

Sample Template

To: Salahaddin University-Hawler Faculty and Students

From: The Office of the President

Date: April 13, 2013

RE: Request For Proposals: *Student and Faculty Research Mentoring Grant*

2013-2014 Deadline: 12:00 pm, May 5, 2013

The Office of the President is pleased to announce the request for proposals for the 2013-2014 Salahaddin University-Hawler Student and Faculty Research Mentoring Grant Program. The one-page proposal request and one-page cover sheet are attached to this announcement.

The purpose of the Research Mentoring Grant Program is to support Salahaddin University faculty and students in conducting collaborative research projects. Project teams funded in the 2013-2014 cycle are expected to present their results at the 2014 Research Conference scheduled for April 4, 2014, hosted by the university. Please note that in order to present research findings at the 2014 Research Conference, students must submit separate application materials to the 2014 Research Conference. Information concerning the 2014 Research Conference application materials will be provided by the Office of the President as it becomes available. Please note that no more than one proposal may be submitted and may not exceed 5 pages (not counting reference pages).

Proposals are due to the Office of the President and Development on **May 5, 2013 at noon**. We look forward to receiving your proposals.

EL/es

Attachments

Salahaddin University-Hawler Student and Faculty Research Mentoring Grant Program

Request for Proposals – 2013-2014

Purpose: To support Salahaddin students and faculty in conducting collaborative research projects.

Who can apply: At least one Salahaddin faculty member and an actively enrolled Salahaddin student working as members of a collaborative research team.

Award: These awards are competitive. There will be up to fifteen awards of up to **\$1,000.00** each.

Application Procedures: Applications must include:

A. Project Cover Sheet

B. Proposal. The proposal should not include names of researchers for purposes of blind review. It should be typed, double-spaced, and have a **maximum length of 5 pages (not counting reference pages)**. ***Proposals that violate maximum length requirements will not be considered.*** The proposal should address the following:

1. *Purpose of the Study.* Declare research questions/hypotheses, project goals/objectives, or other specific foci of the inquiry.
2. *Significance.* Provide the importance of the project and its contribution to the existing field (e.g., filling a gap, extending a finding, integrating bodies of research).
3. *Methods.* Describe the research design, including participants/informants, research sites, data collection plan, and procedures.
4. *Plan of Action.* Describe data transcription analysis plan; outline human subject issues; provide a timeline of the project.
5. *Researchers' Roles.* Describe the roles each member of the research team will assume during the study. Priority will be given to teams that place primary emphasis on the mentoring relationship(s) between the faculty member(s) and the student, or where both members are clearly involved in the research process.
6. *Budget and Justification.* Specify the amount of funding requested, and how the money will be spent. Funds may be requested for student salary support, supplies, and other research expenditures such as travel related to this research.

Deadlines: Six copies of your application materials must be submitted to the Office of the President no later than **noon, May 5, 2013**. Members of the Research & Development Professional Practice Board will review application materials. Award letters will be sent by **May 25, 2013**.

Presentation: Teams who are awarded a grant are expected to present the results of their projects at the 2014 Research Conference, scheduled for April 4, 2014.

Workshop: A **grant writing workshop** for Salahaddin University Student and Faculty Research Mentoring Grants will be held on April 23, 2013 at 6:00 p.m. at the university. The workshop will assist Mentoring Grant applicants in the completion of their proposals.

Salahaddin University-Hawler Student and Faculty Research Mentoring Program

2013-2014 Project Cover Sheet

Salahaddin University Student(s) Collaborator _____

What semesters will the student(s) be enrolled at Salahaddin University during the 2013-2014 school year? _____

Faculty Collaborator _____

Proposal Title _____

Brief Abstract (2-3 sentences) _____

School: _____ Program: _____

Mailing Address: _____

Student phone: _____ Faculty phone: _____

Student email: _____ Faculty email: _____

Student Signature: _____

Faculty Signature: _____

Would this faculty member be willing to review Mentoring Grant proposals? _____

Amount Requested: _____

Checklist:

1. Project Cover Sheet
2. Six Stapled Copies of the Project Proposal

Submit 6 copies to the Office of the President no later than noon, May 5, 2013.