Student Research Grant Program
Pennsylvania Geographical Society (PGS)


# Guidelines




Request for Proposals
2022




**PROPOSAL SUBMISSION**

**Proposals must be submitted via the PGS website**
**www.thepgs.org/PGSstudentgrants**
**by 5:00 pm (EST) on May 1st, 2022**

# Student Research Grant Program
## Pennsylvania Geographical Society (PGS)

### Purpose and Award Information

The Pennsylvania Geographical Society (PGS) seeks to support undergraduate and graduate student scholarly activities related to any field of research in Geography and Environmental Sustainability, at higher-education institutions across Pennsylvania and adjoining states. The goals of this grant program are:

- To promote student-led research and creative activities related to Geography at colleges and universities in Pennsylvania and adjoining states.
- To promote student presentations of scholarly work at conferences.
- To encourage faculty-student research collaborations that lead to the advancement of geographic knowledge and practice.

A maximum of three awards will be given in 2022. Each award will consist of:

- A fund of up to US $500 to conduct research. Students must present the results of their work at the 2022 PGS Annual Meeting to be held at Johnstown, PA, on November 4th, 2022. Students will receive half of the grant money on June 1st and the other half following the successful presentation of their work at the PGS meeting in November.
- All meeting registration fees will be waived for the student awardee <u>and</u> their supervising faculty.
- A travel stipend of US $150 for the student's participation at the 2022 PGS Annual Meeting. This stipend is intended to help support the student's travel to the meeting. Students will receive the travel stipend following the successful presentation of their work at the PGS meeting in November.

### Eligibility

- Applicants must be undergraduate or graduate students at a school in Pennsylvania or adjoining state.
- Applicants must be majors in geography, geosciences, planning, or related fields. All projects must involve a geographic or environmental component.
- Applicants must be members of the PGS. Student annual memberships cost US $10 and include deeply discounted registration rates for the Society's Annual Meeting and a one-year subscription to *The Pennsylvania Geographer.* All 2022 grant applicants will receive an additional free year of membership.
- The principal investigator of the project must be the student applying for the grant, not faculty. All projects must be supervised by faculty (of any status) from a school in Pennsylvania or an adjoining state.
- Applicants must present the results of their project (as a poster or paper) at the 2022 Annual PGS Meeting to be held at Johnstown, PA, on November 4th, 2022.

## Evaluation of proposals

A rubric will be used to score submitted proposals and guide decisions on awards. The rubric is included on the last page of these guidelines (Page 5). The selection committee will be comprised of PGS members and will be appointed by PGS's board.

## Submission requirements and deadline

Proposals are due by 5:00 pm (EST) on May 1st, 2022. Applications must be submitted electronically via the form included in the PGS Student Research portal at www.thepgs.org/PGSstudentgrants. The applicant must already be a PGS member (or they must first join the PGS) to be eligible to submit a proposal. It is recommended that applicants write the proposal in a word processor and then paste it on the online submission form. In addition to submitting the proposal, the applicant must request that their project supervisor submit a short letter in support of their application to Mario Cardozo at cardozo@kutztown.edu. See example of letter of support on Page 4.

The following items must be included in the proposal:

1. **General information**
   - Project's title
   - Applicant's information
     - Name
     - Major, program, department, and school
     - Home and School addresses
     - Email address
   - Name of project's faculty supervisor
   - Project's abstract (150 words or shorter) and keywords

2. **Project narrative**

   The project narrative should be concise and specific, and include enough information to facilitate its evaluation by a diverse group of geographers. The following sections are recommended for the project narrative:
   - **Background** (approximately 0.5-0.75 page, single spaced): Briefly describe the research topic: What is the main research question? How is it geographic or environmental and relevant to the discipline of Geography? Justify the project's significance based on a brief but relevant literature review that evaluates existing knowledge, themes, methods, or practice connected to this project. State how the project will contribute to the field.
   - **Purpose and objectives** (approximately 0.5 page, single spaced): Provide more detail on the research question and purpose. List more specific goals associated with the research project. What question(s) are you attempting to answer?
   - **Data and methods** (approximately 0.75-1 page, single spaced): Describe the data and methods you plan to use for your project. What procedures will be employed to collect, analyze, and interpret the data? How is the design and procedures of your project connected to your research question, specific objectives, and the field of Geography or Environmental Sustainability? Describe data sources and methods concisely but thoroughly in ways that could permit others to replicate the project.

