

Faculty Research Grant Program

Handbook for grants awarded by the Faculty
Research Committee

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Introduction

Program Overview

The Faculty Research Committee grant program was established in the fall quarter of 1963 to:

- A. Stimulate interest in research on the part of the faculty.
- B. Establish and administer policies and standards in connection with faculty research funds, from which assistance may be provided to faculty members who wish to undertake research projects.
- C. Assist in the dissemination of information developed in faculty research projects through the publication of research bulletins and through other appropriate media of information dissemination available to the Committee.

The program provides support to faculty members for investigations of new research. The results of such support are expected to be published or otherwise disseminated, and submitted for external funding where appropriate. New faculty members are particularly encouraged to apply for funding through this grant program.

The University believes that a primary benefit of faculty research lies in its potential to improve instruction. It is anticipated that the results of faculty research will filter downward into the classroom, particularly to graduate courses.

Committee Membership

The faculty research grant program is coordinated by the Faculty Research Committee. This committee consists of a minimum of nine (9) faculty members representing each of the colleges and school(s) across the University. Minimum representation is as follows:

- College of Agriculture and Human Ecology – one member
- College of Arts and Sciences – two members
 - one from sciences/math
 - one from social sciences/humanities
- College of Business – one member
- College of Education – one member
- College of Engineering – one member
- College of Fine Arts – one member
- College of Interdisciplinary Studies – one member
- School of Nursing – one member

All members are appointed by the President in accordance with approved procedures.

The Vice President for Research and Economic Development serves as the Executive Officer of the committee. The committee meets at least once each semester of the academic year to evaluate research proposals, progress reports, and the general status of faculty research supported by the University.

Funding Information

Availability of Funds

The Faculty Research Committee grant program is funded by the indirect costs recovered on externally-funded projects. Indirect costs are distributed throughout the University as a means of stimulating interest in research; of the percentage distributed to the Office of Research, half is allocated to the grant program. As such, the amount of available funding varies each year.

Types of Assistance (“Tracks”)

The funding allocated to the faculty research grant program is divided three ways: funds to visit external sponsors (“travel funds”), Track I, and Track II. Travel funds are awarded by availability at the discretion of the AVP for Research, while Track I and Track II funds are awarded by a competitive proposal process by the members of the Faculty Research Committee.

Funds to visit external sponsors (“travel funds”)

Funds can only be used for travel when the primary purpose of the trip is to visit with one or more sponsors/agencies. This includes visits to negotiate an award if required by the sponsor/agency, and when the purpose of the trip cannot be accomplished with phone calls or written communication.

- Maximum award amount: \$1,000 per person
- Percentage of funds allocated to this type: approximately 10% of total available funds
- Application Process: Complete the [Request for Funds to Visit Extramural Sponsors form](#) and submit directly to the AVP for Research for consideration.

Track I projects

TRACK I is intended to support (a) research that would lead to publication(s) in refereed journal(s) or other nationally recognized forms of dissemination appropriate to the discipline, and (b) travel to conferences to present papers or other creative works.

- Maximum award amount: \$3,000 per project
- Percentage of funds allocated to this type: approximately 30% of competitive proposal funds (27% of total funds)
- Application Process: Competitive; the committee issues an RFP each fall.

Track II projects

TRACK II is intended to provide seed funding to initiate and develop research projects or programs that lead to external funding.

- Maximum award amount: \$10,000 per project
- Percentage of funds allocated to this type: approximately 70% of competitive proposal funds (63% of total funds)
- Application Process: Competitive; the committee issues an RFP each fall.

To provide flexibility in the allocation of funds, any unused funds may be transferred among tracks to fund meritorious proposals.

Funding Priorities

The Faculty Research Grant Program is designed to assist faculty members engaged in basic and applied research, as the terms are generally understood. It is recognized that the terms basic and applied research may have somewhat different meanings in different disciplines. The intention of the faculty research grant program is to support:

- A. The scholarly and creative accomplishments of faculty in disciplines where external funding is typically not available.
- B. Faculty who have limited experience in applying for and receiving competitive external funding, and
- C. Pilot projects that are expected to lead to the development and submission of proposals for external funding.

It is the responsibility of the faculty member proposing a research project to explain the significance, relevance, and appropriateness of the research proposed. It is the responsibility of the evaluators (members of the Faculty Research Committee) to decide on the merits of the research proposed and which proposals are most worthy of funding.

