



FRIENDS OF MINERALOGY

Pennsylvania Chapter

Statement of Policy and Procedure[†] for the Memorial Fund Student Research Grant

This statement is intended for the information of the applicants and as an expression of the policy adopted by the Board of Directors of the Friends of Mineralogy, Pennsylvania Chapter, and for the guidance of the Memorial Fund Committee to administer grants.

Please, carefully read the “Responsibilities of Recipients”.

Introduction

The goal of Friends of Mineralogy is to foster all types of research on minerals. The Pennsylvania Chapter of the Friends of Mineralogy originally established the Memorial Fund Student Research Grant Program to aid in the funding of student research involving minerals found in the Commonwealth of Pennsylvania. As of 2000 the Society wanted to fund student research involving minerals found anywhere in the Pennsylvania Region—defined here as “within the borders of Pennsylvania, Ohio, West Virginia, Maryland, Delaware, New Jersey, and New York”.

Grants are intended to help defray the costs of research during one academic year. Applications are evaluated on a competitive basis relevant to a) the goals of the Friends of Mineralogy (how the proposed project would contribute to the better understanding of the mineralogy of the Pennsylvania Region), b) capability of the investigator, and c) a reasonable budget. The Memorial Fund committee reserves the right not to award a grant in years when no grants meet the goals of the Society.

Eligibility

Applications from verified full-time graduate and undergraduate students in accredited colleges and universities in the United States will be considered. There is no policy favoring short-term vs. long-term, or small vs. large projects. In the case of long-term projects, continued support after the first year is not guaranteed, and applicants must reapply each year for additional support.

Grant size

The Friends of Mineralogy awards research funds of up to a maximum of \$500.

Applicants are notified of the Memorial Fund Committee's decision by April 15th, and the grant is awarded at the same time.

[†] This *Policy and Procedure* and *Application Form* are modified from the GSA Student Research Grant found at <http://www.geosociety.org/grants/gradgrants.htm>.

Use of Funds

Grants are to be applied to expenses directly related to the student's research. Support may be utilized for field expenses (including travel); field and laboratory equipment purchases for the department (to be used by the student on the project and returned to the department upon project completion); references purchased for the institution's library; or instrument and laboratory fees normally charged by the institution for specimen preparation (such as thin sections and commercial laboratory analyses). The committee does not award grants to pay tuition, room, or board during the school year, nor the cost of typing and secretarial work, or salaries of persons to conduct the research. In certain circumstances, the services of a technician may be allowed. It is expected that the student will personally make any routine laboratory tests; that they will prepare their own samples, insofar as possible; and that their work will be carried out under the most frugal circumstances consistent with good scientific procedures. Funds must be spent within one year (12 months) of receipt of the award.

Responsibilities of Recipients

The recipient of a grant is expected to use funds prudently, to conduct the work in accordance with scientific principles, and to confine the work within the general framework and manner established in the application. Funds shall be expended only for the purpose stated and in accordance with the budget indicated in the application. Funds are to be spent within 12 months of the award date, and any unused balance of the funds will be returned to the Friends of Mineralogy, PA Chapter. If the recipient is unable to undertake or complete the project, the recipient agrees to return the amount of any unused portion of the grant to the Friends of Mineralogy immediately.

It is agreed that the recipient will commence the project at the time stated in the application, and will proceed with diligence throughout the duration of the investigation. If the recipient is unable to complete the research within the time frame stated in the application, or can not start the work as stated, a letter of explanation must be sent to the Memorial Fund Committee stating the problem. The Committee will then decide whether the recipient will be allowed an extension of time or should return the funds and reapply the following year.

End-of-the-Year Progress Report

One year after receiving the grant, the grant recipient, if finished with the research project, shall either submit an extended abstract, or e-mail the Memorial Fund Committee a notice of progress.

Progress Report: a one-page report briefly outlining the progress of the research and a brief accounting (no receipts necessary) of financial disbursements. This is necessary only when the funded research project will not be completed within the grant year.

Upon completion of the project, whether one or more years, the grant recipient shall submit an extended one to two page abstract, with figures, to the Friends of Mineralogy. This abstract will be published in the FM Newsletter, which is referenced in GeoRef. The recipient is also invited to present their results via an oral or poster presentation at the Pennsylvania Chapter's annual symposium held in November of each year just outside of Philadelphia, Pennsylvania.

Acknowledgement of the support

If the results of the research are published elsewhere, or presented at a scientific meeting, it is expected that the Pennsylvania Chapter of the Friends of Mineralogy will be properly cited as providing research funding.

Taxation

The Friends of Mineralogy is a non-profit organization, and need not issue the recipient a Form 1099 (tax information reporting) to report the award of this grant. This lack of information does NOT determine the taxability of these grants to the recipients. You, as the recipient, must determine whether or not this grant is taxable in your situation. If you have any concerns or questions, about the taxation of this grant, please consult a tax advisor or call the IRS for more information (www.irs.ustreas.gov ; see also Publication 520 – Scholarships and Fellowships).

To Apply

1. Complete all parts of the application form.
2. Obtain letters of appraisal from two faculty members or research associates with whom you have worked. Provide these referees with a completed draft of the application, and have them seal their letters in envelopes and return them to you to be included with the application packet.
3. Return the completed application (one signed original and one legible photocopy), along with the appraisal letters, postmarked before the end of the day Friday April 2nd, 2004.
4. Mail* the application packet to

Friends of Mineralogy Research Grant
c/o Dept. of Mineralogy
Cleveland Museum of Natural History
1 Wade Oval Drive, University Circle
Cleveland, Ohio 44106-1767

* **Applications will NOT be accepted by facsimile or e-mail.**

Direct all questions and comments to Dr. David Saja at dsaja@cmnh.org.

Applications and further information can be down loaded from the internet at

www.geocities.com/sajas.geo/FM

Other student-grant opportunities

- the Kirtlandia Society at www.cmnh.org/adopt-glance.html
- the Geological Society of America at www.geosociety.org/grants

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