COLLEGE OF ARTS, SCIENCES, & ENGINEERING RESEARCH GRANT GUIDELINES

Given the limited research and development funds available, we ask all applicants to request the minimal amount necessary to complete the project. Only ONE research or development proposal per applicant will be considered.

I. Requests Considered for Support:
The College of Arts, Sciences, & Engineering Research/Development Committee considers requests for support of scholarly projects in any discipline within the College of Arts, Sciences, & Engineering. Requests for travel and/or per diem (or for creation or exhibition of innovative artistic products) will be considered as they relate to priorities and available resources. Preference is given to:
  a. Scholarly projects expected to result in a publication, a presentation at a scholarly conference, or a professional exhibition.
  b. Requests aimed at equipping members with a research record on which they can base future requests for research funds from outside sources.
  c. Invited/accepted presentations. (If acceptance has not yet been received but will be within 2 months of CASE proposal submission, conditional funding will be considered by the committee, funds permitting.)
  d. Article processing charges or publication fees for accepted scholarly works in peer-reviewed publications. In addition to required evidence of acceptance, justification for the selection of the chosen publication must be provided by the author, and vetted by the department chair. Article processing charges will not be funded for optional open access fees.

II. Requests Not Considered for Support:
The College of Arts, Sciences, & Engineering Research/Development Committee will not consider proposals for:
  a. Preparation and writing of textbooks and other standard teaching material
  b. Research projects for course development
  c. Attending (not presenting at) a conference
  e. Preparation and editing of a scholarly journal
  f. Requests from faculty members previously supported by a University or College Grant who have not filed progress or final project reports
  g. Funds requested for student compensation, travel or hourly wages
  h. Licenses for software that is already available through the university or software that is highly comparable to existing software. If requesting, please check existing university access and justify request
  i. Research usually funded by external sources due to overall cost or extended time periods
  j. Research with an unclear or unreasonable timeline
  k. Projects that will result in monetary profit for the Principle Investigator

III. Who May Submit a Proposal:
Any full-time faculty member in the College of Arts, Sciences, & Engineering with rank of Instructor or above may submit a proposal.

IV. How to Submit:
Submit the following materials, **in order**, as a single PDF file named <**LastName_Department_RES**.pdf>:
  1. Completed application form
  2. A one-page vita of the principal investigator
  3. A proposal narrative that includes a complete, yet brief, **research design of the project** to be undertaken. Narratives longer than 1000 words (not including budget documentation) will not be considered. Narratives must include:
      a. A clear explanation of significance and why the proposal should be funded (directed to the non-specialist)
      b. An explicit and reasonable timeline (for the period of time over which support will be received, indicating how theproduct can be generated in that period)
      c. Documentation of **progress** from previously funded projects (i.e., longitudinal studies; extension studies) if additionalfunding for the studies is being requested
      d. A clear statement of use for the requested funds
      e. A short statement describing your department's funding policy or department/professional development funds available to you
      f. Potential impact of research/development on a regional, national or global scale
      g. If the proposal has been submitted elsewhere, you must include documentation of where it has been submitted and when you would be notified about the funding (if this project has received funding from another source already, provide a description and documentation of the project expenses covered).
      h. Projects already undertaken during the previous academic year may be considered for possible reimbursement if the proper documentation is provided (e.g., receipts, documentation)
      i. If applying for article processing charges or publication fees, you must include evidence of acceptance, justification for the selection of the chosen publication, and a statement from the department chair endorsing the application
  4. **Itemized budget with justification and documentation** for each item requested on the attached budget form.
      a. Per diem MUST adhere to UNA rates for domestic travel ($34/day max for meals); Government rates for internationaltravel can be found at (aoprals.state.gov/web920/per_diem.asp)

b. ALL requested items in the budget (hotel, airline tickets, mileage, conference information, conference acceptance, supplies, equipment, etc.) must be documented by a computer screen shot of the estimated amount or screenshot of email correspondence

c. The least expensive alternative for travel must be utilized or justification must be provided

5. Approvals
   a. IRB approval or animal care approval. If human or animal subjects are to be used or hazardous waste materials produced, indicate your plans for approval of your procedures from the appropriate committee
   b. If the cooperation of some other organization is involved, attach evidence of clearance of your project by them

6. Joint Proposals
   a. Faculty may submit a joint proposal if they are collaborating on a single project. The maximum award for a single project is $3000 and faculty may not submit two proposals that exceed that amount for the project.
   b. If awarded, the grant will be allocated to the first author of the proposal and they will be responsible for ensuring co-authors receive awarded funds.