Priority in funding will be given to tenure-track faculty, and interdisciplinary or cross-college projects. Collaborative proposals will only be funded for the maximum amount for that track, and the role of each person must be clarified if not obvious.

Allowable Costs

The following categories of expenses fall within the definitions of basic and applied research, including the necessary dissemination of information, and thus are eligible for funding:

- A. **Release time.** Assistance in the form of release time/reduced teaching load will apply only to the regular academic year and will not exceed one course per semester. Requests for release time will be at the same rate as departmental adjunct faculty.
- B. **Student Salaries.** Funds can be requested to support a student (advanced undergraduate or graduate) if the purpose of support is to assist faculty collect preliminary data that can be used in developing a research proposal.
- C. **Travel.** Travel primarily within the continental United States in connection with the research. The committee will consider travel outside the United States if the travel significantly contributes to the purpose of the research.
 - Travel is limited to faculty members ONLY.
 - Allowable travel costs include conference or meeting registration fees, transportation, lodging, per diem, etc.
 - For travel outside of the United States, justification must be provided on an additional page (in addition to the four page limit).
- D. **Supplies and Operating Expenses.** Funds for special supplies, dissemination/publishing costs, laboratory assistance, data processing, etc. This includes costs to conduct descriptive or normative surveys; i.e., the compilation of data through questionnaires or similar methods and the analysis of the data.

Allowable publication and dissemination costs include:

- Payment of the minimum amount for publication in scholarly journals, short articles, or abstracts of articles related to research supported by the faculty research grant program.
 - Cost of the minimum number of reprints of articles related to research supported by the faculty research grant program, if required as a part of the publication agreement.
 - Costs of University Printing Services to publish handbooks and similar works related to research supported by the faculty research grant program, when the document is of broad interest and when support of such publication cannot be arranged through an outside agency.
 - The making of recordings when such is an essential part of the proposed research.
- E. **Equipment.** Special purpose equipment with a total acquisition cost of \$5,000 or greater, used for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, genomic sequencers, imaging equipment, and spectrometers.
- Special justification must be provided on an additional page if computer hardware is requested.

Project Period

The period of performance for faculty research grants is July 1 – June 30. This is the period of time during which the PI is expected to complete the project and to incur and expend approved funds. One year of funding is the norm. A proposal that serves to extend a project previously funded by the Faculty Research Committee will not be accepted.

Please note that funds will not carryover to the next fiscal year; any unused funds after June 30 will be forfeited. Forfeited funds are returned to the funding pool for faculty research grants to be distributed the following year.

Administrative Regulations

- A. If a faculty member is awarded a faculty research grant for a given year but is not able to accept it that year, the award is forfeited. The faculty member may resubmit the proposal for consideration in a subsequent year's award competition.
- B. Faculty Research Committee members may submit a proposal but will not review their own proposals. They must excuse themselves from the meeting if their own proposals are under discussion. Although their proposals may or may not be funded, they may continue to serve their term on the committee.
- C. A faculty member may apply for an instructional grant, a non-instructional grant, and a faculty research grant for the same academic year. **However, if more than one grant is approved, the faculty member must select one to be awarded.**

Eligibility Guidelines

Eligibility Requirements

Proposals and applicants must meet the following requirements to be eligible for an award under this program:

- A. The PI and Co-PIs must be active faculty members at Tennessee Tech University.
 - All full-time, tenured or tenure-track faculty are eligible to apply.
 - Non-tenure-track faculty are eligible to apply if (a) their Agreement on Responsibilities (AOR) includes a research component, AND (b) the project includes a tenured faculty member as PI or Co-PI.
- B. Faculty will be limited to two Track I awards while on tenure-track.
- C. Track II awardees are required to submit a proposal to an outside agency within a year of completion of the project. **A faculty member will not be eligible for a second Track II award if this requirement is not met.**
- D. PIs must ensure all requirements of the award are met in order to be considered for future funding. Failure to successfully complete a project or deliberate misuse of funds may disqualify an applicant from future consideration.

Conditions for Ineligibility

Proposals will be ineligible for consideration if any of the following conditions are satisfied:

- A. Applicants (PIs or Co-PIs) who are administrative personnel.
- B. Previous awardees of Track II who have not submitted a proposal to an outside funding agency.
- C. Proposals by faculty to complete requirements for their own degree.
- D. Proposals that are substantially similar to projects previously funded by the Faculty Research Program.
- E. Projects that have received external funding.
- F. Proposals that do not follow the instructions for preparing the narrative (Appendix A).
- G. Proposals that do not show deliverables (demonstrable outcomes appropriate to the discipline).
- H. Proposals requesting extra or summer compensation.

