E3B MA Student Research Grants
2023 Request for Proposals

The purpose of the MA Student Research Grant is to provide funding support for students to carry out the fieldwork, lab work, or analyses required for their thesis projects. The funding is not a guarantee for all students, and students must provide a clear demonstration of how the grant will fit into their proposed thesis project. The 2023 grant is limited to $2,000. Students are strongly encouraged to apply for the GSAS matching grant (up to $300) for their work once they have received the E3B grant.

Completed applications should be emailed to Bekka Brodie (bb3117@columbia.edu), Raymond Garcia (rg3297@columbia.edu), and Kyle Bukhari (kb2337@columbia.edu).

Text for the application is limited to 1,000 words (and may be shorter). A Cover Page, Tables, Figures, and References are not included in the word count.

Application Materials:

Cover Page

- Your name
- The title of your project
- Your project committee members and their affiliations

Summary (Limit 300 words)

The summary should provide a brief description of the problem or need, how your project will address the need, and how your project will fit into the larger literature in your field and/or conservation purpose. Briefly describe the methods you will use and the likely outcomes of the project.

Background

Explain why your project is needed and how it will address a critical gap in knowledge in your field. Provide a **brief** overview of the current knowledge in your field and articulate your overall thesis goal, the overall objective of this application, your central hypothesis, and the rationale behind it.

Objectives

Write out a numbered list of objectives that your project will address. Each objective should be a statement describing what you intend to achieve. Objectives must be specific, measurable, achievable, realistic, and time-bound.

Materials and Methods

For each objective, describe the project experimental design materials, project site, and data analysis. Include sufficient detail so that reviewers can determine if the approach(es) will achieve the objectives. Describe likely problems or challenges you may encounter (e.g. in collecting a certain type of data) and how you will still accomplish meaningful work if this prevents you from achieving all of your objectives.

Include a list of all required permits and permissions for your project, when you did (or will) apply for them, and when you expect to have received them by. Examples of permits/permissions may include (but are not limited to) Federal/State/City collecting permits, IACUC, IRB.

Timeline

Grant funding will be available by February 1, 2023 and must be used by December 31, 2023. Funds cannot be used for retroactive costs.

Budget and Justification

Provide a complete budget for your proposed thesis project, and a **clear breakdown of which components of the project will be covered by this grant** and what other sources you will seek funding from if your full budget cannot be covered by the E3B grant. Your budget narrative and project description should include information on how you will complete your project if additional funding is required (including a contingency for how you will modify your project if you cannot secure additional funding).

	Vendor	Total cost	Funding Source
Personnel			
Travel			
Materials and supplies			
Other direct costs			
Project Total			
Total requested from THIS grant:			

Provide a justification for the costs outlined above, including the purpose of each line item, the estimated amount needed. For any items over $500, include a quote from the vendor. All students must adhere to the E3B travel advance, purchasing and reporting guidelines.

Letter of Support

Include a letter of support from your research advisor. An example letter is included here.

Reporting

All students must submit a one-page final report by December 31, 2023 with details of the work completed, a breakdown of costs incurred, and ongoing work.

Example letter of support. Note that an email from your advisor with similar content is also acceptable:

<div align="right">DATE</div>

Dear Review Committee:

I am writing in support of [STUDENT'S NAME'S] application for an E3B MA Student Research Grant for their project entitled "NAME OF PROJECT". I have read the enclosed proposal and agree that the proposed budget is appropriate for the project.

Apply for GSAS Funding
The Graduate School of Arts and Sciences provides up to $300 in match funding for research and travel. Additional information can be found on the GSAS website (https://www.gsas.columbia.edu/content/ma-research-matching-funds). When you have received your Departmental Research Grant, complete the GSAS 'Application for Research Matching Funds' form, and submit it via email to the DMAP and DAAF.
  o GSAS will consider applications in the order they are received, until GSAS funds for that academic year and following summer are exhausted or the final application deadline of May 1 is reached (whichever occurs earlier).