



Graduate Student Research Grant Guideline

AHU.Research.Office@ahu.edu
Room CC340

Graduate Student Research Grant Guidelines

AdventHealth University (AHU), through its External Funding Steering Committee (EFSC), awards Graduate Student Research Grants (GSRG) which are available to each academic department once per year.

Objectives

The University aims to support the following funding objectives:

- Assist in promoting active research and scholarship projects at AHU.
- Provide an opportunity for students to learn and experience the grant application process.
- Develop more student research and scholarship that is disseminated externally.
- Assist departments with student research and scholarship needs.

Grant Funding and Approval Criteria

Students may apply for grants for graduate student research through their department. Students must meet department criteria and be under the supervision of a full-time AHU faculty member who will co-sign the grant application.

The maximum amount of grant funds for a single graduate department shall not exceed \$3,000 in total for all submitted student grants per academic year. If a department chooses to recommend grant requests in excess of the allowable \$3,000 total, the EFSC Chair will consult with the Department Chair and either return the requests to the department to decide how to fit the maximum award limit or award modified amounts to one or more requests.

GSRG support can cover expenses associated with department research-growth activities, such as the following:

- Supplies, consumables, software, and small equipment (less than \$5,000 in value). The purchase of computers or other hardware is excluded.

(Note: Equipment purchases will remain the property of the department.)

- Conference related expenses (e.g. poster printing, registration fees, travel expenses (mileage gas, commercial carrier, lodging, and meals) for presentation of research and scholarship projects at national or state conferences. Please refer to AHU’s mileage rate at ReadOnly (R:)/Forms/Financial Forms/Expense Report Form.

In order for EFSC review and approval, the grant submission budget amount must be consistent with submitted expenditure quotes. Additionally, the Budget Excel Spreadsheet provided with the application materials must be completed (to minimize math errors). The total on the Budget Excel spreadsheet must match the total listed in the “Budget Section” of the proposal and the submitted quotes.

Graduate Student Research Grant Application Process

Submission: The GSRG applications will be available online at <https://my.ahu.edu/academics/research/online-submissions/scholarly-studies-and-internal-grant-application>.

Time Extension: Time period extension for an unspent balance form is available at <https://my.ahu.edu/academics/research/online-submissions/grant-extension-request-form>. (See “Unspent Balances/extension request” section for further information).

Application period: There is an open submission system which means that any investigator may submit an application at any time. Applications will be due at dates determined in consultation with each graduate department.

Review Process: The EFSC will evaluate all applications and recommend funding allocations to the Provost through the Research Office (RO). The EFSC may include up to two invitees involved in research and recommended by the Provost when considering applications. The RO will notify the investigators of the decision on their application. The EFSC has 15 working days after receipt of applications to make a decision. The committees will conduct reviews during working days (WD). Holidays and school breaks are not considered working days.

Funds availability: Funds will be available for use no later than 15 working days following notification of funding for the following 12 months. Grant requests must be for projects that are already approved by the Scientific Review Board (SRC), Institutional Review Board (IRB), Environmental Health and Safety (EHS), and any other committee indicated by the RO as needed. Grant funds may not be awarded and will not be released for research that is not approved by the required committees and bodies of approvals, as applicable.

Reports: A report on the research should be submitted to the Research Office within 12 months of IRB approval date. A final report or progress report must also be submitted with, or prior to, a faculty member submitting a second grant request.

Unspent Balances/extension request: By default, all unspent grant balances revert to the research fund after the 1-year grant termination date and will be used as funding for future research. A grant extension request, including justification to carry over unspent funds from the initial 12-month grant period for up to an additional 12 months maximum, may be submitted online at <https://my.ahu.edu/academics/research/online-submissions/grant-extension-request-form> **at least 30 days before the grant expiration date stated in the award letter.**

Upon receiving an extension request, the EFSC Chair will notify EFSC, and by consensus, the Chair and the Committee may approve the extension. If the Chair or a Committee member has questions or if a grant extension request has a balance of over \$1,000, a formal vote from the Committee is required. The Chair of EFSC will notify the Research Office of the EFSC decision.

Grant Renewal: A grant renewal of a current Faculty Research Seed Grant (resubmission of the same project to a new grant fund) must be submitted by the deadline of the FRSGs early in each of the fall and summer trimesters; no exceptions will be granted. Renewals may be requested for a maximum amount of \$1,500 for new funding plus any remaining funding from the current grant, up to a total of \$3,000. This additional funding may be requested for up to an additional year, after which a full grant application would need to be submitted for further funding.

Intellectual Property Information and AHU Patent Policy

The intellectual property rights resulting from faculty members whose research is supported by research grants are assigned as described in the current Academic Catalog. Faculty members who wish to receive continuing support from research grants must report income generated by royalties or sales of products in the “External Funding” section of the Research Grant application. Faculty members may apply for funding for expenses that are in excess of that which can be covered by royalty or sales income. Research that can be reasonably funded out of royalty or sales income may not be eligible for research grants funding beyond an initial start-up period.