

## Module 17: Tips and Resources

Welcome back to Sponsored Programs' series of online modules, produced to prepare Geneseo faculty and staff to develop and submit proposals for external funding. This 12-page downloadable and printable PDF module is on Tips and Resources for externally grant-funded projects.

### TIPS:

**Writing Concisely for Grant Proposals** (<http://bit.ly/2EQjtQc>), Source: Purdue's OWL site, found at <http://owl.english.purdue.edu/owl/resource/572/04/>

#### Strategies for Clarity

1. Make a list of your logical progression. Turn that list into prose. Use concrete examples. Leave out everything that's unnecessary.

*Wordy:* These two protocols produce different effects that are important and that need to be taken fully into account when studies of the outcomes following these two particular interventions are conducted.

*Concise:* When comparing efficacies of these interventions, side effects must be considered.

2. Eliminate empty phrases where appropriate. See Table 1 for a Quick Reference Guide.
3. Eliminate empty sentences, i.e., vague sentences that don't convey any new information.

*Before:* We have assembled a multidisciplinary team with the appropriate skills to improve the likelihood of success; these include a bioinformatician, a molecular biologist, a pathologist, and an expert in animal models. In addition, the environment, in terms of cores and intellectual support, is conducive to successful completion of the project.

*After:* Our multidisciplinary team has the necessary expertise in bioinformatics, molecular biology, animal models and pathology (see biographical sketches), in the setting of a Cancer Center with excellent core facilities and intellectual interaction (see Facilities and Resources).

4. Eliminate "throat-clearing sentence," or those empty sentences that occur in introductions or at the beginnings of paragraphs.

*Throat-clearing:* Cardiovascular disease is a leading cause of death.

*Better:* Glucose metabolism plays a key role in heart function, both at the myocardial level and through hormonal consequences of "metabolic syndrome."

#### Strategies for Strong, Active Prose

1. Always choose concrete over pretty.

*Pretty:* We will put the project to the test by studying factors that have some opportunity of enhancement of its various facets to lead to a successful working partnership.

*Concrete:* Project evaluation will include a pre- and post-questionnaire of participants with questions specifically designed to measure their perceptions of the effectiveness of the community partnership (Objectives 1 and 2). (*Examples from Highline Community College grant site*).

2. Avoid forms of *to be* where appropriate.

*With 'to be':* A key component of this proposal **is the development** of inquiry-based experiments that **are integrated** into all of our lab offerings.

*Better:* As a key component of this **proposed project**, we **will develop** inquiry-based experiments and **integrate** them into all lab offerings.

3. Avoid *there* and *it + to be* at the beginning of sentences wherever possible.

*With 'there':* Because of the large amounts of data generated by biomedical research, **there is** a growing need for professionals trained in bioinformatics.

*Better:* Professionals trained in bioinformatics are increasingly needed to analyze the large amounts of data generated by biomedical research.

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*With 'it':* **It is** the norm at Tufts that undergraduates are mentored by a network of faculty members in addition to graduate students and post-docs.

*Better:* At Tufts, a network of faculty members, graduate students and post-docs mentor undergraduates. *or* At Tufts, undergraduates are typically mentored by a network of faculty members, graduate students, and post-docs.

4. Avoid overusing the noun form of verbs by evaluating the appropriateness of words ending in *-tion*.

*With noun form:* Universities should provide an environment in which students become active participants in the **generation** of new knowledge.

*Better:* Universities should provide an environment in which students **actively generate** new knowledge.

### **Additional Tips**

1. Formatting tricks (reducing white space between and around paragraphs, auto-hyphenation, and reducing font size) should be used in moderation.

