

# SPARC

**Support Program for Advancing  
Research and Collaboration**



**COLLEGE OF  
EDUCATION**





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EDUCATION

# Support Program for Advancing Research and Collaboration

Doctoral Candidate Program



# Goals of SPARC?

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- Assist student with the costs associated with completing their dissertation research.
- Introduce students to the grant proposal process from preparation and submission through review and funding.



# Who is eligible to receive a graduate SPARC award?

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## Doctoral student:

- in good standing and planning to advance to candidacy by the next semester
- who has advanced to candidacy
- conducting research directly related to the dissertation



# Preparing a SPARC proposal

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## Application requirements:

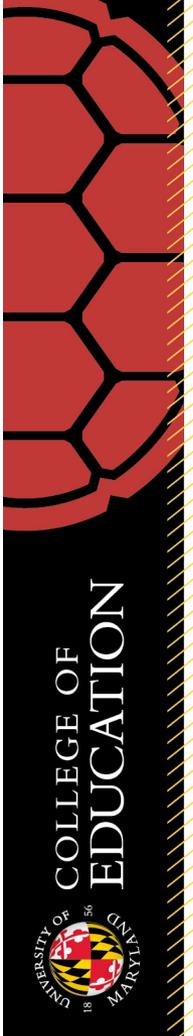
- Abstract
- Project Description
- Budget
- Budget Narrative
- Biosketch
- Letter of Support from Advisor or Department Chair



# Preparing a SPARC proposal (cont.)

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- Download all forms first and create a plan for the proposal and contact your advisor.
- Follow all application and formatting guidelines
  - Answer questions provided to develop the project description.
  - Use guidelines for length, font, and correct document type
  - Use templates for budget, budget narrative, and biosketch.



# Budget and Budget Narrative

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- List your reasonable expenditures and costs.
- Consider everything; talk through your project with other students and your advisor
- Unanticipated costs arise so think it through
  - Travel to schools
  - Reimbursement to schools
  - Software licenses
  - Audio recorders or video equipment
  - Illustrator costs for stimuli
  - Workshop participation



# Biosketch

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- NSF format
- Geared for a faculty member, but fill out what is relevant to you
  - Honors, awards
  - Positions: graduate student assistantships; other research positions.
  - Publications: papers under review; in press
  - Conference papers
- Proofread!



# Letter of Support

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- To be completed by advisor or department chair
- Should indicate support for proposed project
- Should confirm candidacy or indicate approximate date by which applicant will advance to candidacy



# SPARC Grant Review Process

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- All applications are screened prior to review to ensure each application is complete and all requirements have been met.
- Three faculty members, representing each of the departments, independently review and evaluate applications using a review form.



# SPARC Grant Review Process (cont.)

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- All applications are scored on how well the applicant answers the questions stated in the project description guidelines.
- Significance and Research Plan sections of the project description are scored on a 1 (poor) to 7 (excellent) scale.
- The proposal is also given a summary score indicating if it is recommended for funding.



# SPARC Grant Review Process (cont.)

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- Committee decision and feedback is provided to the Associate Dean, who prepares the award letters.
- If revisions are required, students may resubmit and the resubmission is reviewed by the Associate Dean and/or selected members of the review committee.
- Awardee Process – grant award letter is issued and funds are distributed directly into the student account.



# Questions?

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- [SPARC Website](#)
- Contact COE Research [coe\\_sparc@umd.edu](mailto:coe_sparc@umd.edu) with any questions
- Good luck and happy writing!





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