

Guidelines for Students

As you prepare to draft and submit your CLAS Grant Application, keep in mind the following suggested guidelines. The noted guidelines are designed to prepare you for the application process, and provide you a list of things to consider as you begin to engage in your research or conference preparation.

- CLAS students engaged in research involving human participants are asked to complete Human Subject Certification. Please work with your mentor to ensure you successfully complete this certification. You will be asked to upload a copy of the certificate to the grant application.
- CLAS students engaged in research involving human participants are asked to include a proper IRB approval letter within the grant application. Please work with your mentor to ensure you successfully complete and upload a copy of the IRB approval letter to the online grant application.
- CLAS students engaged in any type of intrusive research involving vertebrate animals must include documentation of approval through an Institutional Animal Care and Use Committee (IACUC) per federal guidelines. Lesley University does not have its own IACUC, therefore IACUC approval must be gained through collaborations or affiliations with other institutions that do have IACUC committees. If such approval cannot be obtained, then students may only apply for studies on vertebrate animals that are strictly non-intrusive (such as purely observational studies of wild animals or animals housed in other facilities such as zoos). IACUC approval is not required for studies done on invertebrate animals, however the CLAS research grant review committee maintains the right to review such studies for ethical treatment and minimized sampling numbers of such animals. For more information on federal law pertaining to animal research see : https://www.aphis.usda.gov/animal_welfare/downloads/AC_BlueBook_AWA_FINAL_2017_508comp.pdf
- Meet with your mentor to review your grant application prior to final submission. As many of our CLAS students are engaging in research and grant writing for the first time, it is helpful to have a faculty mentor serve as reviewer prior to the final submission process.
- Ensure you clearly articulate your role, as well as your mentor's role within the research or conference presentation process. The committee would like a clear understanding of who will be responsible for which elements and steps within the research or presentation process.
- Work with your mentor in identifying cost-effective resources, travel, accommodations, etc.as they formulate the anticipated expenses involved within the research and/or conference travel. As the committee is allotted a fixed budget each academic year, we are eager to distribute funding amongst as many students as possible. It is important

that students engage in cost analysis and comparison when designing the anticipated cost of the study or presentation.

- Ensure you complete each aspect of the application before submitting your application for review. Ensure your ideas are clearly articulated to avoid confusion throughout the review process. Remember that committee member's might not have a background or research focus in your noted area of study. Therefore, limit jargon and clarify any area specific language or ideas.