Proposal Submission and Evaluation

When writing a proposal, it is important to remember to “target the audience.” The members of the Faculty Research Committee are the audience, as they will evaluate the proposals and decide which are eligible and which will receive funding. Although the committee members are knowledgeable about research, they are not usually experts in the specialized area of research in the proposal. They are an educated, intelligent, “lay” audience.

Application Contents

The application package will be routed electronically for signatures via DocuSign. Prior to starting the DocuSign routing process, the PI should have each of the following materials completed and ready to be uploaded as attachments (*items in bold are required for all applications*):

- A. **Narrative proposal** and optional references
- B. **Budget Summary** and special budget justification (if needed for expenses such as international travel or computer hardware)
- C. **Summary of Previous Assistance Received**
- D. Letters of support from external organizations, if involved.

Application Procedures

- A. The committee will issue a call for proposals during the fall semester each year and announce a deadline for the submission of proposals for the following year. **PROPOSALS AND/OR ANY SUPPORTING DOCUMENTATION RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.** The committee will act on the resulting proposals before the end of spring semester. If funds permit, the committee may issue subsequent calls.
- B. Completed proposals must be endorsed by the PI’s department chair and the dean of the PI’s college/school (or designated representative). By endorsing the proposal, chairs and deans specifically agree to adhere to the budget requirements including faculty release time, and to cover the cost of overages if the PI overspends.
- C. Fully-endorsed proposals and supporting documentation are due to the Office of Research no later than 4:30 p.m. on the deadline date.
- D. The Office of Research will distribute anonymous proposals to the Faculty Research Committee for evaluation after the deadline date.
- E. The Faculty Research Committee will evaluate the proposed projects. If necessary, the evaluation will incorporate consultation with members of the discipline area in which the proposal occurs. Usually, there are insufficient funds to fund all worthy proposals.
- F. The committee chairperson will forward the committee’s recommendations to the Provost/Vice President for Academic Affairs.
- G. Once approved, the committee chairperson will notify the applicant, departmental chairperson, and dean.

Criteria Used to Evaluate Research Proposals

Proposals will be evaluated based on the project description and justification of need, intellectual merit, plan of action, PI qualifications, dissemination plan, and reasonableness of the budget. A detailed rubric is included in the back of the handbook (Appendix B).

- A. Applicants must be knowledgeable and experienced in the proposed research area.
- B. The research project must promise significant contributions to knowledge in the field of work.
- C. The results of the research must hold decent possibilities of publication.
- D. The project must not duplicate research already accomplished by others but may represent extensions of such earlier research.
- E. Funds cannot be used to assist faculty in completing the requirements for any degree.
- F. In reviewing proposals, the Committee will carefully look for the following:
 - Evidence of plans that have been thoughtfully and carefully worked out.
 - Clear definition of the objective(s) and an outline of steps, methods, and procedures leading to the accomplishment of the objective(s).
 - Thoughtful estimates of required time frames and anticipated needs for special aids, equipment, supplies, travel, and other assistance as needed.
 - If public schools or other outside agencies are involved, letters of agreement from appropriate persons included in the form of an appendix.
 - Statements relative to the possibility of publication of the results.
 - In the case of Track II proposals, statements relative to the preparation of a proposal for external support.
 - Adherence to the guidelines.

Planning and Conduct of Projects

Proposals should be carefully worked out prior to submission to the committee. The researcher must clearly define the objective(s) and outline the steps, methods, etc. by which the objective(s) is/are to be achieved. Thoughtful estimates of the time required to complete the project, as well as foresight in establishing the needs for special aids, supplies, travel, and equipment, must be clearly stated.

The Committee is fully aware that successful research is partially based upon inspiration and that considerable flexibility must be allowed for variations from original plans. Even within this context, however, the committee sometimes notices evidence of defects in initial planning. The following are examples:

- Failure to include itemized lists of equipment and other needs in the proposal.
- Failure to delimit the objectives so that they can be attained within the approved time period.
- Approval of the proposal followed immediately by a request from the recipient to transfer the assistance to another project.

