

Faculty Research Committee Grant Proposal Form

Name(s):

Unit:

Title of Project:

A. Instructions for writing the proposal

Format for proposal body:

1. Title
2. Names of investigator/investigators
3. Contact information (Department/Unit and E-mail)
4. Justification for request
5. Project outline:
 - a. objectives of the project
 - b. results and/or benefits expected from the project
 - c. approach and/or methods
 - d. location to be conducted (if appropriate)
 - e. Literature Cited (**BRIEF**: include 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).
9. Evidence of your ability to complete the proposed project (Curriculum Vitae with statements of experience should be sufficient)

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

The main body of the proposal should not exceed 3 pages (not including literature cited), double spaced, 12 pt. Times New Roman font, 1” margins.

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.

*******Submit an electronic copy of your proposal to the chair of the Faculty Research Committee in MS Word format. A hard copy of the signed proposal form should be sent to the chair of the Faculty Research Committee ASAP.**

Send all communications to: Dr. Chris Sims, School of Mathematical and Natural Sciences, Science Center. simsc@uamont.edu, phone: x1664.

B. Notes

1. Grants may be submitted for any amount up to and including \$2500.
2. All full-time faculty may apply for research funds.

3. The committee **may** invite an applicant whose proposal has survived the first cut to appear before the committee. If so, the applicant should be prepared briefly to describe the proposed project including the budget.
4. 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.
5. 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.
6. 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.
7. **Deadline for proposals:** Consideration by the committee will begin on September 30, 2005. Those proposals submitted by this date will receive priority consideration.
8. All grants will be for a one-year period. A brief report summarizing research activity utilizing grant funding will be due by September 30, 2006.
9. 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

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.