**Table 1. Eliminating Empty Phrases: A Quick Reference**

<i>Concise</i>	<i>Wordy</i>
about	<ul style="list-style-type: none"> <li>- in the neighborhood of</li> <li>- as regards</li> <li>- in reference to</li> <li>- with regard to</li> <li>- concerning the matter of</li> <li>- where _____ is concerned</li> </ul>
agreed	- both agreed
although, but, though	- in spite of the fact that
always	- at all times
because, since, why	<ul style="list-style-type: none"> <li>- because of the fact that</li> <li>- by virtue of the fact that</li> <li>- owing/due to the fact that</li> <li>- for the reason that</li> <li>- in light of the fact that</li> <li>- the reason for</li> <li>- considering the fact that</li> <li>- on the grounds that</li> <li>- this is why</li> </ul>
before	- prior to
by	- by means of
can	<ul style="list-style-type: none"> <li>- have the ability to</li> <li>- is able to</li> <li>- has the opportunity to</li> <li>- has the capacity for</li> </ul>
experience	- previous experience
for	- for the purpose of
in fact	- as a matter of fact
like	<ul style="list-style-type: none"> <li>- along the lines of</li> <li>- in the nature of</li> </ul>
may, might, could	<ul style="list-style-type: none"> <li>- it is possible that</li> <li>- there is a chance that</li> <li>- it could happen that</li> <li>- the possibility exists for</li> </ul>
must, should	<ul style="list-style-type: none"> <li>- it is crucial that</li> <li>- it is necessary that</li> <li>- there is a need/necessity for</li> <li>- it is important that</li> <li>- cannot be avoided</li> </ul>
now, currently	<ul style="list-style-type: none"> <li>- at the present time</li> <li>- at this point in time</li> </ul>
until	- until such time as
when	<ul style="list-style-type: none"> <li>- on the occasion of</li> <li>- in a situation in which</li> <li>- under circumstances in which</li> </ul>

**Grant writing advice from non-federal sources:**

- [Foundation Center's Proposal Writing Short Course](http://grantspace.org/training/self-paced-elearning/proposal-writing-short-course): This guide is targeted to writing proposals for a wide variety of private funders. <http://grantspace.org/training/self-paced-elearning/proposal-writing-short-course>
- [GrantSpace](http://grantspace.org/): This is a compendium of knowledge about writing grant proposals put together by the Foundation Center. <http://grantspace.org/>
- [Art of Grantsmanship](http://www.hfsp.org/funding/art-grantsmanship): Advice from the former Director of Research Grants at the Human Frontiers Science Program (HFSP). <http://www.hfsp.org/funding/art-grantsmanship>
- [The Art of Writing Proposals](http://www.ssrc.org/publications/view/7A9CB4F4-815F-DE11-BD80-001CC477EC70/): This booklet from the Social Science Research Council uses specific examples from the social sciences to describe how anyone can write a good proposal. <http://www.ssrc.org/publications/view/7A9CB4F4-815F-DE11-BD80-001CC477EC70/>
- [How to Get Funding](http://www.sciencemag.org/careers/where-search-funding): *Science* Careers has created a compendium for their many great articles on finding and applying for grants. <http://www.sciencemag.org/careers/where-search-funding>

**International Funding Agencies**

1. Bill & Melinda Gates Foundation <https://submit.gatesfoundation.org/>
2. Carnegie Corporation of New York <https://www.carnegie.org/programs/>
3. Open Society Foundation (George Soros) <https://www.opensocietyfoundations.org/grants>
4. Independent Research Fund Denmark <https://dff.dk/en/grants>
5. CNPq - National Council for Scientific and Technological Development <http://www.cnpq.br/>
6. COST - European Cooperation in Science & Technology <https://www.cost.eu/who-we-are/about-cost/>
7. NIH Fogarty International Center <https://www.fic.nih.gov/Funding/NonNIH>
8. CRDF Global <https://www.crdfglobal.org/grants/funding-opportunities>
9. International Research and Exchanges Abroad (IREX) <https://www.irex.org/participate-projects>
10. European Commission [https://ec.europa.eu/info/research-and-innovation\\_en](https://ec.europa.eu/info/research-and-innovation_en)
11. European Research Council <https://erc.europa.eu/>
12. FAPESP - Sao Paulo Research Foundation <http://www.fapesp.br/en/>
13. Finep <http://www.finep.gov.br/cooperation-agreements>
14. Australian Database for Scholarship and Research Grants <https://grants.at/en/>
15. Human Frontier Science Program <https://www.hfsp.org/funding/hfsp-funding/research-grants> <https://www.hfsp.org/>
16. Illumina <https://www.illumina.com/science/accelerator/grant-competition.html>
17. Independent Research Fund Denmark <https://dff.dk/en/grants>
- 10 ERSC's New Investigator Grants <https://esrc.ukri.org/funding/funding-opportunities/new-investigator-grants/>
19. Inter-American Foundation <https://www.iaf.gov/apply-for-grant/>
20. International Brain Research Organization (IBRO) <https://ibro.org/latin-america/>
21. Japan Society for the Promotion of Science <https://www.jsps.go.jp/english/>
22. Kooperation International <https://www.kooperation-international.de/en/>
23. Latin American Brain Mapping Network <https://www.facebook.com/Labman.org/>

