

GSA Research Grant Application

INSTRUCTIONS

GENERAL INFORMATION

You must be a GSA student member to apply for this grant; renewed or active through the end of the award year (which is the same calendar year in which the application deadline occurs).

- This on-line application is due **1 February, 5:00 PM (MST)**.
- You must have a valid email address to apply. Once entered, the email address CANNOT be changed.
- You can only submit one application using ONE email address. Multiple applications from the same applicant with various email addresses will not be permitted.
- You may receive a total of two GSA graduate student grants in your entire academic career, regardless of what program currently enrolled in.
- No transcripts are required.
- One appraisal from your advisor is required (see below).
- Once you have added your email address to the application, save the application for later and then log on again. **By saving the application once, this will verify that the application is registered with GSA.**
- All fields are required where there is an asterisk.
- TIP: Text can be composed in your word processor and pasted into the application form. We encourage this practice so you can use the spell-checking and word/character-count tools that come with those programs.
- Text boxes have character/word limits built in. CHARACTER COUNTS INCLUDE SPACES AND PARAGRAPH RETURNS. Note that some systems do not count characters and spaces the same as the application form.
- Please be sure to print your application before final submission.
- Any application that has "Quaternary geology and geomorphology" selected under "general field of research project" will be eligible for consideration for a Quaternary Geology and Geomorphology Division award (J. Hoover Mackin Award- Ph.D., Arthur D. Howard Award- M.S., or Marie Morisawa Award- M.S. or Ph.D. female applicants). You do not have to be a paying member of the Division to apply. Please see the [QG&G Division web page](#) for more information.

- Any application that has a home state included within the Southeastern Section geographical region will be eligible for consideration for a Southeastern Section graduate student award. Please see the [Southeastern Section Web page](#) for more information.

COMPUTER AND BROWSER REQUIREMENTS

- This application system works best when using Internet Explorer. Netscape, Mozilla Firefox, and Safari are also compatible but cause problems (see last three bullets in this section).
- Text boxes have character/word limits built in. **CHARACTER COUNTS INCLUDE SPACES AND PARAGRAPH RETURNS.** Some browsers do not have the same character count as set by GSA. If you experience this problem, keep editing your text until you do not get an error message.
- The system will time-out after 4 hours. Please save your work often.
- If you are working on a laptop or home computer, be sure to set your internet security to "low". To do this using Internet Explorer, go to Tools --> Internet Options --> Security (Tab) --> and then move the slider to as low as possible.
- If you are working on a laptop or home computer, you must allow cookies. Our program writes a cookie to your system that is active until you log out. This cookie lets the system know you are a registered user and it is a security feature for the data contained in the system. To turn on cookies using Internet Explorer, go to Tools --> Internet Options --> Privacy (Tab) --> and then move the slider to Accept All Cookies.
- Due to browser limitations, superscripts and subscripts will not translate. All other mathematical symbols can be copied and pasted from the Word symbol font.
- When you click "View Application", some formatting may not display correctly. Please be assured that it is being captured and that the reviewers will see your intended formatting.

BUTTONS

Save for Later

All entered data is saved to the database and can be accessed later for edits; to save for later the only required field is your email address. When using this button you may access your application repeatedly.

Submit Completed Application

Application is submitted to GSA and flagged as final. All required fields on the application (marked with red asterisks) must be completed for final submission. **Applications will not be considered for review until the "Submit Completed Application" button is used.** Your advisor's appraisal DOES NOT have to be submitted in order for you to submit your final application. Once submitted, you should receive an email confirmation. Contact GSA if you do not receive confirmation! You may edit the application after using this button. After making any edits you must push the "Submit Completed Application" again in order to flag your application as final.

Withdraw Application

If you have started an application and DO NOT want to submit it, please withdraw your application. Once the application has been withdrawn you may not apply again for this year.

Progress Report Forms

If you have received a graduate student grant from GSA previously, you will need to provide the year received and a progress report. Even if you have already emailed your report to GSA for your past award, you must resubmit the progress report form with this application. Copy and paste the text from the report form into the appropriate field in the online application. If you do not have the report, please write up a summary of your research and how the money was spent. You do not need to submit the original progress report form that was emailed to GSA.

Graphics Files

ONE graphic with a caption, submitted in PDF format is required. This one graphic must be no larger than 5 MB. No other file formats will be accepted. To upload, please use the link provided in the application form.

ADVISOR APPRAISAL FORM

- It is up to the student to request ONE appraisal from an advisor **as soon as possible**, allowing plenty of time for the advisor to complete the appraisal form by **3 February, 5:00 PM (MST)**.
- The student should verify with the advisor ahead of time that the advisor will follow through and submit the appraisal form.
- Be sure that you enter the correct email address of your advisor. Entering your advisors information will trigger an email to your advisor with a link to the appraisal form.
- Your advisor must use the SAME email address to access the appraisal form that you entered in your application.
- The appraisal form must be filled in by your primary advisor. If your main advisor is unable to fill this in, a secondary advisor may be used. This secondary advisor must know you and your work!
- Advisors do not have to be GSA members or at the same university/organization as the student to complete the form.
- The appraisal form can be saved for later and edited by the advisor.
- In order for the appraisal form to be sent to your advisor, **you must fill out the three project supervisor fields on the first page of the application and save your application for later**. These actions will prompt an email to your advisor inviting him/her to fill out the appraisal form. Once your advisor has submitted the form, it will then be automatically linked to your application and reported on your status page.

- Once your application has been saved and you log back in, you will see a status page with information about your application and options for editing or saving your application. If you see that your advisor has not submitted the appraisal form, please contact him/her directly. It is up to the student to make sure that the advisor sends in the appraisal form by the deadline.
- If the advisor did not receive the automatic email request from GSA, ask them to check their "Junk Mail" folder as some university systems will filter the email out as spam.