Funding of Approved Projects

Funds should be expended in a timely manner. If, for example, purchasing approved equipment is delayed, it may be necessary to apply for an extension of the ending date of the award. The committee may not approve the extension if doing so will deprive other applicants of research assistance. In addition, delays in making expenditures may lead to the loss of funds with the expiration of the fiscal year.

Procedures

- A. **Human Subjects and Animal Care:** If human subjects or laboratory animals are involved, the Committee's approval of the award is contingent upon the applicant's obtaining appropriate clearance from the Institutional Review Board for the Protection of Human Subjects (IRB) or the Institutional Animal Care and Use Committee (IACUC).
- B. When a research proposal has received final approval, the committee chairperson will notify Grant Accounting of the recipient's name, department, and a copy of the itemized budget.
- C. **Release Time:** In cases involving release time, Grant Accounting will transfer the portion of the recipient's salary from the faculty research account into the appropriate departmental account. The department must submit a properly completed "*Request for Revision in Budget*" form transferring funds from the faculty member's position line to the appropriate account code from which the funds will be expended.
- D. **Other Expenses:** If funds for student salaries, supplies, travel, and/or equipment are involved, Grant Accounting will assign an account number to the project and establish the account. The department secretary in the PI's department will be assigned as the bookkeeper on the account. Grant Accounting will email the FOAPAL information to the PI and Bookkeeper once the account is activated in July.
 - Expenditures shall be made in accordance with University policies and procedures.
 - Standard requisition forms shall be used and shall be forwarded through regular department and college/school offices for approval.
- E. **Budget Revisions:** Re-budgeting within 10 percent of the total project budget is permitted so long as the amount of funds budgeted for student salaries are not reduced. Any requests for budget revisions where the total cumulative amount of changes exceed 10 percent of the total budget, and/or the amount of funds budgeted for student salaries would be reduced will require prior written approval by the Committee.
- F. **Overages:** Project budgets are only approved for the amount funded in the award letter. Overspending is not permitted for any reason. In the event that expenditures are made in excess of the approved amount, the PI's department or college will be required to fully-fund the cost of those overages.

Ownership of Equipment

The ownership of all equipment purchased from funds allocated for faculty research shall rest, upon completion of the research, with the faculty member's department or center. The committee may make the decision when there is an overlap of pertinence that items such as microfilm revert to the Library, or may give special consideration to equipment disposition in other cases, such as grants involving faculty from more than one department/center.

Project Reports

Recipients of research assistance are required to provide the committee with final reports relative to their projects as well as special reports if requested. These reports are necessary so that the committee may constantly assess the progress of both individual projects and the overall research program.

The [Final Report Form](#) should be submitted to the Office of Research no later than October 1—WHETHER OR NOT THE RESEARCH HAS BEEN COMPLETED. The report should summarize the results of the entire project and in cases where a project was not completed on time, a revised report should be submitted when the project has been completed. Recipients are encouraged to make special progress reports at any time if they encounter unanticipated difficulties and delays in their projects. They are also encouraged to consult the committee in such cases.

Publications

Many faculty research projects result in publications of one type or another, or in papers presented at scholarly meetings. Such publications and papers provide one of the most significant measures of the overall success of the research program. The [Final Report Form](#) has spaces for listing these evidences of the successful conclusions of the project.

It is understood that some articles and papers will not have been published and/or presented by the time the final report is prepared. Once available, the committee should be furnished a copy of the reprint of each article resulting from faculty research projects. In submitting articles for publications, recipients of faculty research grant program assistance should identify themselves with Tennessee Technological University.

Responsibility of Recipient in Case of Outside Funding

A proposal that has received funding from an outside agency will be considered ineligible under this program. If a recipient's approved project is subsequently funded by an outside agency, it is to be immediately reported to the committee for review and modification of objectives or termination of internal support. The committee, in its review, will consider each case on an individual basis.

Patents and Copyrights

The provisions of Tennessee Tech Policy 732 – Intellectual Property – shall govern the interests of the researcher and the University in all inventions, discoveries, or copyrightable materials resulting from a faculty research award. Information and assistance are available in the Office of Research.

APPENDICES

APPENDIX A: Instructions for Preparing the Narrative Proposal

The narrative proposal must follow the formatting requirements and include the each of the headings listed below. Adherence to the formatting requirements is necessary for fair competition among applicants, and to ensure the ability of reviewers to read the text.

