

Date of Meeting:	April 12, 2023
Ruling:	[To be completed by Parliamentarian]
President, PGSG:	Alex Seto
Senate Chair, PGSS:	Josiah Davidson

PURDUE GRADUATE STUDENT SENATE

RESOLUTION No. SP23-R012

Resolution establishing the PGSG Small Research Grant



Author(s): Somosmita Mitra, Solita Wilson

Sponsor(s): Imon Banerjee, School of Statistics; Meghavin Bhatasana, School of Mechanical Engineering; Ken Yao Ching, Department of Forestry & Natural Resources; Ricky Critchfield, School of Botany and Plant Pathology; Haseeb Daudzai, School of Agricultural Economics; Utkuhan Genc, School of Industrial Engineering; Pragatheiswar Giri, School of Engineering Technology; Shantanu Gupta, School of Aviation and Transportation Technology; Amy Loviska, Department of Human Development and Family Studies; Somosmita Mitra, School of Electrical and Computer Engineering; Secret Permenter, Department of History; Agustin Quinones, School of Civil Engineering; Rohan Saini, School of Global Supply Chain and Management; Daniel Sinclair, School of Materials Engineering; Antonia Susnjar, School of Interdisciplinary Biomedical Sciences; Camila Ulloa, School of Horticulture and Landscape Architecture; Solita Wilson, Department of Chemistry;

WHEREAS, Unfunded research is a leading cause of stress for people in academia¹; and

WHEREAS, Graduate students pursuing independent research are sometimes self-funded, both in terms of finances and investment of time; and

WHEREAS, Graduate students at Purdue are underpaid² excluding the burden of self-funding research;

¹<https://blogs.lse.ac.uk/impactofsocialsciences/2020/08/13/unfunded-research-why-academics-do-it-and-its-unvalued-contribution-to-the-impact-agenda/>

² https://www.purdueexponent.org/campus/article_4059dd7f-9256-5c02-a1b4-bef8385ba3d3.html

WHEREAS, This investment of unpaid time and monetary resources causes additional stress and impacts the mental health, physical well being, financial well being, eccetera of graduate students;

WHEREAS, The PGSG advocates for the mental and physical well being of graduate students.

NOW, THEREFORE, BE IT RESOLVED, That the Purdue Graduate Student Government calls for the establishment of a Small Research Grant.

BE IT FURTHER RESOLVED, That the goal of the Small Research Grant will be to lessen the financial impact for students without funding to conduct independent research.

BE IT FURTHER RESOLVED, That the Small Research Grant will be established with the proposal in Appendix A as its guiding document, with amendments to grant policies possible by senate action.

BE IT FURTHER RESOLVED, That awards of the Small Research Grant will be granted as reimbursement for a maximum of \$750 for first tier awardees, \$500 for second tier awardees and \$250 for third tier awardees. Applicants can be rejected based on the round's cutoff and if the grant runs out of funds.

BE IT FURTHER RESOLVED, That reimbursements of the Small Research Grant can be made to Purdue accounts should Purdue policies adherence stipulate that.

BE IT FURTHER RESOLVED, Materials, tools, compensations, resources purchased through the Small Research Grant must follow procurement, handling, and maintenance policies as stipulated by Purdue policies.

BE IT FURTHER RESOLVED, That authorization for the disbursement of the Small Research Grant Funds shall be given by the GRAC Chair, following the GRAC Team voting procedures on funding plans presented by the Professional Development and Small Research Grant Vice Chair.

PASSED, APPROVED, AND RESOLVED *[INSERT DAY OF PASSAGE]*th day of *[INSERT MONTH OF PASSAGE]* 2023.

President, PGSG

Senate Chair, PGSS

Certification

I, Mary Brown, Senate Clerk of the Purdue Graduate Student Senate, do hereby certify that the foregoing resolution was regularly passed and adopted by the Purdue Graduate Student Senate of Purdue University, at a regular meeting thereof held on the *[INSERT DAY OF PASSAGE]*th day of *[INSERT MONTH OF PASSAGE]* 2023 by the following vote:

AYES (0):

NAYS (0):

ABSENT (0):

ABSTAINED (0):

IN WITNESS WHEREOF, I have hereunto set my hand this *[INSERT DAY OF CERTIFICATION]*th day of *[INSERT MONTH OF CERTIFICATION]* 2023.

Senate Clerk, PGSS

Appendix A:

PGSG Small Research Grant

Spring 2023

Proposal by:

Somosmita Mitra - Senator, School of Electrical and Computer Engineering; Chair, Grant Review and Allocation Committee, Purdue Graduate Student Government;

Introduction

The Purdue Graduate Student Government seeks to establish a new grant beginning Fall 2023 entitled the “Small Research Grant.” The purpose of this grant would be to offset fully/partially the cost involved with pursuing independent research that otherwise would require self funding by the graduate student applicant. Applications to the Small Research Grant will be made during the pre-existing GRAC application rounds for Travel, Professional Development, GSOGA and/or Symposium grant. The Small Research Grant will support graduate students in the purchase of:

- Equipments (both hardware and software) relevant for research mentioned in the application
- Funds to compensate the time/effort of participants relevant to the research mentioned in the application