- **Timeline with planned actions** (approximately 0.5-1 page, single spaced). Draft a tentative timeline for planned actions. Include planned actions that clearly relate to the specific objectives and procedures mentioned in the preceding sections. If relevant, mention how these plans are achievable under current or projected pandemic conditions. Completed projects must be presented at the 2022 Annual PGS Meeting at Johnstown, PA, on November 4th, 2022.
- **Expected outcomes and significance to applicant** (approximately 0.5-0.75 page, single spaced). What do you anticipate others will learn from the concluded project? How will you disseminate this work? Are there plans for continuing the project? If so, what are they? Briefly explain the personal significance of the project: Why is it important for you to conduct this research and how will it help you advance your academic/professional career?

3. **Project budget and additional resources**

   The proposal must include a budget that lists how the grant funds will be used to complete planned actions. Include notes that explain how budget amounts were estimated and grant funds will be used. Grant funds will not cover: travel, salary, per diem, and institutional administrative fees. Budget items allowed for this grant include: supplies, data, equipment, and software. If additional resources and funding are being used to complete the project, mention their sources.

4. **Short curriculum vitae**

   Include a short curriculum vitae (1 page) that lists your accomplishments and highlights aspects of your background that connect with the present proposal. Your current GPA must be included.

5. **Short letter of support**

   Don't forget to request a letter of support from your advisor/supervisor. The letter or note should be emailed directly by the advisor to Mario Cardozo at [cardozo@kutztown.edu](mailto:cardozo@kutztown.edu). The following example may be used to write the letter of support:

   > Email subject: PGS student research grant letter of support
   >
   > I verify that I have reviewed the proposal entitled *project's title* by *applicant's name*, and that I will supervise the execution of the student's project if they are awarded the grant.
   >
   > *Name of supervisor*.

**Inquiries**

If you have questions about this grant opportunity and its requirements, email Mario Cardozo at [cardozo@kutztown.edu](mailto:cardozo@kutztown.edu).

**Grant Proposal Review Rubric**
**Student Summer Research Grants**
**Pennsylvania Geographical Society (PGS)**

Proposal Title: _____

Applicant: _____

Reviewer: _____          Date of review: _____

Score: _____

| Criterion | Strong 4 | Good 3 | Fair 2 | Developing 1 |
|---|---|---|---|---|
| Geographic topic and scholarly merit | The research topic clearly connects to geographic themes. The applicant identifies a suitable, specific literature framework to which this project will contribute at their academic level (undergraduate or graduate). | The research topic clearly connects to geographic themes. The project's scholarly contribution may not achieve merit at the required level. | The research topic loosely connects to geographic themes. The project's scholarly contribution is not clear or will not achieve merit at the required level. | The research topic is not explicitly geographic. The project's scholarly contribution is not significant. Proper literature review to contextualize the study is lacking. |
| Data collection and methods | Data and methods of analysis relate to research topic. Proposed analyses are clearly and thoroughly explained, and methodology could be easily replicated. Given the ongoing pandemic, the project is feasible. | Data and methods of analysis relate to research topic. Methodology could be replicated but does not achieve maximum insight into question. Given the ongoing pandemic, the project is feasible. | Data and methods for analysis are loosely connected to research topic. Methodology is not thoroughly explained and/or does not achieve maximum insight into question. Given the ongoing pandemic, the project may not be feasible as described. | Data and methods are not obviously connected to the research topic. Methodology is not thoroughly explained and/or would produce inconclusive results. Given the ongoing pandemic conditions, the project is not feasible. |
| Timeline and Budget | Planned actions and timeline are clearly stated and are realistic based on proposed topic and methods. The planned expenditures logically support planned actions, and do not exceed $500.00 (plus available resources). | Planned actions connect with methods, are clearly stated, but are ambitious for the proposed timeline. Planned expenditures support planned actions and do not exceed $500.00 (plus available resources). | Planned actions connect with methods, are clearly stated, but are ambitious for the proposed timeline. Planned expenditures might support planned actions but require more detail or justification. | Planned actions are not clearly stated, do not connect with methods or are excessive for the timeline. Planned expenditures do not support planned actions, or they exceed $500.00 (plus available resources). |
| CV and support | The applicant has the qualifications* and support** (if awarded the grant) to carry out the research within the proposed timeline. | The applicant has the qualifications* to conduct the research within the proposed timeline, but the proposal requires more detail on the support** necessary to carry out planned actions. | The proposal requires more detail on the applicant's qualifications* and support** necessary to carry out planned actions. | The applicant does not have the qualifications* to conduct the research within the proposed timeline. The proposal does not include detail on the support** required to carry out planned actions. |

*Qualifications are assessed on the basis of coursework highlighted in CV, prior conference/workshop presentations, relevant publications, among other factors. ** Support is assessed on the basis of applicant's and/or supervisor's access to lab, equipment, software, travel, salary, and other resources needed to carry out planned actions that will not be secured with grant.