24. National Human Genome Research Institute <https://www.genome.gov/>
25. Neotropical Bird Club <https://www.neotropicalbirdclub.org/>
26. Fulbright Scholar Program <https://awards.cies.org/>
27. Non-NIH - Fogarty International Center  
<https://www.fic.nih.gov/Funding/NonNIH/Pages/default.aspx>
28. National Science Foundation Office of International Science Engineering  
<https://www.nsf.gov/dir/index.jsp?org=OISE>
29. NSFC - National Natural Science Foundation of China  
[https://www.nsf.gov.cn/english/site\\_1/about/6.html](https://www.nsf.gov.cn/english/site_1/about/6.html)
30. Office for Science & Technology of the Embassy of France in the United States  
<https://france-science.com/en/homepage-english-2/>
31. The African Academy of Sciences <https://www.aasciences.africa/>
32. The National Academies of Sciences, Engineering, Medicine  
<https://sites.nationalacademies.org/PGA/index.htm>
33. TWAS - The World Academy of Sciences for the Advancement of Science in Developing Countries <https://twas.org/>
34. UNESCO/Keizo Obuchi Research Fellowships Programme  
<https://en.unesco.org/fellowships/keizo-obuchi/>
35. University of Queensland <https://scholarships.uq.edu.au/home>
36. U.S. Agency for International Development (USAID) <https://www.grants.gov/learn-grants/grant-making-agencies/agency-for-international-development.html>
37. National Commission for Scientific and Technological Research  
<https://www.conicyt.cl/programas/>
38. German Academic Exchange Service (DAAD) <https://www.daad.org/en/>
39. Japan Society for the Promotion of Science <https://www.jsps.go.jp/english/>
40. National Research Foundation (S. Africa) [http://www.nrf.ac.za/funding\\_overview.php](http://www.nrf.ac.za/funding_overview.php)
41. Joint Funding Calls (British Embassy/Washington)  
<https://www.gov.uk/government/world/usa#priorities>
42. The Newton Fund <https://www.newton-gcrf.org/newton-fund/>
43. UK Research and Innovation <https://www.ukri.org/>; Global Challenges Research Fund  
<https://www.ukri.org/>
44. The Arts and Humanities Research Council (AHRC) <http://www.ahrc.ac.uk/>
45. The Biotechnology and Biological Sciences Research Council (BBSRC):  
<http://www.bbsrc.ac.uk/>
46. Engineering and Physical Sciences Research Council (EPSRC) <https://epsrc.ukri.org/>
47. Economic and Social Research Council (ESRC) <https://www.ukri.org/opportunity/esrc-new-investigator-grant/>
48. Innovate UK <https://www.gov.uk/government/organisations/innovate-uk/about>
49. Medical Research Council (MRC) <https://www.mrc.ac.uk/>
50. National Environment Research Council (NERC) <https://re.ukri.org/>
51. Research England <https://re.ukri.org/>
52. Science and Technology Facilities Council (STFC) <http://www.stfc.ac.uk/>
53. Waitt Foundation <https://www.waittfoundation.org/>

54. Inter-American Development Bank (IDB) GD Lab, Gender and Diversity Knowledge Initiative:

[https://gdlab.iadb.org/en/call?utm\\_source=google&utm\\_medium=cpc&utm\\_campaign=gdlab](https://gdlab.iadb.org/en/call?utm_source=google&utm_medium=cpc&utm_campaign=gdlab)

## RESOURCES

1. For additional tips on writing for NIH, see NIH's "Writing Your Application" site:  
[http://grants.nih.gov/grants/writing\\_application.htm](http://grants.nih.gov/grants/writing_application.htm)
2. For general writing tips and strategies, see Purdue's OWL site:  
<http://owl.english.purdue.edu/owl/>
3. For an overview of advice, see Grants Training Center:  
<https://grantrainingcenter.com/blog/important-advice-new-grant-writers/>
4. Start-up Grant Resources: <http://bit.ly/1w3elz4>

## The Research Foundation for SUNY

To get an overview of how Research Administration works at SUNY, you may watch a Learning Tuesdays video (each Learning Tuesdays video is around 90 minutes), produced by the Research Foundation for the State University of New York (RF):

<https://livestream.com/hvccstreaming/learningtuesdays/videos/170180336>

If you just want a very quick summary of the RF, you may go to <https://www.rfsuny.org/about-us/> and click on the 4 minute 30 second Introduction to the RF video. This video may take a few minutes to load, so you might want to take a little break while you wait.

