# RESEARCH GRANT APPICATION FORM

### *Important Guidelines and Application*

The Cameron University Research Grant has been established to support (1) Scholarly Research Projects (primarily research / experimental in nature) and (2) Innovative Instructional Projects (activities designed to advance teaching, learning and instruction). Special consideration will be given to proposals that establish a sound basis for the pursuit of external grant opportunities.

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).

3. **Proposal Evaluation:** Primary consideration will be given to those projects in an academic discipline, program or with institutional research and development. Proposals must meet one of the following criteria:

   a. Provides student collaborative research opportunities
   b. Establishes a sound basis for the pursuit of external grant opportunities
   c. Leads to publications or other scholarly products
   d. Funds are not being used by faculty to fulfill the normal academic requirements for a course or a degree.

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

5. **Project Description:** Cameron University Research grants require a formal written proposal request. Use items 1-7 below to structure and write your proposal.

   (1) Cover page
   (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) An estimated budget statement with justifications including amount requested and itemized project expenditures. Attach any supporting materials that are available.

   ### *NOTE: Food expenses cannot be paid from E&G funds.*

   (8) 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.

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

# RESEARCH GRANT APPICATION FORM

7. **Applications Submission**: The typed <u>Research Grant Application Form</u> should be attached to the <u>formal written proposal</u> and submitted to the Office of Academic Affairs through your Dean/Director.

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 Affairs.

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 to the following site to learn more about the OU-IRB application process: **http://www.ouhsc.edu/irbnorman//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 Affairs.

10. **Grant Money Expenses:** If awarded, grant money must be spent 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 Office of Academic Affairs by June 30 of the year that you received your funding. **<u>Failure to spend the funds and/or submit a final grant report will compromise your eligibility for future funding</u>.**

12. **Support**: For further information, contact the Office of Academic Affairs.

**Note:**
Please read the guidelines very carefully.

# RESEARCH GRANT APPICATION FORM

## Cover Page

Please provide the following information about your request for funding. Answers should be complete, detailed, and specifically address the criteria for funding. Attach a formal proposal to this cover page before submission. Please see the Important Guidelines and Application information above.

| Applicant Information | |
|---|---|
| Applicant Name: | |
| Department: | |
| School: | |

| Prior Funding | |
|---|---|

Did you receive a research grant in the last two years?

Yes ☐    No ☐

If yes, did the funding lead to an external grant submission, publication, or other form of scholarly publication?

Yes ☐    No ☐

If yes, how was the funding used? (100 words or less)

| Title of Project |
|---|
| |

| Brief Summary of the Proposal (250 words or less) |
|---|
| |

# RESEARCH GRANT APPICATION FORM

| Criteria for Funding |
|---|

Please check all that apply:

☐ Provides student collaborative research opportunities

☐ Establishes a sound basis for the pursuit of external grant opportunities

☐ Leads to publications or other scholarly products

☐ Funds are not being used by faculty to fulfill the normal academic requirements for a course or a degree.

| Project Timeline |
|---|

Funds allocated from this internal grant will be spent by (Please check one):

Fall ☐          Spring ☐          Summer ☐

*Please note that all projects should be completed and purchases and reimbursement requests submitted by **June 15** of the year in which funding was received.*

| Statement of Agreement |
|---|

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 Office of Academic Affairs summarizing the proposed project by June 30 of the year in which funding was received. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: _____          Date: _____

**Please type and route accordingly.**

**REQUIRED SIGNATURES**

|  | Approve | Disapprove | Date |
|---|---|---|---|
| Department Chair: |  |  |  |
| Dean/Director: |  |  |  |
| Committee Chair: |  |  |  |
| VPAA: |  |  |  |

| For Office of Academic Affairs Use Only |
|---|
| Submitted Annual Report |
| YES ☐          NO ☐ |