Formatting Requirements

The narrative must be double-spaced with one-inch margins at the top, bottom, and on each side. The narrative must not exceed four (4) single-sided pages and must include each of the headings listed below. The type must be clear, readily legible, and of 12-point size. Spacing should be between 10.0 and 14.0 characters per inch, including spaces and punctuation marks.

Required Headings

- **Description of Project:** Provide a description of your proposed project. Include a clear statement of the problem, question, or activity you wish to investigate; a justification of the research considering deficiencies in the existing knowledge base; other evidence of the need for the research, and references to the literature cited.
- **Significance/Merit:** Discuss the contribution to knowledge in the field that you expect your project to make.
- **Plan of Action:** Describe step-by-step each stage of your plan including the gathering of data by sampling or whatever means, the preparation of the data for analysis, and the method of analysis. Discuss steps being taken to protect the rights of human subjects and laboratory animals, if such are involved, and the preservation of the confidentiality of information relating to the former. If feasible, include a time schedule for the completion of the various steps of the research.
- **Personal Qualifications:** Describe the experience and knowledge you possess regarding the project area.
- **Dissemination of Results:** Describe your plans for facilitating the utilization of the results of the project by interested and appropriate audiences. What are the possibilities for publication or other dissemination? If the research will result in an article, list the periodicals that may be interested in publishing it. What are the possibilities of preparing a proposal for external support? List prospective agencies to which your proposal will be submitted.

Optional/Supporting Documentation (not included in the page limit)

- **References (optional)** may be attached but will not be scored. There are no limitations or restrictions regarding the reference page(s).
- **Special budget justification** for expenses such as international travel or computer hardware.
- **Letters of support** in the form of an appendix, if public schools or other outside agencies are involved.

ALL THE ABOVE REQUIREMENTS MUST BE MET, OR THE PROPOSAL WILL BE REJECTED. Please do not attach a bio, vitae, or resume to the proposal.

APPENDIX B: Rating System for Faculty Research Grant Proposals

When evaluating proposals, Committee members rate each eligible proposal in the following six areas. The maximum number of points that can be awarded in each area is indicated in parentheses.

To rank eligible proposals, the totals of all evaluators' ratings are averaged. Any evaluator perceiving a conflict of interest relative to any proposal will not submit a rating of that proposal. Funding proceeds from the highest to lowest until available funds are expended.

1. Description of Project (25 points)

- A clear statement of the problem or activity is contained in the proposal.
- There is adequate justification for the project.
- There is an adequate review of the literature or other evidence to support the need for the project.
- There are adequate and appropriate references.

2. Significance of the Project and Intellectual Merit (25 points)

- The project is of significance and clearly demonstrates intellectual merit.
- The project is of significance and clearly demonstrates broader impact.

3. Plan of Action (25 points)

- An effective plan of management is in place that ensures proper and efficient administration of the project.
- The step-by-step plan will ensure that the objectives are met.
- There are adequate measures to ensure compliance with human subjects and laboratory animals committees.
- The plan of action is adequate as applied to such factors as data gathering and analysis.

4. Personal Qualifications of Investigator (5 points)

- The PI is qualified to conduct the project.
- Co-PIs and other personnel (if applicable) are appropriate and adequate.

5. Dissemination Plan (10 points)

- The dissemination plan is adequate and appropriate.
- There are possibilities for publication or presentation of project results, or the possibilities of preparing a proposal for external support are discussed.

6. Budget (10 points)

- The budget for the project is adequate to support the activities.
- Costs are reasonable and appropriate in relation to the objectives.

APPENDIX C: Instructions for Submitting the Application via DocuSign

The PI must be the person completing the application as s/he will be required to sign prior to submission. The proposal narrative should be finalized and ready to be uploaded *before* starting the DocuSign process.

The Application form, Budget Summary, and Special Budget Justification are electronic forms completed in DocuSign. The narrative will be a required attachment in DocuSign, and may be uploaded as a Word file or a PDF file.

[Click here for more information on supported files.](#)

Steps for completing the application in DocuSign

1. Before starting the application form in DocuSign, please have the following documents/information ready (*items in bold are required for all applications*):
 - Narrative proposal**
 - References
 - Letters of support from outside agencies, if any are involved
 - Names and email addresses for each of the following:**
 - PI's department chair
 - PI's college/school dean or designee
2. [Click here to open the Faculty Research Committee Grant Application](#)
3. Enter the signers' names and email addresses (PI, chair, and dean are required), then click "**Begin Signing**" at the bottom of the screen.
4. You must agree to DocuSign's electronic record and signature disclosure, which can be accessed by clicking on the hyperlink. To accept, click the checkbox and hit "**Continue.**"
5. Click "**Start**" to move through the required fields automatically and populate the information. When you get to the attachments section, click on the paperclips to upload the attachments.
6. Once all of the fields are populated, click any of the "Finish" buttons.
7. The envelope will route for signatures automatically. Once all approvals are complete, the PI will receive a copy of the final application via email.