PGSG recognizes that graduate students should not have to bear the additional burden of costs associated with pursuing independent research that is not funded in any capacity by grants provided internally or externally in Purdue University. This grant will not serve as an addendum to offset excess expenses incurred by researchers from pursuing work related to other projects that have alternate funding resources. To that effect, each applicant will need to submit a letter from their Primary Advisor(for PhD students) or the Chair of their Plan of Study Committee (for Masters students)- that state that the work in the application is not being funded fully/partially by any other funding source. Additional needs would be considered for the Small Research Grant support on a case-by-case basis. The grant’s support would be contingent on the use of funds to address specific activities related to research development. When purchasing technology, this grant can be used for purchasing software or hardware relevant to pursuing research and the application should contain a justification on how this does not already exist with the applicant. It should also indicate why this cannot be purchased by other funding sources. When compensating participants for their time, the Purdue policies of compensation and pre-existing requirements must be satisfied. Thus, the grant application process would include a proposal statement and a budget justification document. The proposal statement would describe the nature of the applicant’s research needs and any

additional circumstances contributing to their financial need. The proposed budget would consist of individual expenses as line items and written justifications for each expense, including a description of other avenues for funding the applicant has explored. Applications would be considered by GRAC each month, with the review cycles aligned to the deadlines of existing GRAC grants. Results would be announced within a maximum of five weeks after submission, in accordance with the review cycle for existing grants. Awards would be processed at the end of each month through a grant fund appropriated from the overall PGSG budget. The authorization for the disbursement of the Small Research Grant Funds shall be given by the GRAC Chair, following the GRAC Team voting procedures on funding plans presented by the Professional Development and Small Research Grant Vice Chair.

PGSG Annual Budget Allocation	\$10,000.00
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Process for awarding the grant and application

Eligibility

Graduate students who provide a written document from their Primary Advisor(for PhD students) or the Chair of their Plan of Study Committee (for Masters students)- that state that the work in the application is not being funded fully/partially by any other funding source are eligible to apply. Students will be eligible to apply and receive the award once per academic year. Awards will be capped at a \$750 maximum request per application. applicants will not be allowed to apply for reimbursement of previous purchases (e.g. retroactive rewards). Graduate and professional students supported by PGSG (i.e. sans PharmDs) will have to be enrolled and in good standing with the University, PGSG, and GRAC in order to be eligible.

Applications and Review

Grant applications will be submitted and reviewed during each GRAC review cycle. Applicants will be required to submit a Qualtrics application survey (screenshot in Appendix B), including a research proposal statement and proposed budget, and be reviewed by the GRAC using the reviewer survey (example in Appendix C). Applications and/or Qualtrics forms that are not complete will not be eligible for review. The PGSG GRAC Chair or Professional Development and Small Research Grant Vice Chair is responsible for determining application eligibility, removing or redacting identifiable information, and presenting applications to the Grant Review and Allocation Committee for deliberation.

Grading Rubrics

Rubrics for grading applications for the Small Research Grant can be based on the following criteria:

1. Eligibility: (5 points)
 - The application includes a written document from the Primary Advisor (for PhD students) or the Chair of their Plan of Study Committee (for Masters students) stating that the work in the application is independent and not being funded fully/partially by any other funding source.
2. Research Proposal: (30 points)
 - The proposal clearly describes the nature of the applicant's research needs and any additional circumstances contributing to their financial need. (6 points)
 - The proposal includes a detailed description of the research equipment or funds needed for compensating participants relevant to the research. (7 points)
 - The proposal contains a justification for the purchase of equipment or funds for participant compensation that cannot be covered by other funding sources. (10 points)
 - The proposal provides a clear explanation of how the purchase of equipment or funds for participant compensation will support research development. (7 points)
3. Proposed Budget: (15 points)
 - The budget is clear and well-organized with all expenses listed as line items. (4 points)
 - The budget provides written justifications for each expense, including a description of other avenues for funding the applicant has explored. (10 points)
 - The budget falls within the \$750 maximum request per application. (1 point)

Awards and Follow-Up

Awards will be delivered as reimbursement for purchases matching those approved by GRAC. Applicants should submit proof of purchase in the form of itemized receipts in an email to the PGSG Treasurer within two months of their application decision along with the PGSG GRAC reimbursement form. Reimbursement will be provided as checks either sent to the applicant's on-file address or picked up from the Business Office.

Record Keeping

Applications, along with information on funded and non-funded applicants, will be kept in a secure way per FERPA requirements (e.g. a BOX folder kept on the Purdue server). Only the GRAC Chair and, per their discretion, the GRAC Professional Development and Small Research Grant

Vice Chair will have access to applicant identifying information. These records will serve to inform GRAC members of past funded requests as well as to maintain consistency in expectations and eligibility from year to year. Applications and identifying information will be kept in folders labeled with the current year, as well as an expiration date of 5-7 years. Before a transition between the new and old GRAC takes place, the previous committee is responsible for removing any expired folders as recommended by FERPA.

**Appendix B: Applicant Survey:
To be completed**



First Name

Last Name

Purdue Email

Phone Number

Mailing Address

PUID



Appendix C: Reviewer Survey
To be completed

Does this application meet the score threshold for eligibility?

Yes
 No

If yes:

For each item on the proposed budget, enter your funding recommendation

	Do not fund	Partially fund	Fully fund
Budget Item 1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Budget Item n	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

If partial funding was selected, clarify the reason for partial funding and the recommended amount (in %) for each item.

If no:

Please provide feedback for ways to improve this application

Confirmation:

Are you ready to submit your review?

- No
- Yes

