RESEARCH GRANT
(more than $500)

Important Guidelines and Applications

1. **Eligibility**: Faculty, staff and faculty-sponsored students.

2. **Activities Funded:** (1) Scholarly Research Projects (primarily research / experimental in nature) and (2) Innovative Instructional Projects (activities designed to advance teaching, learning and instruction). Primary consideration will be given to those projects in an academic discipline, program or with institutional research and development. Monies may not be used by faculty to fulfill the normal academic requirements for a course or a degree.

3. **Proposal Evaluation**: Proposals will be evaluated on merit with special consideration to proposals that include the following: 1) student collaborative research opportunities, 2) establish a sound basis for the pursuit of external grant opportunities, and 3) lead to publications or other scholarly products.

4. **General Application Procedures**: The applicant will submit a formal request in the form of a proposal to the Academic Enrichment Director through the Department Chair and the Dean. The proposal will be reviewed by the Cameron University Research Committee. Based on the recommendation of the Research Committee, the Provost serves as the final approving authority.

5. **Project Description**

    Cameron Research grants requesting more than $500 in funding require a <u>formal written proposal request.</u> Use items 1-7 below to <u>structure</u> and <u>write</u> your proposal.

    (1) Cover page (indicate in the footer as well)
    (2) Description of the project and possibility of external funding
    (3) Relevant scholarly references
    (4) Methods to be employed in carrying out the project
    (5) Personnel involvement and projected length of the project
    (6) Value or significance of the project to the
         -- University
         -- Individual's discipline
         -- Professional development of the individual
         -- Community
    (7) Budget statement with justifications including amount requested and itemized project expenditures

6. **Format Requirements**: The written proposal should be concise and <u>no more than ten double-spaced typed pages</u> in length with 1" margins and 12 pt font. Handwritten applications or applications that do not follow the specified guidelines will be returned to the application without review. Submit **written proposal** along with the **cover page**.

7. **Applications Submission**:

    The typed <u>Intramural Grant Application form</u> should be attached (stapled) to the <u>formal written proposal</u> and submitted to the Office of Academic Enrichment.

8. **Human Subject Certification**: individuals conducting research at Cameron University **must** complete free Human Subjects certification online at **https://www.citiprogram.org**. Cameron researchers must register with CITI under University of Oklahoma designation. Proposal submissions for all internal or external grants should include a copy of a certificate indicating the successful completion of the course. In an effort to track faculty, students, and staff who

have successfully completed the course, you are asked to forward a copy of your certificate to the Office of Academic Enrichment. In an effort to track faculty, students, and staff who have successfully completed the course, you are asked to forward a copy of your certificate to the Office of Academic Enrichment.

9. **Human Subject Approval**: individuals conducting research at Cameron University **must** apply for formal human subject approval by going through the University of Oklahoma Institutional Review Board (OU-IRB). Please go the following site for to learn more about the OU-IRB application process: **http://www.ouhsc.edu/irb-norman//default.asp.** In an effort to track faculty, students, and staff who have obtained OU-IRB approval, you are asked to forward a copy of the relevant documents to the Office of Academic Enrichment.

10. **Grant Money Expenses:** If awarded, grant money must be spend within the fiscal year. Grant monies do not roll over into the next fiscal year.

11**.** **Final Project Report:** A final project report must be submitted to the Director of the Academic Enrichment by June 30 of the year that you received your funding. Failure to do this will compromise your eligibility for future funding.

12. **Support**: For further information, contact the Office of Academic Enrichment (awohlers@cameron.edu).

Note:
Please read the guidelines very carefully.

RESEARCH GRANT APPLICATION FORM
(more than $500)

Cover Page

Date:	
Name of Primary Applicant (Principle Investigator):	
Department:	Office#: Ext. Email:
Title of Project (**Note** title at the bottom of each page):	
Brief Description:	
If you have received prior funding, demonstrate how the funding was used to meet the proposed actions. Specifically, did the funding lead to an external grant submission, publication, or other form of scholarly publication?	
Value to Cameron University and Applicant:	
Beginning and Completion Date of Project	Begin: End:
Budget and Budget Justification for Requested Funds:	
Please submit a copy of the certificate for the successful completion of the CITI training module with this application if you are anticipating research with human subjects.	
I understand that I must submit to standard University forms and purchasing procedures. I further understand that a written report must be submitted to the Academic Research Center summarizing the proposed project by June 3o of the year that I received funding. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.	

_____   _____
        SIGNATURE OF APPLICANT   SIGNATURE OF FACULTY SPONSOR
                                                 (If student initiated proposal)

Please type and route accordingly

Project Title:	

AR F1 05/15

Approval Routing

1. **Department Chair Initials:**	**3** **Committee Chair Initials:**
Recommend Approval _____	Recommend Approval _____
Recommend Disapproval _____	Recommend Disapproval _____
Date _____	Date _____
2. **Dean Initials:**	**4** **Enrichment Director Initials**
Recommend Approval _____	Recommend Approval _____
Recommend Disapproval _____	Recommend Disapproval _____
Date _____	Date _____

5. **VP Academic Affairs**

Recommend Approval: _____

Recommend Disapproval: _____

Date: _____

Note: After signing, make copy and file accordingly

Office Use
Submitted Annual Report
Yes   No

Project Title: