

Medical Student Research Grant Application

Funds are available on a competitive basis until exhausted to assist and offset costs related to medical student research and quality improvement projects. Reimbursement up to \$1,000 per student is available. These funds are *only* to be used for supplies or other experimental costs and are not a substitute for existing support provided by the mentor. **These funds are not for mentor salary, student travel, desktop, laptop, iPad, or any electronic requests. If you are using these funds to purchase gift cards for research purposes, please contact Holly before making the purchase.** Reimbursement can only be provided to students who are enrolled in medical school (e.g., funding is not available for PSTP or TL1 students).

Submit your completed application to Holly Ly (hhly@health.ucdavis.edu). Complete applications must include: (1) this cover page, (2) research/QI plan, (3) itemized budget, (4) budget justification, and (5) dissemination plans.

If an advance of the funds is needed, documented receipts of the actual expenses incurred **MUST** BE submitted within 30 days of the advance. If the advance exceeds the documented expenses, the overage must be repaid.

Student Name			
Year in School:	MS-	Expected Graduation Date:	
Research Mentor:		Department:	
Project Title:			
IRB status (approved, submitted, or N/A):			
Funding Source (if any):			
Amount Requested:	\$		
Certification: My signature certifies that these expenses are 1) necessary to successful research for the above project title; and 2) are not being funded by myself or the sponsor department.			
MENTOR SIGNATURE:		DATE:	
Certification: My signature certifies that I agree to provide documentation of actual expenses showing proof that the funds I applied for have been expensed. I agree to submit copies of receipts, etc. within 30 days of receiving the requested research supplies.			
STUDENT SIGNATURE:		DATE:	

Research [or QI] Plan

Provide a clear and feasible description of the proposed project, including:

- **Specific aim(s)** for research [or **SMARTIE aim** for QI]
- **Significance/background:** Describe the problem, why it matters, and the gap the project will address
- **Methods:** Study design, participants or data sources, procedures, measures, analysis plan
- **Timeline:** Identify key activities, milestones, and anticipated completion dates

Itemized Budget

List each anticipated expense, the amount requested, and the total project cost. Examples may include supplies, participant incentives, software, data access, or transcription.

Budget Justification

Explain why each requested expense is necessary to complete the project. Clearly connect each budget item to the proposed methods and activities.

Dissemination Plans

Describe how and where the findings will be shared (e.g., conference abstract, manuscript, toolkits).