



**Proposal Content**

Please submit the following as a single PDF file <LastName\_Department.pdf> containing, in order:

- Center for 3UHPLHU\$ZDUGV DQG 6FKRODUO\ (QJDJH PHQW 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\$ZDUGV DQG 6FKRODUO\ (QJDJH PHQW at : [cpase@una.edu](mailto:cpase@una.edu) and cc your faculty mentor/sponsor.**

By submitting this form you agree to:

- Acknowledge the financial support of the University of North Alabama and the Center for 3UHPLHU \$ZDUGV DQG 6FKRODUO\ (QJDJH PHQW in all public performances resulting from this grant.
- Applicants must be an undergraduate or graduate student with at least one faculty sponsor;
- Successful applicants must present at UNA Scholars Week the Spring;
- $\pm v \psi \kappa \zeta \nu \# \theta \xi \omega \phi \pi \# \pi \sigma \theta \chi \omega \zeta \theta \circ \eta \psi \xi \omega \nu \mu \rho \omega \phi \nu \zeta \theta \kappa \tau \tau \omega \zeta \lambda \kappa \nu \# \# \theta \kappa 8 \circ \Upsilon \tau \zeta 5 \kappa \iota \Upsilon 5$  [#0 κ 8 ° Υ τ ζ 5 κ ι Υ 5](#)
- Successful applicants must submit a written Final Grant Report to the 'LUHFWRU RI & HQWHU IRU 3UHPLHU \$ZDUGV DQG 6FKRODUO\ (QJDJH PHQW' by September 30, 202 . The 'Final Grant Report' form will be sent to all successful applicants.
- A request for rollover of funds into the next fiscal year may be made under exceptional circumstances the request must be submitted to the 'LUHFWRU RI WKH & HQWHU IRU 3UHPLHU \$ZDUGV DQG 6FKRODUO\ (QJDJH PHQW' for approval by the Council and final approval by the Office of Academic Affairs and Provost.

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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 items 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](http://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 screenshot 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 [ODWWKHZ3ULFH@una.edu](mailto:ODWWKHZ3ULFH@una.edu) by the due date and time.

Questions concerning the submission of proposals may be directed to [ODWWKHZ3ULFH@una.edu](mailto:ODWWKHZ3ULFH@una.edu) RU .

V. Grant Limit

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

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