UNIVERSITY RESEARCH GRANT APPLICATION, 2018-2019

Applicant: _____

Title or Faculty _____

Rank: _____

Department: _____

College: _____

e-mail: _____

Budget Summary*   Amount required (round to nearest $)

1. Travel.. _____

2. Registration.. _____

3. Equipment.. _____

4. Supplies .... _____

5. Other.. _____

6. Department Travel Money and/or Support Money .... _____

Total amount requested $ _____

By checking this box you confirm that the submission of this proposal has been approved by your department chair. This application and all required documents must be emailed to the committee chair and CC'ed to your department chair in order to be accepted by the committee.

Digital Signature: _____   Date: _____

By submitting this form you agree to:

- Return the funds to the Office of the VPAA/Provost **by June 1, 2019** if it is not possible to complete the research.
- Acknowledge the financial support of the University of North Alabama in all publications, exhibitions, or performances resulting from this grant.
- Submit a written grant report to the Chair of the University Research Committee **no later than September 30, 2019 or to request a rollover of funds into the next fiscal year.**
- **A request for a rollover of funds into the next fiscal year must be submitted to the Office of the VPAA/Provost by August 31, 2019 for approval. The applicant will inform the Chair of the Research Committee of a rollover request and approval.**

Please submit by email to the committee chair [rahudiburg@una.edu] AND CC your department chair:

a single PDF file <LastName_College_Department.pdf> **containing, in order 1) this application, 2) one page vitae, and 3) proposal narrative by 4:30 p.m. on Monday, February 25, 2019.**

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.

* An itemized budget with justification and documentation **must be included** in the proposal narrative.

UNIVERSITY RESEARCH GRANT GUIDELINES, 2018-2019

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 University Research Committee considers requests for support of scholarly projects in any discipline within the university. 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. Research projects that involve our students in substantive research experiences.

    d. New or ongoing research rather than an extension of research that has been previously conducted and reported.

II. Requests **not** considered for Support:

The University Research Committee will not consider proposals for:

    a. Preparation and writing of textbooks and other standard teaching material;

    b. Research projects having course development as the primary goal;

    c. Preparation and editing of a scholarly journal;

    d. 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.

III. Who May Submit a Proposal?

Any full-time faculty member (including department chairs) with rank of Instructor or above is eligible to apply for a research grant. Please be advised that adjunct or visiting professor positions are not eligible for the research grant.

IV. How to Submit:

Submit the following materials, in order, as a single PDF file <LastName_College_Department}.pdf>:

1. A completed application form
2. A one-page vita of the principal investigator(s)
3. A proposal narrative that includes a complete, yet brief, research design of the project to be undertaken as well as an itemized budget with justification for each item requested on the attached budget form. Narrative should follow rubric template and include every component of the rubric template or it will be disqualified. Narratives longer than eight pages, standard font size, will not be considered.

    a. 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.

    c. In the budget section applicants must include any additional support they are receiving from other grants (internal or external), outside entities, etc., which are also being used to fund the project.

4. A single PDF file containing all materials in the order listed above should be emailed to the committee chair AND CC'ed to your department chair. ALL MATERIALS ARE DUE BY 4:30 PM, January 18, 2019. Questions concerning the submission of proposals may be directed to the Chair of the University Research Committee or to any of its members. Names of members are listed in Section XII.

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 may be considered but will require additional, exceptional justification by the applicant and a vote of approval by two-thirds (2/3) of the Committee.

VI. Review of Proposals by the University Research 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.

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 University Research Committee will be forwarded to the Provost for final action.

VIII. Grant Management:
All University-supported research 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 30, 2019. A request for a rollover of funds into the next fiscal year must be submitted to the Office of the VPAA/Provost by August 31, 2019 for approval. The applicant will inform the Chair of the Research Committee of a rollover request and approval.

IX. Grant Report:
A grant report should be submitted to the Chair of the Research Committee NO LATER THAN SEPTEMBER 30, 2019 or no later than the time and date agreed upon between the grant recipient and the Committee Chair when the rollover is requested. Information pertaining to the format of the University Grant Report will be distributed to applicants that have been awarded grants.

X. Acknowledgement:
All publications, exhibitions or performances supported by a University Research 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 VPAA/Provost IMMEDIATELY (no later than June 1, 2019) so that other projects can be supported.

XII. University Research Committee, 2018-2019
Richard Hudiburg, Psychology, Chair
Melissa Driskell – Physics and Earth Science
Andrea Hunt – Sociology and Family Studies
Lorie Johnson – Elementary Education
Jared Painter - Mathematics
Ron Patterson – Enrollment Management
Nathan Pitts – Institutional Research

UNIVERSITY RESEARCH GRANT RUBRIC

Title of Proposal:

_____

_____

Primary Researcher/s: _____

Is the grant proposal complete? Yes_____   *No_____

Does the grant proposal requests funds for any item in Section II. Of the grant guidelines?

*Yes_____, Section_____   No _____

* Grant application is not reviewed further

Attribute	Not Met (0)	Minimally Met (1)	Somewhat Met (2)	Met (3)	Total
Overall Clarity and Style • Proposal is well-written, formatted, and is clear with logical flow • Presentation of proposal is cogent and succinct					
Background and Structure of Problem • Appropriate review of relevant literature is presented • The research project is clearly stated					
A Reasonable Timeline is Included					
Research Purpose, Objectives, and/or Specific Aims • Stated objectives/aims/purposes are potentially significant, are specific, and achievement can be evaluated using clear criteria. For quantitative studies, the objectives can be measured					
Outcome Measure/s, Materials, and Methods, and Specific Plans for Data Management and Results Analysis • Proposed research project is appropriate, including adequate explanation and rationale for stated objectives/aims/purposes • Sampling method is aligned with the purpose of the study where appropriate • Evaluation/assessment is adequately described and aligned with the purpose, including any outcomes					

Attribute	Poor (1)	Weak (2)	Adequate (3)	Good (4)	Strong (5)	Total
Discussion of the Research Importance and Relevance to the Faculty Member/s' Discipline • The proposal clearly indicates the importance of undertaking research or study to address the problem or phenomenon of interest • The proposal clearly indicates how the research or study supports the involvement of undergraduate and graduate student research • Proposal clearly connects research or activity to scholarly goals of individual and explains how it will benefit the institution						
Budget • Budget includes total and itemized expenses expected including travel, fees, tuition, equipment, and supplies. • Budget amounts are reasonable, clearly explained, and based on expected costs						

Total Score: _____

Comments:

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