Faculty Research Grant Application

REQUIRED **REQUIRED (Select from drop-down)**
 Title of Project Track

REQUIRED **REQUIRED** **REQUIRED (Select from drop-down)**
 PI Name Department Rank/Tenure Status

Is this a collaborative proposal? No Yes **REQUIRED**

CO-PI Fields will only be available to complete if you select YES indicating this is a collaborative proposal.

Co-PI (1) Name Department Rank/Tenure Status

CO-PI Fields will only be available to complete if you select YES indicating this is a collaborative proposal.

Co-PI (2) Name Department Rank/Tenure Status

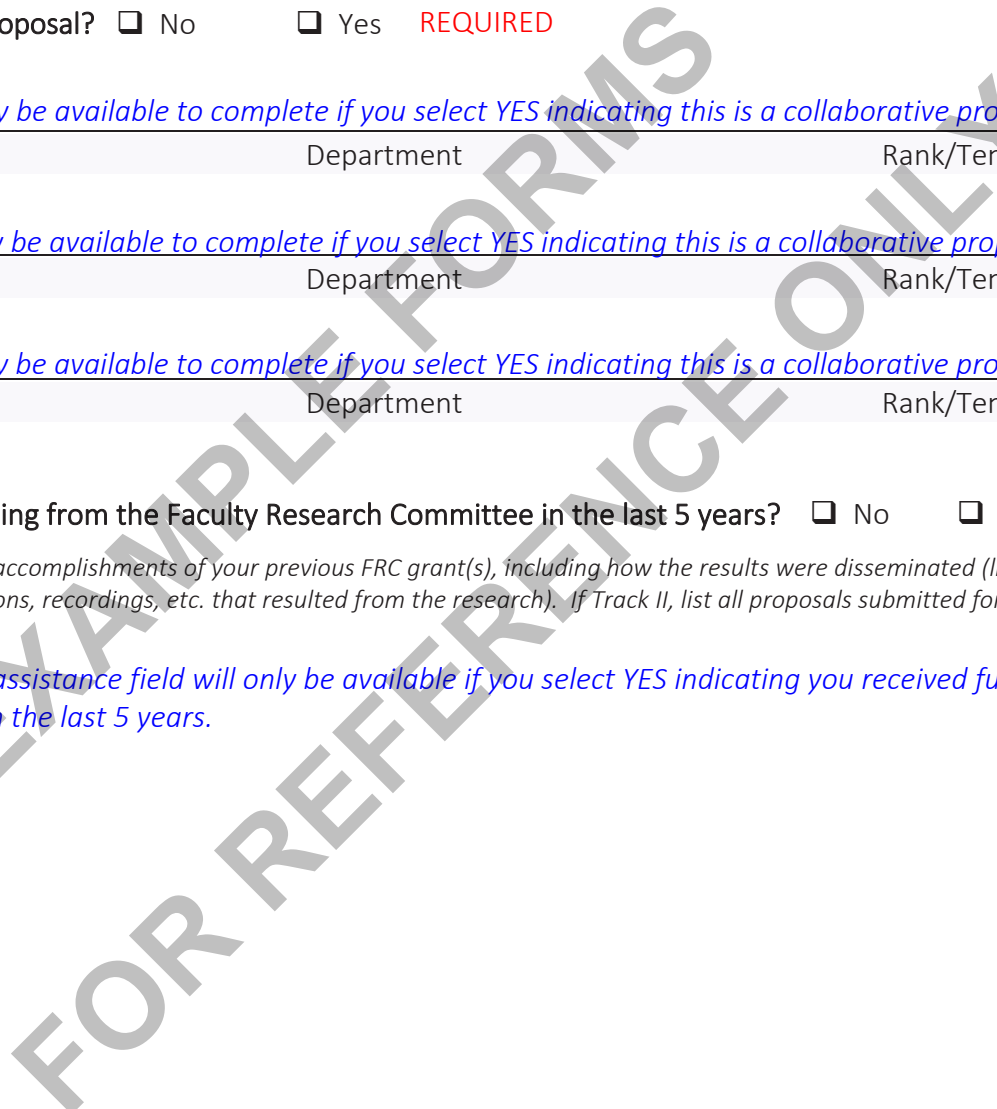
CO-PI Fields will only be available to complete if you select YES indicating this is a collaborative proposal.

