

**GRADUATE STUDENT RESEARCH ASSISTANCE AWARDS
NUTRITION FOOD SERVICE AND PACKAGING DEPARTMENT
SAN JOSE STATE UNIVERSITY**

- I. Awards from Circle of Friends/NuFS Department for up to \$1000 may be given for meritorious research proposals. Up to six awards for Lab Related Research; and up to six awards for Non-Lab Related Research may be given each year, based on the merit of the application. The award is designed to augment the cost of research-related supplies. See Application Form and Research Proposal Rating Form attached. Note: If expenses for research exceed the amount awarded, the student is responsible to provide for the additional funds. Awards must be used from July 1st to May 30th only.

A. Awards for Lab-Related Research Proposals

The research award allocation for up to \$1000 is processed much like a blanket purchase order. The costs of items purchased (as listed on the research proposal) are deducted from the award allocation balance in the department's Research Assistance Fund.

The Awardee would place their order for supplies through the Department Instructional Support Technician, Amanda Hilty, for University processing. This procedure enables the awardee to gain the maximum educational discount and best quoted price.

If expenses for research supplies exceed the awarded amount; the student is responsible to provide the additional funds. The student may deposit money (check only) into the Department's Research Assistance Fund in order to obtain the maximum educational discount and best quoted price for the remaining supplies needed to conclude the research. Outside donors (family/interested individuals/industry) may also contribute to the fund. Currently, the following vendors no longer require minimum orders from SJSU established accounts: Fisher, Sigma/Aldrich, and VWR Scientific. Purchases from other companies require minimum order amounts which may exceed the exact amount needed for a particular experiment. **NOTE: Any unused balance from each research proposal will be retained in the General Research Assistance Fund for future graduate student research assistance awards. (No Substitutions will be allowed for original items specified on the proposal).**

B. Awards for Non-Lab Related Research Proposals

Expenses must be approved for non-laboratory research (e.g., for postage for mailing surveys, telephone expenses, or for incentives for survey participants, etc.). A check could be issued to reimburse documented expenses, such as postage and telephone that are listed in the research proposal for up to \$1000.

As a condition of receiving this reward, the awardee is required to submit, upon completion of the research study, a one page final report. This report should explain how the items purchased with the Research Assistance Award contributed to research findings obtained.

C. NOTE: Students are not eligible, if they've previously received an award.

II. Other Students Not Receiving Awards

- A. Students in this category could work in the lab in exchange for the value of the supplies received.
- B. \$500 ÷ \$12 per hour = 41 hours. Hours would be logged on a form. For example, a student could wash glassware/pipettes, take inventories, and do basic laboratory preparation and cleanup for enough hours to equal the value of the chemicals and supplies purchased by the department. The faculty advisor would supervise the work. If additional monies are needed for chemicals and supplies beyond \$500, then the students themselves, industry, or an outside donor could deposit money into the Research Assistance Fund account, so that the educational discounts/best quoted prices could continue to be obtained.

**APPLICATION FORM
GRADUATE STUDENT RESEARCH ASSISTANCE AWARD
SPONSORED BY CIRCLE OF FRIENDS AND THE
DEPARTMENT OF NUTRITION, FOOD SCIENCE AND PACKAGING
AT SAN JOSE STATE UNIVERSITY**

Students may submit a Research Proposal and application, not to exceed three pages, in 12-point type size (excluding the *Application Form, Budget, and check-off form for supplies needed for research*).

1. Completed *Application Form* (see attached).
2. Abstract of Topic of Research covering.
 - a. statement of problem/purpose/objective
 - b. significance of project, e.g. Explaining how your study is timely/original research that contributes to advancements in nutrition, food science, and/or food service management. Research must be of publishable quality for a referred journal, etc.
 - c. discussion of method
 - d. analysis/evaluation proposed
3. List one or more references. (e.g., journal articles)
4. Give detailed budget projecting how the money would be spend for research supplies; e.g. for chemicals, food commodities, supplies, postage (publication, copying and binding expenses excluded). **Note:** Students will complete a check-off form regarding the types of supplies needed.

Awards will be based on the merit of the application. There is a possible \$500 maximum assistance from Circle of Friends and \$500 matching assistance from the NuFS Department, for a total of up to \$1000 maximum. Applications are due to the Department of Nutrition, Food Science and Packaging office, CCB 200 by February 18th. Funds would be awarded for expenditures from July 1st to May 30th only.

GRADUATE STUDENT RESEARCH ASSISTANCE AWARD

CIRCLE OF FRIENDS/Department of Nutrition, Food Science and Packaging, SJSU

APPLICATION FORM

1. Name: _____ SS# _____
2. Address: _____
_____ Phone # _____
3. Date Classified (graduate status): _____
4. Semester Enrolled in HPrf295 – Research Methodology _____
5. Research Proposal Title: _____

6. Total Budget Requested (\$1000 Maximum): _____
7. Faculty Advisor: _____

NOTE: Proposal must not exceed three typewritten pages in length (excluding application, budget, and check off forms for supplies); sole work of applicant without editing by faculty advisor. Those proposals that are too lengthy will be returned to the applicant.

Signature: _____ Date: _____
Student Applicant

☐ Award Granted

☐ Sorry, Award not granted at this time.

Comments:

Selection Committee

Date: _____

NOTE: Deadline is February 18th!

NuFS/Circle of Friends Research Assistance Award

Name: _____ Date: _____

Award Amount: _____ Request Total: _____

Instructor: _____

(Indicate the total of each item)

Amt.	Cost/ Item	Total Cost	Item	Amt.	Cost/ Item	Total Cost	Item
			Gases				Products/Lab (i.e. filter paper, films, gloves)
			Chemicals				Products/Food (i.e. oils, vegetables, fruits)
			Glassware (Generic)				Small Equipment (i.e. automatic pipette dispensers)
			Glassware (Specialized)				Products/Miscellaneous
			Incentives				Other

**GRADUATE STUDENT RESEARCH ASSISTANCE AWARD
RESEARCH PROPOSAL RATING**

Student Name:
Title of Research:

Rating Scale: 4 = Very Good; 3 = Good; 2 = Fair; 1 = Poor; 0 = Missing

<u>Section</u>	<u>Rating</u>	<u>Comments</u>
1. Abstract		
a. Problem/Purpose/Objective (4)		
b. Significance (4) (Originality; contributes to advancement of knowledge, publishable quality)		
c. Procedures/Methods (4)		
d. Analysis/Evaluation (4)		
2. Reference (s) (4)		
3. Budget & Resources (4)		
a. Equipment		
b. Chemicals		
c. Other		
Total (24)	_____	

OVERALL COMMENTS: