



**CENTER FOR PREMIER AWARDS AND SCHOLARLY  
ENGAGEMENT APPLICATION FORM**

Applicant Name: \_\_\_\_\_ Email: \_\_\_\_\_

Title of Research Project: \_\_\_\_\_

Department: \_\_\_\_\_

☐ Undergraduate

☐ Graduate

Major: \_\_\_\_\_

Program: \_\_\_\_\_

Currently enrolled at UNA: ☐ No ☐ Yes

Date of graduation from UNA: \_\_\_\_\_

Is this a collaborative project involving other UNA students?

☐ No ☐ Yes (include additional student names & emails) \_\_\_\_\_

Faculty Mentor/Sponsor(s) Name: \_\_\_\_\_ Email: \_\_\_\_\_

Budget Summary	Amount required (round to nearest \$)
1. Travel.....	_____
2. Registration.....	_____
3. Meals.....	_____
4. Lodging.....	_____
5. Equipment.....	_____
6. Supplies.....	_____
7. Other.....	_____
Total amount requested.....	\$ _____

Have you received department travel and/or other support money?

☐ No

☐ Yes Amount \_\_\_\_\_

Project requires IRB approval: ☐ No ☐ Yes (Attach approval letter if applicable)

☐ By checking this box you confirm that the submission of this proposal has been approved by your faculty sponsor(s). This application and all required documents must be emailed to [cpase@una.edu](mailto:cpase@una.edu) and cc'd to your faculty mentor in order to be accepted for review.

Digital Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Proposal Content

Please submit the following **as a single PDF file** <LastName\_Department.pdf> containing, in order:

1. Center for Premier Awards and Scholarly Engagement Grant Application Form
2. Proposal Narrative
3. Itemized Budget – in addition to the Budget Summary on this form, a narrative with justification and documentation of costs must be included
4. IRB Documentation (if applicable)

**Email completed application to the Director of the Center for Premier Awards and Scholarly Engagement at: [cpase@una.edu](mailto:cpase@una.edu) and cc your faculty mentor/sponsor.**

By submitting this form you agree to:

- Acknowledge the financial support of the University of North Alabama and the Center for Premier Awards and Scholarly Engagement in all publications, exhibitions, or performances resulting from this grant.
- Applicants must be an undergraduate or graduate student with at least one faculty sponsor;
- Successful applicants must present at UNA Scholars Week in the Spring;
- Agree to archive your project within Collier Library's digital repository. Contact Jennifer Pate: [jpate1@una.edu](mailto:jpate1@una.edu).
- Successful applicants must submit a written Final Grant Report to the Director of the Center for Premier Awards and Scholarly Engagement **no later than September 1, 2023**. The 'Final Grant Report' form will be sent to all successful applicants.
- A request for rollover of funds into the next fiscal year may be made under exceptional circumstances; the request must be submitted to the Director of the Center for Premier Awards and Scholarly Engagement by **August 1, 2023** for approval by the Council and final approval by the Office of Academic Affairs and Provost.

Failure to submit all of the requested materials will result in the application being disqualified. Please make sure that all proposal requirements have been met before submitting your application.

## **RESEARCH GRANT GUIDELINES, 2022-Present**

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

### **I. Requests considered for Research Support**

The Center for Premier Awards and Scholarly Engagement considers requests for support of scholarly or artistic projects in any discipline within the university. Projects that will be considered for funding include:

- a. Scholarly projects expected to result in a publication, a presentation at a scholarly conference, or a professional exhibition;
- b. Requests aimed at equipping students with a research record on which they can base future requests for research funds;
- c. Invited/accepted presentations. If acceptance has not yet been received but will be within 2 months of proposal submission of the grant application, conditional funding will be considered by the committee, funds permitting;
- d. Research Projects that allow students to gain substantive research experiences;
- e. New or ongoing research rather than an extension of research that has been previously conducted and reported.

### **II. Requests NOT considered for Support**

Grants are dedicated to support currently enrolled undergraduate and graduate student research.

The Center for Premier Awards and Scholarly Engagement will not consider proposals for:

- a. Preparation and editing of journals;
- b. Software licenses that are already available through the university or software that is highly comparable to existing software. If requesting, please check existing university access and justify request.
- c. Funds requested to cover faculty research projects, travel, expenses, materials, etc.
- d. Equipment that are already available through the university. If requesting, please check existing university equipment.

### **III. Who May Submit a Proposal?**

These grants are dedicated to support student research. Any currently enrolled undergraduate and graduate student at UNA with a faculty sponsor is eligible to apply for a research grant. Preference will be given to full-time students. Students will not be eligible to receive funds after graduation from UNA. Faculty are not eligible for funding through the Center.

### **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 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 the product can be generated in that period).
  - c. Documentation of progress from previously funded projects (i.e., longitudinal studies; extension studies) if additional funding for the studies is being requested.
  - d. A clear statement of use for the requested funds.
  - e. Potential impact of research on a regional, national or global scale.
  - f. If this project has received funding from another source already, provide a description and documentation of the project expenses covered.
3. 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 international travel can be found at ([aoprals.state.gov/web920/per\\_diem.asp](http://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.
4. 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 you have IRB approval, attach letter if applicable.
  - c. If the cooperation of some other organization is involved, attach evidence of clearance of your project by them.

Failure to submit all the requested materials and/or not cc'ing your faculty member 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 Dr. Matthew Price ([cpase@una.edu](mailto:cpase@una.edu)) by the due date and time.

Questions concerning the submission of proposals may be directed to Dr. Matthew Price ([cpase@una.edu](mailto:cpase@una.edu)) or 256.765.5949.

## **V. Grant Limit**

Research Grants are normally limited to \$1,000 per project. Students collaborating on the same project

may request a maximum of \$1,000 total. Grants for over \$1,000 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 NOT funded

- a. Any faculty expenses (wages, travel, scholarship, etc.).  
Funds cannot reimburse faculty members as well.
- b. Incidentals, tips/gratuities, or “other”
- c. Administrative grant support
- d. Extra days before/after a conference without justification
- e. Membership or annual dues
- f. Software/Equipment already available through the university
- g. Research for an advanced degree at another institution
- h. Student wages
- i. Per diem exceeding 10 days

**VI. Review of Proposals by the Premier Awards and Scholarly Engagement Council**

The Council reviews each request individually, assessing the merits of each proposal. At times the Council may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research/creative work applications. The Council 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 and
- d. the department has excess funds that can support the research. Priority will be given to first-time applicants, and novel submissions.

**VII. Notification of Applicants**

Applicants will receive the results of the Council’s evaluations from Dr. Matthew Price. In cases where proposals are not approved, a written explanation will be provided giving the comments of those reviewing the proposal.

**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 September 30th of the academic funding year unless a rollover into the next fiscal year is requested by the recipient and approved by the Council, the Director, and the Office of Academic Affairs and Provost.

## **IX. Budget Reimbursement:**

Upon completion of project/travel etc., reimbursement of expenses may be requested via the following ways:

- i. Department P-cards: P-cards may be used to avoid being out of pocket until completion of trip. In this case, departments may file a request for budget transfer from the Center for Premier Awards and Scholarly Engagement with the submission of the following required documents:
  - a. Copies of itemized receipts
  - b. Complete budget transfer form
- ii. Department Budget Accounts: If Department budget accounts are used, departments may file a request for budget transfer from the Center with the submission of the following required documents:
  - a. Copies of receipts/invoice
  - b. Complete budget transfer form
- iii. Payment Requisition: If using personal credit cards, reimbursement requests may be filed as follows:
  - a. Use In-State or Out-of-State travel forms for travel. Any miscellaneous items (supplies related to the travel) can be in the miscellaneous section.
  - b. Any equipment etc. not related to travel can be on a Payment Requisition.
  - c. Original receipts/invoice.
- iv. Other considerations:
  - a. Per diem is the best choice if one has a difficult time keeping up with itemized meal receipts. Per Diem is different for in-state and out-of-state travel.
  - b. The student's hotel, airline tickets, conference fees can be on the P-Card. If traveling with an employee, students can eat as a group and use the P-Card (itemized receipts required). This is the only time a P-Card can be used for meals. Review UNA Purchasing Card Policy for details.
  - c. The least expensive alternative for travel must be utilized or justification must be provided.
  - d. Travel must be submitted within 60 days or it will be subject to payroll taxes.

## **X. Grant Report**

The final grant report should be submitted to Dr. Matthew Price **NO LATER THAN SEPTEMBER 1** of the academic funding year, or no later than the time and date agreed upon between the grant recipient and the Director when the rollover is requested and approved. Information pertaining to the format of the Grant Report will be distributed to applicants that have been awarded grants.

## **XI. Acknowledgment**

All publications, exhibitions or performances supported by the Center for Premier Awards and Scholarly Engagement should acknowledge the financial support of the University of North Alabama.