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 (1 * \$ * (0 (1 7 APPLICATION FORM, 202 Application
 Deadline:) H E U X D U \

Applicant Name: _____ Email: _____

Title of Research Project: _____

Department: _____

Undergraduate

Graduate

Major: _____

Program: _____

Currently enrolled at UNA: No Yes

Date of graduation from UNA: _____

Is this a collaborative project involving other UNA students?

No Yes (include additional student names & emails _____)

Faculty Mentor/Sponsor(s) Name: _____ Email: _____

Budget Summary	Amount required (round to nearest \$)
1. Travel _____	_____
2. Reg 0.599 re f 416.04 385.08 wBt0 ra6.04tio _____	_____
3. Meals _____	_____
4. Lodging _____	_____
5. Equipment _____	_____
6. Supplies _____	_____
7. Other _____	_____
Total amount requested _____	\$ _____

Have you received department travel and/or other support money?

No Yes Amount _____

Project requires IRB approval No Yes (Attach approval letter if applicable)

By checking this box you confirm that the submission of this proposal has been approved by your faculty sponsor(s). This application and all required documents must be emailed to FSDVH#XQD H C and cc'd to your faculty mentor in order to be

Proposal Content

Please submit the following **as a single PDF file** <LastName_Department.pdf> containing, in order:

Center for 3UHPLHU\$DUGDQ6FKODUO(QJHPHQW Grant Application Form

Proposal Narrative

Itemized Budget – in addition to the Budget Summary on this form, a narrative with justification and documentation of costs must be included

IRB Documentation (if applicable)

Application Deadline: January , 202

Email completed application to the Director of the Center for 3UHPLHU\$DUGDQ6FKODUO(QJHPHQW at: FSDVH@HGX and cc your faculty mentor/sponsor.

By submitting this

RESEARCH GRANT GUIDELINES, 202-20 2

Given the limited research funds available, we ask all applicants to request the minimal amount necessary to complete the project. Only one research proposal per applicant will be considered.

, Requests considered for Research Support

The Center for 3UHPLHU\$ZUGDQ6FKRODUO(QJDJHPHQW considers for support of scholarly or artistic projects in any discipline within the university. Projects that will be considered for funding include:

- D Scholarly projects expected to result in a publication, a presentation at a scholarly conference, or a professional exhibition;
- E Requests aimed at equipping students with a research record on which they can base future requests for research funds;
- F Invited/accepted presentations. If accepted at a professional conference, the project must be completed within 6 months of the date of acceptance.

Narratives must include:

- a. A clear explanation of significance and why the proposal should be funded (directed to the non-specialist).
 - b. An explicit and reasonable timeline (for the period of time over which support will be received, indicating how the product can be generated in that period).
 - c. Documentation of progress from previously funded projects (i.e., longitudinal studies; extension studies) if additional funding for the studies is being requested.
 - d. A clear statement of use for the requested funds.
 - e. Potential impact of research on a regional, national or global scale.
 - f. If this project has received funding from another source already, provide a description and documentation of the project expenses covered.
3. Itemized budget with justification and documentation for each item requested on the attached budget form.
- a. Per diem MUST adhere to UNA rates for domestic travel (\$34/day max for meals); Government rates for international travel can be found at (aoprals.state.gov/web920/per_diem.asp).
 - b. ALL requested items in the budget (hotel, airline tickets, mileage, conference information, conference acceptance, supplies, equipment, etc.) must be documented by a computer screen shot of the estimated amount or screenshot of email correspondence.
 - c. The least expensive alternative for travel must be utilized or justification must be provided.
4. Approvals
- a. IRB approval or animal care approval. If human or animal subjects are to be used or hazardous waste materials produced, indicate your plans for approval of your procedures from the appropriate committee.
 - b. If you have IRB approval, attach letter if applicable.
 - c. If the cooperation of some other organization is involved, attach evidence of clearance of your project by them.

Failure to submit all the requested materials and/or not cc'ing your faculty member will result in the application being disqualified. Please make sure that all proposal requirements have been met before submitting your application.

A single PDF file containing all materials in the order listed above should be emailed to U 0DWWKHZ 3ULFH FSDM@DHGX by the due date and time.

Questions concerning the submission of proposals may be directed to U0DWWKHZULFH FSDM@DHGX RU.

V. Grant Limit

Research Grants are normally limited to \$1,000 per project. Students collaborating on the same project

may request a maximum of \$1,000 total. Grants for over \$1,000 will require additional, exceptional justification by the applicant (including line item justification) and a vote of approval by two-thirds (2/3) of the Committee.

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