Failure to submit **all** the requested materials and/or not CC'ing your department chair will result in the application being **disqualified**. Please make sure that all proposal requirements have been met before submitting your application.

A single PDF file containing all materials in the order listed above should be emailed to the committee chair and your department chair by the due date and time.

Questions concerning the submission of proposals may be directed to the Chair of the CASE Research/Development Committee or to any of its members. Names of members of the committee are enclosed.

V. Grant Limit:
Research Grants are normally limited to $3,000 per project. Faculty collaborating on the same project may request a maximum of $3,000 total. Grants for over $3,000 will require additional, exceptional justification by the applicant (including line item justification) and a vote of approval by two-thirds (2/3) of the Committee.

1) Expenses <u>NOT</u> funded
   a) Any student expenses (wages, travel, scholarship, etc.)
   b) Incidentals, tips/gratuity, or "other"
   c) Administrative grant support
   d) Extra days before/after a conference without justification
   e) Membership or annual dues
   f) Software already available through the university
   g) Research for an advanced degree at another institution
   h) Faculty wages
   i) Per diem exceeding 10 days

VI. Review of Proposals by the Arts, Sciences, & Engineering Research/Development Committee:
The Committee reviews each request individually, assessing the merits of each proposal. At times the Committee may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research/creative work applications. The Committee also reviews the application on the basis of costs as they relate to the project and availability of resources. Proposals may be rejected due to budgetary constraints if: a) the proposal is for funding for a conference presentation not yet submitted or accepted, b) the proposal is for funding for a presentation that may be made at a similar/equivalent and less expensive conference, or c) the proposal is for a longitudinal or extension study that has previously received funding, d) department has excess funds that can support the research. Priority will be given to first-time applicants, tenure-track faculty applicants, junior faculty applicants, and novel submissions.

VII.   Notification of Applicants:
Applicants will receive the results of Committee evaluations from the chair of the Committee. In cases where proposals are not approved, a written explanation will be provided giving the comments of those reviewing the proposal. The recommendations of the Arts, Sciences, & Engineering Research/Development Committee will be forwarded to the Dean of Arts, Sciences, & Engineering for final action.

VIII.   Grant Management:
All University-supported development projects are administered in accordance with established University fiscal procedures. These include (but are not limited to) all travel expenses and purchasing. The fiscal year runs from October 1 through September 30 of the following year. **All grant support will end (i.e., accounts will be closed) on <u>September 30th of the academic funding year unless a rollover into the next fiscal year is requested by the recipient and approved by the Dean of Arts, Sciences, & Engineering.</u>**

IX. Grant Report:
A grant report should be submitted to the Chair of the Arts, Science, & Engineering Grant Committee AND the Office of the Dean of Arts, Sciences, & Engineering **NO LATER THAN SEPTEMBER 30th of the academic funding year, or no later than the timeand date agreed upon between the grant recipient and the Dean of Arts, Sciences, & Engineering when the rollover is requested.** Information pertaining to the format of the College of Arts, Sciences, & Engineering Grant Report will be distributed to applicants that have been awarded grants.

X. Acknowledgement:
All publications, exhibitions or performances supported by a College of Arts, Sciences, & Engineering Grant should **acknowledge the financial support of the University of North Alabama.**

XI. Failure to Conduct Project:
If for some reason the faculty member cannot conduct the funded project, he/she should inform the Dean of Arts, Sciences, & Engineering

IMMEDIATELY (i.e., **August 31st of the academic funding year)** so that other projects can be supported.

XII. College of Arts, Sciences, & Engineering Research/Development Committee

Chen	jchen18@una.edu	Geography
Coker	scoker1@una.edu	Foreign Languages
Dittel - CHAIR	jdittel@una.edu	Biology
Fang	qfang1@una.edu	PY & SO
Garfrerick	bagarfrerick@una.edu	Communication
Hodges	jhodges@una.edu	Social Work
Malone	jlmalone@una.edu	Entertainment Industry
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Seward	pseward@una.edu	Visual Arts and Design
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Stopera	cstopera@una.edu	Chemistry and OHS
Taylor	mtaylor18@una.edu	English
Wiggins	twiggins@una.edu	Music