Co-PI (3) Name Department Rank/Tenure Status

Have you received funding from the Faculty Research Committee in the last 5 years? No Yes **REQUIRED**

IF YES – briefly describe the accomplishments of your previous FRC grant(s), including how the results were disseminated (list any publications, presentations, recordings, etc. that resulted from the research). If Track II, list all proposals submitted for funding to external sources.

Summary of previous assistance field will only be available if you select YES indicating you received funding from the Committee in the last 5 years.



Attachments:

Please attach your narrative proposal, references (optional), and any supporting letters from external agencies (if involved in the project) here.

**Click on the paperclip button in DocuSign to attach narrative here.*

AT LEAST ONE ATTACHMENT IS REQUIRED

Budget Summary

Faculty Research Proposal

Provide the amount requested for each expense category in the table below. Use the space beneath each category line to justify and itemize the expenses for that category as needed.

61200	Release Time (Reduction of Teaching Load)	\$ <i>REQUIRED. Numbers only.</i> <i>*Leave "0" if not applicable.</i>
<i>Justification for release time</i>		
61400	Student Salaries	\$ <i>REQUIRED. Numbers only.</i> <i>*Leave "0" if not applicable.</i>
<i>Justification for student salaries</i>		
73000	Travel	\$ <i>REQUIRED. Numbers only.</i> <i>*Leave "0" if not applicable.</i>
<i>Justification for travel</i>		
74000	Supplies and Operating Expenses	\$ <i>REQUIRED. Numbers only.</i> <i>*Leave "0" if not applicable.</i>
<i>Justification for supplies</i>		
78000	Equipment	\$ <i>REQUIRED. Numbers only.</i> <i>*Leave "0" if not applicable.</i>
<i>Justification for equipment</i>		
TOTAL		\$ <i>Total will calculate automatically</i>

All funds must be expended in accordance with established Tennessee Tech policies and procedures, and the terms of the Faculty Research Committee Grant Program.

Special Budget Justification

Faculty Research Proposal

If the budget includes expenses requiring special justification (such as international travel or computer hardware), please explain in detail below. You may also use this space to elaborate on anything in your Budget Summary, if needed.

Use this field if additional space is needed.

EXAMPLE FORMS
FOR REFERENCE ONLY

All funds must be expended in accordance with established Tennessee Tech policies and procedures, and the terms of the Faculty Research Committee Grant Program.

Proposal Checklist

Please double-check your work to ensure you're following all technical requirements. Below are some common areas that are missed and may result in disqualification if the proposal does not comply:

Budget Summary and Justification

- Expense categories are itemized and within University guidelines.
Please reference the section on Allowable Costs in the Handbook to ensure your budget complies with requirements.
- Track I Proposals: Budget totals \$3,000 or less
- Track II Proposals: Budget totals \$10,000 or less

Narrative Proposal (and optional references)

- Must be completely anonymous: name(s) of PI/collaborators are not included in the narrative
- **Narrative does not exceed four (4) double-spaced pages in length**
- All pages have one-inch (1") margins all around
- Use a legible 12-point font
- Spacing 10.0 -14.0 characters per inch, including spaces and punctuation
- All required headings are included in the narrative:
 - ⇒ Description of Project
 - ⇒ Significance/Merit
 - ⇒ Plan of Action
 - ⇒ Personal Qualifications
 - ⇒ Dissemination of Results
- If public schools or other outside agencies are involved, letters of support are provided.

Approvals:

I agree to the terms of the program as stated in the Faculty Research Grant Program Handbook.

If my proposal is selected for funding, I will take appropriate care to adhere to the budget as approved by the Committee and will not spend more than the approved amount for this project.

REQUIRED

PI Signature

I agree to the terms of the program as they apply to departmental chairpersons and college deans.

If this project is funded, I agree to adhere to the budget requirements and that my department or college/school will be expected cover the cost of overages if the PI overspends.

REQUIRED

Approval of PI's Chairperson

REQUIRED

Approval of PI's Dean