RESEARCH GRANT APPICATION FORM

Important Guidelines and Application

The Cameron University Research Grant has been established to support scholarly research projects that are primarily research or experimental in nature.

1. **Eligibility**: Faculty, staff and faculty-sponsored students.

2. **Funding Criteria**: Support scholarly research projects that are primarily research or experimental in nature.

3. **Proposal Evaluation:** Primary consideration will be given to those projects that directly promote student involvement and/or benefit student learning. Monies may not be used by faculty to fulfill the normal academic requirements for a course or a degree. Proposals must meet one of the following criteria:

   a. Promotes student involvement and/or benefits student learning
   b. Leads to publications or other scholarly products
   c. Establishes a sound basis for the pursuit of external grant opportunities
   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. Approval is subject to funding available.

5. **Project Description:** Cameron University Research grants require a formal written proposal request, which should include all of the following:

   (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.
   (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.

NOTE: Food expenses and membership fees cannot be paid from E&G funds.
Please consult with the Business Office about purchases allowed.

RESEARCH GRANT APPICATION FORM

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.

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 Chair and 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 academic 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.

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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)

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Criteria for Funding

Please check all that apply:

☐ Promotes student involvement and/or benefits student learning

☐ 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 academic year for 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 academic year for which funding was received. I understand that failure to comply with these conditions will jeopardize opportunities for future funding.

Applicant's Signature: _____   Date: _____

REQUIRED SIGNATURES

_____   ☐ Approved   ☐ Disapproved
Department Chair   Date

_____   ☐ Approved   ☐ Disapproved
Dean   Date

_____   ☐ Approved   ☐ Disapproved
Committee Chair   Date

_____   ☐ Approved   ☐ Disapproved
VPAA   Date

For Office of Academic Affairs Use Only
Submitted Annual Report
☐ Yes / ☐ No

[*Form Updated 8/2021*]