

# Fall 2024 SGA-Small Grants Application

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## Start of Block: General information

Q23 Fall 2024 SGA-Small Grants Application

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Q1 Please fill out the primary student researcher's contact information below.

Student name (1) \_\_\_\_\_

Banner ID (2) \_\_\_\_\_

Student academic department (3)  
\_\_\_\_\_

Expected date of graduation (month/year) (6)  
\_\_\_\_\_

Student BSU email (4) \_\_\_\_\_

Student cell phone number (5)  
\_\_\_\_\_

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Q2 List any student co-presenter contact information below.

Student co-presenter name (1)

\_\_\_\_\_

Banner ID (2)

\_\_\_\_\_

Student co-presenter academic department (3)

\_\_\_\_\_

Expected date of graduation (month/year) (6)

\_\_\_\_\_

Student co-presenter BSU email (4)

\_\_\_\_\_

Student co-presenter cell phone number (5)

\_\_\_\_\_

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Are there any other Are there any other student presenters? If so, please provide their names

Student 3 (1)

\_\_\_\_\_

Student 4 (2)

\_\_\_\_\_

Student 5 (3)

\_\_\_\_\_

Student 6 (4)

\_\_\_\_\_

Student 7 (5)

\_\_\_\_\_

Q3 Faculty mentor information:

Mentor name (1) \_\_\_\_\_

Mentor academic department (3)  
\_\_\_\_\_

Mentor BSU email (please double check for accuracy) (4)  
\_\_\_\_\_

Mentor office phone (2) \_\_\_\_\_

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Page Break \_\_\_\_\_



End of Block: General information

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Start of Block: Project information

Q4 Provide the title and dates

Project Title (research, scholarly, or creative activity) (1)

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Projected starting & ending dates (3)

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Q8 Briefly describe the main goals and anticipated outcomes of the research, scholarly, or creative activity (up to 300 words)

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Q12 Provide background information, including relevant references, that provides a context for your proposed project and helps others to understand related work that has been done that informs you about your project. For example, are you trying to apply a particular method or technique to address an unanswered question in your field, or are you exploring a particular technique to create a new work of art? (up to 250 words)

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Q9 Significance of your proposed project to advancing knowledge in the discipline and/or creating a new work of art (up to 100 words)

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Q11 Describe the approach/method you will use to carry out your proposed research, scholarly, or creative activity (up to 250 words)

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Q10 Identify any anticipated publication, presentation, exhibit, and/or performance resulting from the research/creative activity.

Note: All recipients of a Small Grant Award must present results at the 27th Student Research and Creativity Conference on May 2, 2025.

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Q5 Indicate whether your proposed project involves any activity that requires IRB-Institutional Review Board compliance review. This includes, but is not limited to, surveys, interviews, use of animals, and educational research. If IRB compliance is required or you don't know, you must contact your faculty mentor to complete the application for review.

▼ YES (21) ... I don't know (23)

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Q13 If you indicated YES above, please describe your project's current status in the IRB process. No research funds will be released until successful completion of any required IRB compliance review (research exempt or approved designation).

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End of Block: Project information

Start of Block: Budget



Q14 Indicate whether you have received prior funding (includes both completed or current project) from the Office of Undergraduate Research.

▼ YES (1) ... NO (2)

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Q15 If you answered YES above, please provide details on the funding program(s)/amount(s), what you learned from the previous project(s), and how your current proposed project builds upon your prior research, scholarly, or creative experience(s). Please be as specific as possible by identifying the project, its goals, your findings, and how that experience shapes/informs the project you are now proposing.

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Q6 Enter your budget request. minimum request = \$100; maximum request for single-student project = \$400; maximum request for multi-student project = \$600

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Q16 Please list the anticipated expenditure items/services and the estimated cost for each (student salary is not allowed). Note: Budget cannot be used to print posters, purchase office supplies, routine photocopying, or software already installed on department computers. Students should take advantage of equipment loan services available through the Butler Library and/or the Research Foundation. Please discuss your technology needs with the Director of the Office of Undergraduate Research.

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Q17 Briefly explain why each item is being requested (e.g., how it is directly related to the project). Note: If the total project cost is more than \$400 (single student project) or \$600 (2 or more students working on the same project), the budget explanation must clearly indicate how the requested amount would be used, the source(s) of the additional funds to carry out the project, and how the project would proceed if the other funding is not obtained.

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End of Block: Budget

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Start of Block: Faculty Mentor Questions

**Q21 STUDENTS CAN SKIP TO THE END AND SUBMIT**

The questions that follow are to be completed by Faculty Mentor ONLY. Note: It is highly recommended that the Student(s) directly contact their Faculty Mentor to be sure they received the BSU email message sent to them with information about how to complete your application. If your Faculty Mentor did not receive this message, please re-check their email address to be sure you entered it correctly. If your Faculty Mentor cannot access the application, they should email [goodmams@buffalostate.edu](mailto:goodmams@buffalostate.edu).

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Q7 Faculty cell phone number

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Q18 Please address the following (approximately 300 words): (1) Your assessment of the preparation of the student(s) to conduct the proposed activity; and (2) how you will mentor (guide and support) the student(s) throughout the proposed project. Please be very specific about how many times per week you plan to meet with your student(s) and describe how you will monitor student progress.

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Q19 If the proposed project involves research requiring IRB-Institutional Review Board compliance (see <http://undergraduateresearch.buffalostate.edu/research-compliance>), please outline your timeline for IRB review.

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Q20 Please describe activities (e.g., presentations, performances, and/or publications) and other outcomes for students you mentored who received funding within the past 3 years from the Office of Undergraduate Research. If none of your students have been funded by the Office of Undergraduate Research in the past 3 years, leave this question blank.

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**End of Block: Faculty Mentor Questions**

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