**College of The Arts Graduate Student Research Grant (GSRG)**

**Application Guidelines for the 2023-2024 Academic Year**

**Purpose of the COTA Graduate Student Research Grant:**

The purpose of the COTA Graduate Student Research Grant (GSRG) is to provide funding for degree-seeking COTA graduate students in support of juried exhibitions, architectural/design competitions, performances, workshops, and residencies. The support funds may be used to cover expenses that are reasonable and directly related to the student’s research (e.g. conference registration fees, materials and supplies for the creation of work intended for a specific exhibition or performance, professional services – e.g., a videographer/printing services/accompanist, packaging and shipping costs, purchase of software packages). ***Funds may not be used for: salary or consulting fees.***

**Deadlines: Applications are accepted on a rolling basis for the duration of the 2023-24 academic calendar year. Applications must be submitted at least two weeks prior to the date that funding will need to be accessible.**

Please contact the College of The Arts Office for Research (<COTA-Research@usf.edu>) for more information if you intend to apply.

**Award Amount:**

This award will provide a maximum of $500.

**Award Administration:**

The COTA Graduate Student Research Support is administered as a competitive internal award within the COTA. Students’ proposals will be reviewed by the college’s Assistant Dean for Research, Taryn Sabia. Students applying for COTA Graduate Student Research Support are advised to prepare a well-written grant proposal, according to the application form.

**Eligibility:**

* Students must be actively enrolled in a COTA graduate program at the time of application submission.
* Students must be in good academic standing at the time of application submission. To be considered a student in good standing, graduate students must
  + Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken as a graduate student, and
  + Maintain an overall minimum grade point average (GPA) of 3.00 (on a 4.00 scale) in all courses taken in each of the student’s degree-seeking programs.
* Students may receive a maximum of one GSRG award per academic year.
* Students who have received GSRG funding in the past must have submitted a final report of their previous GSRG activity.

**Helpful Hints:**

* Students should adhere to the page and formatting limitations provided in the **application form**.
* Students are advised to ask others to review their proposal (e.g. an academic or research advisor, or another student. Be sure to allow enough time to accommodate these reviews.)
* This is a competitive process. Neatness and spelling are very important.
* Make sure all attachments are included.
* Signature (Docusign is acceptable) form must be complete and delivered as part of the application package.
* Questions? Feel free to contact Angelica Perez-Baker at [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu).

**The Application and Review Process:**

**Step 1:** Students should download the **application form** for completion or contact Angelica Perez-Baker ([COTA-Research@usf.edu](mailto:COTA-Research@usf.edu)) for a form. Be sure to complete all sections and answer all questions within the application.

**Step 2:** **Submission of the Application**

* Email a copy of the completed application with all signatures and supporting documentation (CV, and if applicable, supplemental materials: documentation of acceptance to exhibit/perform/compete/present, quotes for travel expenditures, quotes for materials/supplies/equipment) to [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu) **in one PDF document.** Name your file as follows: Yourlastname\_yourfirstname-GSRG\_yy.mm.dd. Subject line should read: GSRG Application
* Students can expect an email acknowledgement from Angelica Perez-Baker confirming receipt of the application within approximately 2-3 business days.

**Step 3:** Angelica Perez-Baker will forward the applications to CoTA’s Assistant Dean for Research for review.

**Step 4: Fund distribution**

Each student will be notified via e-mail by Angelica Perez-Baker regarding the decision to fund or not fund their GSRG application. Funds are transferred directly to your department’s Chartfield. Please work with the school’s office manager to make purchases.

**Step 5: Reporting**

Within three months of the close of the funding period, students will be expected to submit:

* A final, typed research report (1-2 pages) upon completion of the research project and prior to graduation, should be submitted to[COTAResearch@usf.edu](mailto:COTAResearch@usf.edu). Subject line should read: **GSRG research report.**

**Checklist:**

Following is a checklist that COTA’s Assistant Dean for Research will use in reviewing each application. You do not need to submit this checklist with the application; it is provided to assist you in submitting a complete application packet.

* + Application submission instructions were correctly followed
  + Form #1, Cover page, is complete
  + All signatures are in place
  + Form # 2, Project summary page, is completed
  + Form #3, Budget page, is complete
  + Form # 4, All necessary attachments have been included.

**For assistance/questions:** Please contact Angelica Perez-Baker at [COTA-Research@usf.edu](mailto:COTA-Research@usf.edu) or your faculty mentor/major professor for questions.