

Faculty Research Committee Grant Proposal Guidelines and Proposal Form

A. Instructions for writing the proposal

Format for proposal body:

1. Title of Project
2. Name(s) of investigator(s)
3. Contact information (Department/Unit and E-mail)
4. Justification for request
5. Project outline:
 - a. Objectives of the project.
 - b. Importance of the research and results and/or benefits expected from the project.
 - c. Approach and/or methods.
 - d. Location to be conducted (if appropriate).
 - e. Concise review of relevant literature, including any major publications that support the validity of the proposed project.
6. Product: Paper? Student academic experience? Pilot project for applying for larger grants, etc.
7. Budget: As part of this provision, please give other possible sources for securing research funds.
8. Appropriate approval forms (i.e. Human Subjects or IACUC) or copies of forms submitted to the appropriate committees pending approval.
9. Evidence of your ability to complete the proposed project (Curriculum Vitae with statements of experience should be sufficient)

B. Each proposal should be accompanied by a “Faculty Research Committee Grant Proposal Form” filled out and signed by the applicant and their unit head.

C. The main body of the proposal should not exceed 5 pages (not including literature cited), double spaced, 12 pt. Times New Roman font, 1” margins.

D. It is expected that the research will contribute significantly to the knowledge base of one's discipline, or result in a final product that represents the highest standards of one's field. Moreover, the research is expected to help the researcher in his/her scholarly activity as part of his/her service to the UAM community.

E. Any researcher who proposes a project which involves the use of human' subjects (living or dead) must first attain approval from the university Human Subjects Committee. Any proposal should be accompanied by the appropriate documentation of such approval or documentation that appropriate forms have been filed with the Human Subjects Committee and are pending approval. Final funding will be contingent upon approval of the Human Subjects Committee.

F. Any researcher who proposes a project which involves the use of animal subjects must first attain approval from the university Animal Care Committee. Any proposal should be accompanied by the appropriate documentation of such approval or documentation that appropriate forms have been filed with the Animal Care Committee and are pending approval. Final funding will be contingent upon approval of the Animal Care Committee.

G. Submit an electronic copy of your proposal as a single file in PDF format to Dr. Clint Young, Chair of the Faculty Research Committee, at young@uamont.edu. The electronic copy must include the completed signature page and any attachments.

H. Additional Information

1. Grants may be submitted for any amount up to and including \$1500.
2. Only Tenured or Tenure-track faculty may apply for research funds.
3. The committee reserves the right to question an applicant of his/her proposal if deemed necessary. In such case, the applicant should be prepared briefly to describe the proposed project including the budget.
4. No funds may be spent without prior approval of the chair of the Faculty Research Committee and the Vice Chancellor for Academic Affairs. The researcher must submit a written request (such as for a purchase order, salary request, travel request) to the committee chair before making any commitment to expenditure of funds. No reimbursements, payment of consultants, or salaries will be honored if prior approval has not been obtained. The committee chair will be responsible for determining if the requested expenditures are in compliance with University policy. It is the researcher's responsibility to be familiar with University policy.
5. **Deadline for proposals: Proposals should be in the hands of the committee by October 22nd.** Those proposals submitted by this date will receive priority consideration and funding.
6. All grants must be spent by June 30th of the academic year in which the grant is awarded.
7. A final report must be filed with the research committee by September 15 of the following academic year. The report must be filed in triplicate (copies go to the Committee Chair, the Vice Chancellor of Academic Affairs, and the Chancellor). The report should include

a summary of important results, a list of publications, and presentations generated (or anticipated), and a statement of how the grant helped enhance the researcher's scholarship. The filing of a final report is imperative. Any actual manuscripts (published or unpublished) or other appropriate materials should be included in the report. Funding of future proposals written by the research is contingent upon the final reports of earlier research projects.

8. Funds may NOT be used for the following:

- a. Salary for the researcher
- b. Salaries to state employees (unless services are otherwise not available)
- c. Salaries for graduate or undergraduate students if currently employed under previously acquired grant funds, currently employed by the university (including assistantships), or currently on federal work study.
- d. Equipment readily available on campus
- e. Purchasing of materials on state contract from non-contract suppliers
- f. Any materials/services not pre-approved by the committee chair and academic vice-chancellor
- g. Purchasing of materials that require bids
- h. Any travel other than that which is a necessary part of the research; travel is subject to University per day limitations

9. An applicant may submit up to two proposals with a note indicating which proposal should have priority. The second proposal may be funded with discretion of the committee.

Applicant's signature

Date

Unit chair's signature

Date

The unit chair's signature signifies his/her support of the applicant's request for a faculty research grant. Further, the unit chair believes that the proposed project represents scholarship as defined by the faculty research committee guidelines.