



RESEARCH GRANTS
(maximum \$500)

Important Guidelines and Application

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. Based on limited overall funding, faculty may request a maximum amount of \$500.00 to support the presentation of a scholarly work or research paper at a peer-reviewed exhibit or professional conference.
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 application to the Director of Academic Enrichment through the Department Chair and the Dean. The final approving authority for the application is the Chair of the Cameron University Research Committee and the Academic Enrichment Director.
5. **Applications Submission:** The typed Intramural Grant Application form must be typed and submitted to the Office of Academic Enrichment. Handwritten applications or applications that do not follow the specified guidelines will be returned to the application without review.
6. **Human Subject Certification:** individuals conducting research with human subjects 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.
7. **Human Subject Approval:** individuals conducting research at Cameron University with human subjects **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.
8. **Final Project Report:** A final project report must be submitted to the Director of Academic Enrichment by June 30 of the year that you received your funding. Failure to do this will compromise your eligibility for future funding.
9. **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.
10. **Support:** For further information, contact the Office of Academic Enrichment (awohlers@cameron.edu).

Note:

Please read the guidelines very carefully.



RESEARCH GRANT APPLICATION FORM
(maximum \$500)

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 30 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:	
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Approval Routing

Approval Routing			
<p>1. Department Chair Initials:</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>		<p>3 Committee Chair Initials:</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>	
<p>2. Dean Initials:</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>		<p>4 Enrichment Director Initials</p> <p>Recommend Approval _____</p> <p>Recommend Disapproval _____</p> <p>Date _____</p>	

Note: After signing, make copy and file accordingly

Office Use	
Submitted Annual Report	
<input style="width: 80%; height: 30px;" type="checkbox"/> Yes	<input style="width: 80%; height: 30px;" type="checkbox"/> No

Project Title	
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