**Internal Research Proposals and Awards**

One of the priorities of the Research Committee is to provide “seed money” for research projects that show potential appeal to external sponsors. Pending funding availability, UNA encourages faculty development and research through an internal research award program. Pending funding availability, the OSP will announce the availability of research funds, criteria for submission, and deadline for proposal submission. Proposal submission process, as outlined in ‘Proposal Submission and Award Guidelines’ enable University Research Funds to be leveraged maximally. All scholarly activities, in particular those for which little or no external funding is available, will receive equal consideration by the Committee.

**Proposal Submission and Award Guidelines**

Individuals interested in submitting a proposal must submit ‘*Application for Research Grant’* and a research proposal. Internal research proposal guidelines are provided below in *‘Guidelines for Final Research Grant or Contract Report’.*  Application and proposals must be submitted to the Office of Sponsored Programs electronically no later than 1630 of the application deadline. Individuals seeking assistance with proposal development are encouraged to contact the Office of Sponsored Programs.

Requests Considered for Support:

* 1. Scholarly projects expected to result in a publication or professional exhibition, and
	2. Requests aimed at equipping members with a research record on which they can base future requests for research funds from outside sources, and
	3. Requests for travel and/or *per diem*, or for creation or exhibition of innovative artistic products will be considered as they relate to the above priorities and available resources.
1. Who May Submit a Proposal:

Any full-time University faculty member with rank of instructor or above is eligible to apply for a research grant.

1. Requests not Considered for Support:

The Research Committee will not consider proposals for:

* 1. Preparation and writing of textbooks and other standard teaching material;
	2. Research projects having course development as the primary goal; and
	3. Preparation and editing of a scholarly journal.
1. What to Submit:

In addition to the application form, the following information is required:

* 1. A narrative that includes a complete, yet brief, research design of the project to be undertaken as well as justification for each item requested on the attached budget form. Narratives longer than eight double-spaced pages will not be considered;[[1]](#footnote-1)\* Research proposal should follow the guidelines provided in ‘*Guidelines for Final Research Grant or Contract Support*’.
	2. A short vita of the principal investigator(s) should be included;
	3. If human or animal subjects are to be used, or hazardous waste materials produced, evidence of clearance for your procedures from the appropriate University committee must be received by the Assistant Vice President for Academic Research before funding can be released.
1. When to Submit:

The specific deadline for receipt of proposals is announced three months before application deadline as determined by the OSP and the University Research Committee.

1. Where to Submit:

The grant application along with the proposal are to be submitted electronically to the **Office of Sponsored Programs.** Questions concerning the submission of proposals may be directed to the Chairperson of the Research Committee or to any of its members.

1. Review of Proposals by the 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 the availability of resources.

 Proposals will be evaluated based on the following criteria:

1. Purpose of the Project (Objects: specific and attainable)
2. Significance of the Project (Contribution to discipline or genre).
3. Procedures/Design Appropriate for objectives (subjects, site, tools, time frame, type of analysis or evaluation planned).
4. Skillfulness/Creativity-Review of Literature or Genre Development-Bibliography (Previous Research/Theory Base).
5. Intended use of Study Results (Expected Outcomes and Dissemination).
6. Applicant’s qualifications to achieve stated research objectives.
7. Notification of Applicants:

Applicants will receive the results of Committee evaluations from the Chairperson of the Research Committee via e-mail or telephone within 90 days of the submission deadline.

The recommendations of the University Research Committee will be forwarded to the Office of Sponsored Programs for final action.

1. Grant Management:

All University-supported research/creative work projects are administered in accordance with established University fiscal procedures and research policies. These include (but are not limited to) all travel expenses, purchasing, and regulations relating to the protection of human subjects, animals, and hazardous material.

Upon completion of a University-supported project, a final written report[[2]](#footnote-2)\* must be filed with the Office of Sponsored Programs within 30 days of the project completion date. If the grant extends beyond the allotted time-frame, a progress report must be completed and submitted.

All publications, exhibitions, or performances must acknowledge the support of a University Research Grant from the University of North Alabama.

1. \* See Grant Application Form for evaluation criteria used by the Research Committee regarding specific content and organization for the narrative. [↑](#footnote-ref-1)
2. \* See *Guidelines for Final Research Grant or Contract Report* for final report format. [↑](#footnote-ref-2)