

University Research and Creative Endeavor Grants Procedure

Summary

Provost Office instruction on the application process for RACE grants.

Purpose

To provide guidance on the application process for RACE grants.

Procedure

How to Submit Your SRACE Grant Proposal

All students must have a Faculty Mentor to provide direct guidance throughout the project's duration. Once a faculty mentor is confirmed, proceed with the following steps for application submission.

To submit your application

- Log in to CougarNet
- Under Enrollment Services Tab locate “Personal Information” and “SRACE Application”
- Read each section prior to completing the form to make sure you have all the information you need at hand.
- Complete the application with requested information
- Submit. An automatic email notification will be sent to the faculty member you listed as your mentor. You will receive a system-generated email notification immediately after a student identifies you as their faculty mentor and submits their application. Understanding that faculty may mentor several students each semester, timely submission of the Faculty Statement of Support is needed for each student.

To submit your Faculty Statement of Support

- Log into ISIS ->Report Menu> General Administrative Menu-> SRACE Application

- Provide requested information, paying careful attention to focus on recent relevant coursework or training that has prepared the student for a successful project. Clearly address how the student will gain needed skills to complete the project.
- Review the content of the student's proposal and your supporting statement.
- Submit. An automatic email notification will be sent to the Department/School Chair supervising your area.

FOR STUDENTS FOR FACULTY MENTOR

You will receive a system-generated email notification immediately after a faculty member from your area agrees to assist a student with travel, research, or creative endeavors. Understanding that you may have a significant number of applications to review each semester, we request only that you review the proposal, confirm any departmental contributions and acknowledgement the support of your faculty member and their mentee. The student's proposal is considered fully complete once the Chair makes their submission. An outline of the process is below. To submit acknowledgement of your Departmental/College Support

- Log into ISIS ->Report Menu > General Administrative Menu-> SRACE Application
- Review the application submitted by the student and faculty mentor
- Add any financial contributions to the project.
- Provide a written statement of support (Optional; the burden of proof regarding student preparation is on the faculty mentor)
- Submit. The student's proposal is now considered complete

Still Have Questions?

Questions about the SRACE grant and the application process should be sent to the Chair of the SRACE committee via e-mail: srace@columbusstate.edu. You may also email the members of the committee at stud_research_creative@columbusstate.edu. Feel free to contact the current chair directly. Visit <https://aa.columbusstate.edu/senate.php> to verify current chair status.

Related USG Policy

N/A

Last Update

7/6/2016

Responsible Authority

Office of the Provost