Other RF Learning Tuesdays:

Ethics Compliance:

<https://livestream.com/hvccstreaming/learningtuesdays/videos/51587924>

SUNY Ethics Program (Part 1): Tone at the Top and the RF Code of Conduct

<https://livestream.com/hvccstreaming/learningtuesdays/videos/23375733>

SUNY RF Ethics Program (Part 2): Gifts to Employees from Non-RF Sources, Nepotism, Fraud and Whistleblower Policies

<https://livestream.com/hvccstreaming/learningtuesdays/videos/23381739>

Grant Writing

<https://livestream.com/hvccstreaming/learningtuesdays/videos/62999681>

## Sample Grant Applications & Review Processes

**OPD SharePoint site:** A growing repository that will include sample documents such as mentoring plans, facilities, NSF broader impact statements, as well as samples of prior successful proposals and current literature on education

**The Grantsmanship Center's Library of Winning Grant Proposals :** Recently funded, top-ranked grant proposals in a wide variety of subject areas

**Congressionally Directed Medical Research Programs (CDMRP), Dept. of Defense** : Database of funded research abstracts

**NIH Samples:** Sample R01 & R21 applications & summary statements available

### Other Helpful Links

**SciENCv** : Science Experts Network Curriculum Vitae (SciENCv) is a new electronic system that helps researchers assemble the professional information needed for participation in federally funded research. Researchers can use SciENCv to create and maintain biosketches that are submitted with grant applications and annual reports.

<https://orcid.org/>: Provides a persistent digital identifier (an ORCID iD) that you own and control, and that distinguishes you from every other researcher. You can connect your iD with your professional information — affiliations, grants, publications, peer review, and more. You can use your ID to share your information with other systems, ensuring you get recognition for all your contributions, saving you time and hassle, and reducing the risk of errors.

**Hezel Associates, LLC** : Consulting for education, business, non-profits; Strategy for your innovative ideas and projects; Research and inquiry to support strategy and decisions; Big-picture perspective, in-the-trenches experience, and reliable data to give you best advice; Evaluation and monitoring to assess outcomes and improve your project.

**NSF User-Friendly Handbook for Project Evaluation**  
**American Evaluation Association**

### INSTITUTIONAL FACT SHEET

<b>Legal Name of Grant Recipient</b>	The Research Foundation for SUNY on behalf of SUNY Geneseo; Contact person: Ms. Tracy Parker, Grant and Contract Administer
<b>Address and Phone</b>	35 State Street, Albany, NY 12207-2876 2 1 (518) 434-7048 Fax: (518) 434-8343 Email: <a href="mailto:tracy.parker@rfsuny.org">tracy.parker@rfsuny.org</a>
<b>Bank</b>	KEYBANK OF NEW YORK 66 SOUTH PEARL STREET ALBANY, NY 12207-1501 ROUTING NO: ABA 0213-00077 ACCOUNT NO: 10970107
<b>Type of Organization</b>	Non-profit 501(c) (3)
<b>Tax Status</b>	Tax exempt under Section 501c (3) of the Internal Revenue Code; letter dated April 11, 2008
<b>I.R.S. Employer Identification Number (EIN)</b>	This is a multipurpose tax identification number assigned to all entities which employ people, pay pensions, or open business bank accounts. This number is usually requested from Federal sponsors on their application cover page or their Representation and Certification pages. 14-1368361
<b>Cognizant Federal Government Audit Agency</b>	The federal agency with which SUNY Geneseo negotiates its indirect cost rates. Department of Health and Human Services 26 Federal Plaza, Suite 4114 New York, NY 10278. Contact: Rebecca Kaplan (212) 264-2069

