



Graduate Student Research Grant Process and Information

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Graduate Student Research Grant Process and Information

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

Objectives

The University aims to support the following funding objectives:

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

Grant Funding

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 will not exceed \$3,000 in total for all submitted graduate student grants per 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:

- Miscellaneous supplies and consumables, small equipment (the purchase of computers excluded), and fees for research posters presented to communities outside of AHU. (Equipment purchases will remain the property of the department.)

- Conference related expenses (e.g. registration fees, travel and accommodation) for presentation of research and scholarship projects at national or state conferences. (Where AHU has established rates for such expenses, e.g. mileage and per diem, applicants should use them in budget estimates.)
- 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

Review Process: Grant requests must be for projects that are already approved by the SRC and IRB, where applicable, that have been submitted through the Web-based Research Project Submission Process. Research projects should be approved by the SRC and the IRB through the AHU Web-based Research Project Submission Process. Because of the short timeline, applications for funding may be considered concurrently with IRB consideration. However, approval decision and funding will not be released until IRB approval is documented.

The GSRG applications will be available online at <https://my.ahu.edu/academics/research/submission-forms>. Applications will be due at dates determined in consultation with each graduate department. The EFSC will evaluate all applications and recommend funding allocations to the Provost through the Research Office (RO). 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. Funds will be available for use no later than 15 working days following notification of funding for the following 12 months.

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/submission-forms/grant-extension-request-form>, at least 30 days before the end of the initial 12 months' grant period.

The chair of EFSC considers extensions for up to one year on GSRG based on online requests at <https://my.ahu.edu/academics/research/submission-forms/grant-extension-request-form>. Upon receiving an extension request, the EFSC Chair will notify EFSC, and by consensus, the Chair and the Committee 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.

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.