

WCSU Department of Biology  
Reassigned Time Recovery Fund  
**Research Grants for Graduate Students**  
**Guidelines for Applications**

The Reassigned Time Recovery Fund provides resources derived from external faculty research grants to promote and support quality research in the Department of Biology. Graduate students enrolled in the MS Integrative Biological Diversity Program at WCSU may apply for funding to support research activities. The guidelines for applying for and using funding awards are detailed below.

**A. Purpose of the Funds:**

1. Funds are intended to support graduate student research activities related specifically to thesis or stewardship projects.
2. Up to \$1000 may be requested to support activities related to data collection, analysis, or dissemination of research findings. Applications may include (but are not limited to) funding conveyance to research study sites, purchasing supplies for research projects, obtaining services from outside agencies (e.g. DNA sequencing), and/or travel to scientific conferences to present research-related work.
3. Funds *may not be used* to pay for labor or individual stipends.
4. All non-consumable supplies or equipment purchased using this funding mechanism remains property of WCSU Dept. of Biology upon departure of the student from WCSU.
5. Funds granted during each application cycle depend on the account balance of this fund.

**B. Application Requirements:**

1. Two rounds of requests per year will occur. Application deadlines are 1 April and 1 October.
2. Applicants may not request more than \$1000.
3. There is no limit to the number of applications submitted by students, but a student may not receive more than one award from this fund.
4. Successful applicants must spend their funds within a period of one year.
5. Applicants must use the four-page *Application Form*. Each application should be written by individual student applicants and not by faculty mentors, other advisors, or other students.
6. Applications must include:
  - a. Rationale for the proposed research
  - b. Project description, methods, and timeline for completing the proposed activities.
  - c. Statement of how the proposed work will enhance the ability of the applicant to be successful.
  - d. Budget and justification (to be spent in one year)
  - e. A summary of research progress since joining the MS Biology program, including accomplishments, other funding support, publications, etc.
7. Applications must be submitted by email to the Chair of the Reassigned Time Recovery Fund Advisory Committee no later than the deadline for each funding cycle (See #1).

8. The Reassigned Time Recovery Fund Advisory Committee will receive, evaluate, and rank proposals. Applications will be evaluated on scientific merit, feasibility of project timeline and budget, potential for successful completion of proposed activities, and quality of writing.
9. Funds are derived from external research grants acquired by Biology Dept. faculty. Therefore, a priority will be for applications that support existing faculty research programs, thereby enhancing the potential for replenishing this funding source.
10. A written recommendation will be provided to applicants and the Department Chair within approximately one month of the given deadline.
11. A final report using the *Reporting Form* highlighting project outcomes is due one year after funding is approved.