## Module 17: Tips and Resources

<b>Unique Entity Identifier (UEI)</b>	RCHLJW4S5BC4
<b>Indirect Cost Rates</b>	07/01/2020 to 06/30/2024: 57.00% On-campus; 20.00% off campus Modified total direct costs, consisting of direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel and up to the first \$25,000 of each subaward. MTDC shall exclude equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000.
<b>Fringe Benefits Rates</b>	For the latest Fringe benefits rates, go to The Research Foundation for SUNY: <a href="https://www.rf.suny.org">https://www.rf.suny.org</a> and search for fringe benefits
<b>College Address</b>	1 College Circle Ste 1, Geneseo, NY 14454-1401
<b>NYS SFS Vendor ID for RF</b>	1000013735
<b>Congressional District</b>	Providing a district allows the government to see how federal dollars impact districts. SUNY Geneseo is in District NY-027
<b>County</b>	Livingston
<b>NIH EIN</b>	1-146013200-G3
<b>Federal Interagency Committee on Education (FICE) Number</b>	This identifier indicates that we are an educational institution and is requested by some of the federal agencies on their application cover page or their Representation & Certification page. 0024845
<b>NSF Institutional Code</b>	This code is to be used on the National Science Foundation application page. 0028456000
<b>HHS Institutional Review Board (IRB) Registration Number</b>	IRB00000427
<b>Federalwide Assurance (FWA) for the Protection of Human Subjects</b>	This code identifies that SUNY Geneseo has an IRB in place that meets federal standards and that the college is approved to conduct research involving human subjects. FWA00000208
<b>Office of Animal Laboratory Welfare (OLAW) Assurance Number</b>	This number is assigned to SUNY Geneseo and identifies that the College is approved to use animals in our research and that we have facilities that meet federal standards for the care of animals. D16-00847
<b>CAGE Code</b>	The CAGE Code is used to support a variety of procurement and acquisition processes throughout the U.S. government. If an institution or entity wants to do business with the government, it must have a CAGE code. 3H9B7
<b>NIH IPF Number</b>	IPF number is 5992602
<b>OSP Award Notice Email Address</b>	<a href="mailto:awards@rfsuny.org">awards@rfsuny.org</a>

## DEFINITIONS

### Academic Year



For effort reporting purposes, an academic year is the period of a faculty member's appointment. Harvard faculty are generally appointed for either 9 or 12 months. 9-month appointments can relate to either a specific 9-month period or 9 months' work spread over the fiscal year and 12-month appointments include all months during a fiscal year.

**Certification**

The assertion by a PI/faculty or proxy/designee that the salaries charged to sponsored projects as direct charges or cost sharing reasonably reflect the effort expended and work performed during the period of work performed/reporting period.

**Certification Period**

The 30-day time interval for PIs, proxies or designees to certify annual effort or that of the individuals who work on their projects. The certification period for recertification or certifications generated after the opening of a certification period is 21 days.

**Committed Effort**

Amount or percentage of time an individual has communicated to the sponsor that they will work on a specific sponsored project over a specified period of time. Commitments are made in the award proposal and may be documented by the sponsor in award documents.

Changes to reduce committed effort may require sponsor approval.

**Cost Sharing**

Any project costs that are not borne by the sponsor. Cost sharing of effort is the provision of faculty and/or staff time and related fringe benefits that were committed and provided in support of a project but are paid for by other sources of funding. Cost-shared effort in excess of the commitment made in the proposal does not have to be identified or certified.

**Designee**

Authorized delegation of certification responsibilities on a specific sponsored project to another individual (other than the PI) for the Quarterly Project Effort Certifications.

**ecrt**

The electronic effort reporting system used by SUNY Geneseo. Effort Reporting - The mechanism used to provide assurance to federal or other external sponsors that salaries charged or cost shared to sponsored awards are reasonable in relation to the work performed. Effort reports are also referred to as "certifications" or "statements."

**Faculty Institutional Base Salary (IBS)**

Annual compensation paid by the College for an employee's appointment (9 or 12 months), whether that individual's time is spent on research, teaching, or other activities. IBS does not include bonuses, one-time payments, or incentive pay. Additionally, IBS does not include payments from other organizations or income that individuals are permitted to earn outside of their campus responsibilities, such as consulting. IBS must be used as the base salary on all grant proposals unless there is a statutory limit on compensation (e.g., NIH cap).

**Key Personnel – (NIH definition)**

The program director/principal investigator and other individuals who contribute to the scientific development or execution of a project in a substantive, measurable way, whether or not they request salaries or compensation.

**Period of Work Performed (PWP)**

The academic year or fiscal quarter during which an employee performs effort. The period of work performed for annual faculty certifications is a fiscal year, July 1st to June 30th. The period of work performed for quarterly project certifications are the fiscal quarters, July- September (Q1), October-December (Q2), January-March (Q3), and April-June (Q4). The period of work

performed includes salary journals that are posted outside the academic year or fiscal quarter but relate to time and effort expended during the academic year or fiscal quarter. The period of work performed may also be referred to as the reporting period.

**PI/Faculty Effort**

The proportion of time spent by an academic appointee on any college activity expressed as a percentage of time. 100% effort is the total time spent on college work within the scope of their academic appointment period (9 or 12 months), regardless of how many or how few hours an individual worked in the reporting period. The total effort reported for a PI/faculty member will always equal 100%, even if they are less than 1.0 FTE. Total academic period effort includes sponsored projects and non-sponsored activities that are funded by the college, including work performed outside of normal work hours and work performed off-campus.

