Thank you for your interest in the Dean’s Grant for Student Research!

ABOUT THE DEAN’S GRANT:

Teachers College continues its tradition of supporting student research through the Dean’s Grant for Student Research. Awards of up to $2,000 will be made to students who submit the strongest proposals for research that has educational implications for the field and for the academic program at Teachers College. The number of grants given is dependent upon annual funding. In past years, between five and eight grants have been awarded.

PARAMETERS FOR APPLYING:

Matriculated Teachers College students (MA, MS, Ed.M, Ed.D, or Ph.D) are eligible to apply for the Grant. Students may apply for grants of up to $2,000 for the research period ending August 31, 2015. Students who have already been awarded this grant in a previous year may not apply again. Students who have already applied and not been awarded this grant may apply. Students may apply together under one proposal but the maximum budget remains at $2,000.

APPLICATION DEADLINE:

Completed applications must be received by 5:00 PM (Eastern Standard Time) on Friday, March 13, 2015 without exception. All applications must be completed using the online application. No paper copies will be accepted. You may return to your online application to make edits and changes up until the deadline, after which the application is automatically submitted.

WORD LIMIT:

Proposals should be concise and closely follow the instructions included on the online application. There is a 2750 character limit in each section of the application.

ABOUT THE ONLINE SYSTEM:

You may access the online application by clicking here, or by logging into the portal my.TC.edu and clicking on the “Research” tab at the top of the page. The Dean’s Grant for Student Research application is listed under the “Student Grant Applications” section. The information entered into this application will not be saved until you click the “Save and Next” button on each page. Once a page is saved you will be able to return to it and edit as desired. There are no options on this form for bold, italic, and underline formatting.

POSTER SESSION:

An optional poster session will be held on Wednesday, April 1, 2015, from 4:00 – 5:00 PM in the Everett Lounge, at which students may present their research proposals. This session will be attended by members of the community and will be a time for you to share your ideas with student colleagues, administrators, and faculty. Participation in this poster session is not mandatory. Choosing to participate does not necessarily increase the likelihood of being selected for the Grant.
THE APPLICATION FOR THE DEAN’S GRANT FOR STUDENT RESEARCH CONSISTS OF:

- **Student Information** (name, department, T number)
- **Faculty Recommendations** (You will submit the name and UNI of one faculty reference, who must be a member of the Teachers College professorial or instructional staff. Advisors may be asked to serve as a reference as long as he or she also teaches a course at Teachers College. The recommender will receive an automated email and will be prompted to submit their recommendations online)
- **Abstract** (summary of your research)
- **Problem or Topic & Rationale** (explanation of the significance of your project)
- **Theoretical/Conceptual Framework** (What previous research and theories have informed your research?)
- **Detailed Plan** (research questions, instruments and measures to be used, subject selection, data collection and analysis)
- **Detailed Time Schedule for Planned Work** (thorough and concise overview of your research timeline)
- **Indication of Academic Progress to This Point** (How many credits have you completed so far? Is the project approved by the department? Is the pilot study completed?)
- **Anticipated Results** (brief description of the anticipated results of your study)
- **Implications for Practice** (What implications might your findings have?)
- **Proposed Budget** (A detailed description and breakdown of your budget request, not to exceed $2,000. Funds may not be used for major equipment, tuition, to pay another student/researcher, to reimburse past expenses, or for travel expenses not specifically for the purpose of data collection)
- **Résumé or Curriculum Vita** (Word or PDF document of current résumé or CV to be uploaded directly to application)
- **Additional Information** (optional - any additional information that you would like the reviewers to be aware of in support of your application)

**FREQUENTLY ASKED QUESTIONS:**

**Q:** Can I go back to my application and edit it?
**A:** Yes, you may continue to revisit and revise your application up until the deadline listed above. Once the deadline has passed, the application system will close and no further changes may be made.

**Q:** How do I return to my application to make changes?
**A:** Follow the same link on the portal to log in and access your application throughout the process up until the deadline (under my.TC.edu, “Research” tab). All of your materials will be saved in the online application when you click “Save and Next” on each page. Be sure to save your work often.

**Q:** How do I officially submit my application using the online system?
**A:** The online application system is designed so that applicants may continue to add to and edit their applications up until the deadline, at which point the content of the application is automatically submitted and the application closed for further changes. Although you will not click a “submit” button, your application will be submitted automatically on the deadline.

**Q:** May I request to use more than 2750 characters for certain sections of the application?
**A:** Unfortunately, due to the volume of applications we receive, we must adhere to the 2750 character limit per section for all applicants.

**Q:** May I submit an application after the deadline?
**A:** Out of fairness to all applicants, all application submissions must be submitted by the deadline, without exception.
Q: Do you require that references be cited in the proposal?
A: No, you are not required to include references.

Q: When must recommenders have submitted their recommendations?
A: The application must be completed in full on the date indicated, including all recommendations. The online application system closes for submissions at the date and time indicated on the application.

Q: Will it hurt my chances of receiving the Grant if I do not participate in the Poster Session?
A: Choosing not to participate will not affect your chances of receiving the grant.

FOR MORE INFORMATION:

After carefully reading the above instructions and frequently asked questions, if you have any remaining questions, please contact Maria Hataier at mrt2112@tc.columbia.edu.