDRF Review Panel feels that IRB approval may be required, they will request that you provide documentation from IRB that states IRB approval is not needed. You can include this information to pre-emptively answer the question if you so choose in the Supporting Materials section.

Appendix E: Animal Use Documentation.
If you are using animals in any way, you must attach a copy of your clearance for animal use and an animal handling certificate or explicitly state why you are exempt from this University requirement and provide supporting documentation (in the Supporting Materials section). These copies **must** be legible and **must** have **all** the required signatures. Including any documentation from your department or a veterinarian about your ability to handle animals is also recommended. MDRF will defer, not release, grant funds until these forms and letters are received.

Appendix F: Institutional Review Board Approval for use of radioactive material. If applicable, attach a copy of approval for the use of radioactive materials. The form must have all required signatures. MDRF will not release grant funds until this form is received.

Appendix G: Documentation of Access.
You must provide documentation that you will have access to the institutions, equipment and/or the individuals necessary for the research described in the application. Documentation can include letters, e-mail correspondence, printouts of appropriate information from websites, etc**. If the customs and culture of the targeted community preclude such documentation, you must provide a detailed explanation of your plan to gain access.** Or in the case of Indigenous nations who have their own protocols that researchers must meet, you must include a letter of access from the Indigenous nation. (If you have concerns about subject confidentiality, contact the MDRF Director for further instruction). If correspondence is in a language other than English, you must provide a translation. If using UB facilities, you do not need a letter of access.

Appendix H: Price quote documents. You MUST provide three price quotes for lines totaling $200 and above, meaning : (1) You must provide **three quotes** for single items costing $200 and above; and/or (2) You must include three quotes for multiple quantities of the same item that totals $200 and above. **Animal housing using Lab Animal Facilities (LAF) requires only one quote, rather than three.** Documentation for these quotes should be included here, and might consist of a catalog page, a published advertisement, voided register receipt, or a printout from a website (**the address of the website is not enough**). Quotes must reflect the item itself (**a screenshot and link of a shopping cart does not suffice**). Screenshots of websites MUST include the URL and company name. Stores can also provide written price quotes. Screenshots of emails are **not** considered valid price quotes. Quotes should be **well organized and clearly**

marked and highlighted. For example, if you include a full page from a catalogue with multiple items listed, indicate which of the items and prices on the page you are submitting as a quote. **If providing written documentation proves impossible, you must contact the MDRF Director to determine how to address the specific situation. If quotes are not in English, you must provide a translation of the quote in English, including company names. Also, all price information must be translated into U.S. dollar amounts and you must also include an exchange rate. Quotes must be from three different companies, three different travel websites (such as Orbitz, Priceline, and Travelocity), or if using one travel website there must be three different hotel chains/airlines/rental car companies listed on the one travel website. Clearly note** on each quote the Budget C item to which the quote refers**. Highlight** the item name and the price on each quote**. If multiple price quotes are impossible to obtain for whatever reason, you MUST provide documentation that substantiates your claim by obtaining an exemption with the MDRF Director. Failure to do so, and/or failure to provide three adequate quotes for items that exceed $200 will result in immediate denial of the grant**. **If you are purchasing three (3) of the same item that costs $100 each, your total for that item is $300 and you will need three (3) quotes. Do not include quotes for items less than $200 or for which MDRF reimburses at a flat such as mileage, food, and/or human subject costs. Please see the tutorial for examples in how to create these quotes.**

In all cases the Council will look to see whether the applicant has:

- Established that the item requested is necessary to the research/project;
- Established that the item requested is not available from another less expensive or free source; and
- Provided a justification of the quantities of lab or art supplies, the length of travel, etc.
- Provided three quotes for any individual item (or total items) that exceed $200.
- Every quote is clearly marked with the Budget C item (the item name and price must be highlighted).

The quote matching the amount in your budget must be Quote #1. If the vendor doesn't matter, it should be the cheapest of the three quotes. If the vendor does matter, then additional justification must be provided for the selection of a more expensive item over the others (i.e., vendor/department contract, previous use of the same materials, etc).

All quotes should be uploaded as one PDF (in order by Budget C line). If the file is larger than 5mb, it needs to be compressed before submission.

Appendix I: <u>Glossary</u>. Every application must have a GLOSSARY included. If you feel that your application includes no technical terminology that requires defining, contact the MDRF Director for approval to leave it out of your application. Otherwise, all technical terms defined elsewhere in the application must be included in the glossary. A list of acronyms spelled out does not constitute a glossary. Each item in the glossary must be defined. There is no page limit for your glossary. This compilation of terms should be in alphabetical order and should be submitted as a PDF. If the file is larger than 5mb, it needs to be compressed before submission.

PART VII – SUPPORTING MATERIALS: This part is not required but is so you can include material in the appendix after the glossary that you feel would be helpful to the MDRF Review Council. 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. This section only allows for the upload of JPEG, JPG and PDF files. If you would like to share any other file type with the Review Council, please contact the MDRF Director.