**Proxy**

Authorized delegation of certification responsibilities for the PI/faculty member's individual Annual Faculty Effort Certification statement.

**Supplemental/Summer Salary**

Faculty compensated for 9-month academic appointments are permitted to earn up to an additional three months of supplemental/summer paid compensation on one or more sponsored and/or non-sponsored activities. Individuals can earn up to the equivalent of three months of additional salary for that effort, subject to school and sponsor policies and the appropriate school level approval. If a faculty member has administrative or other non-sponsor related responsibilities (including vacations) during the period for which they are requesting supplemental salary, they are precluded from devoting the maximum allowable 95% effort to sponsored projects and cannot request the full 95% of 3 months of salary from sponsored projects.

**Voluntary Uncommitted Cost Sharing (VUCS)**

Faculty or senior researcher effort that is over and above that which is committed and budgeted for in a sponsored agreement. This effort differs from mandatory or voluntary committed cost sharing which is cost sharing specifically pledged in the proposal's budget or award. Effort relating to VUCS does not need to be charged to federal awards or be certified.

**Policies**

- [RF Cost Transfer Policy](#)
- [RF Cost Sharing Policy](#)

Documents

- [ecrt Training Material](#)
- [COGR Policies and Practices for Compensation, Effort Commitments, and Certification \(2007\)](#)

Forms

General Forms

- [Externally Funded Projects Approval Form](#) (*required for all external grant and fellowship applications*)
- [IACUC Animal Protocol Application](#)
- [Human Subjects Proposals \(online submission system\)](#)

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Internal Grant and Fellowships Forms

- [Faculty Internal Funding Programs](#)
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### **Payment and Purchase Forms**

Geneseo Foundation Faculty Purchase Requisition

*To request that the Geneseo Foundation make a direct purchase for a faculty or student grant or fellowship.*

- [Geneseo Foundation Faculty Purchase Requisition Form](#)
- [Geneseo Foundation Faculty Purchase Requisition Form \(Excel\)](#)

Geneseo Foundation Student Purchase Requisition

- [Geneseo Foundation Student Purchase Requisition Form](#)
- [Geneseo Foundation Student Purchase Requisition Form \(Excel\)](#)

Geneseo Foundation Request for Expenditure

*To request reimbursement from a grant, such as faculty incentive grants, faculty travel grants, undergraduate travel grants, research grants.*

- [Geneseo Foundation Request for Expenditure Form](#)
- [Geneseo Foundation Request for Expenditure Form \(Excel\)](#)

### **Research Foundation of SUNY Purchase Requisition**

*To request a direct purchase from an external grant, Presidential Summer Fellowship, Research Development Award, or Indirect Cost Return Award.*

[Research Foundation of SUNY Purchase Requisition Form \(Excel\)](#)

Research Foundation of SUNY Travel Payment Request

*For travel expenditures and payments from an external grant, Presidential Summer Fellowship, or Indirect Cost Return Award.*

[Research Foundation of SUNY Travel Payment Request Form \(Word\)](#)

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### **Compliance Forms**

Application for Volunteer Services

*Must be completed for students volunteering their time for summer (or other) research when they are not concurrently enrolled in Geneseo courses for academic credit. Non-SUNY Geneseo individuals who volunteer time on research projects should also complete this form.*

[Application for Volunteer Services Form](#)

IACUC Animal Protocol Application

[IACUC Animal Protocol Application Form](#)

RCR Training Information

- [RCR Training Information Form](#)
- [RCR Training Compliance Form](#)

Research Compliance and Policies

All research conducted at SUNY Geneseo or by SUNY Geneseo faculty and students must comply with the highest standards of ethical research practice and with applicable federal and state guidelines.

- [Human Subjects](#)
- [Animal Subjects](#)
- [Responsible Conduct of Research \(RCR\) Training](#)
- [Radioactive Materials and Biohazards](#)
- [Research Misconduct Policy](#)
- [Conflict of Interest Policies](#)

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- [Volunteer Policy](#)

### Research Foundation Guidelines

All awards administered through the Research Foundation of SUNY are subject to policies which can be found on the [Grants Management Guidelines page](#).

### **Office of Sponsored Research**

2nd Floor  
Erwin Hall  
SUNY Geneseo  
Geneseo, NY 14544  
Phone: 585-245-5547  
Fax: 585-245-5096