## **Proposal Content**

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

Center for 3UHPLHU\$\mathbb{D}UG\mathbb{Q}6F\mathbb{R}ODUO(\mathbb{D}HPH\mathbb{Q}) 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 3UHPLHUDUGVDQ **FKODUO(QDJHPHW)** at: cpase@una.edu and cc your faculty mentor/sponsor.

By submitting this form you agree to:

- Acknowledge the financial upport of the University of North Alabama the Center for 3UHPLHU \$ZDUGV DQG 6FKRODUO\ (QJDJdHPHQW in all puperformance sesulting from this grant.
- Applicants must be an undergraduategraduatestudent with at least one faculty sponsor;
- Successful applicantsust present at UNA Scholars Weisithe Spring;
- Successful applicants must submit a written Final Grant Report to the 'LUHFWRU RI & HQWHU IRU 3UHPLHU \$ZDUG No Date Char6 Stelkt Endoe BOO) \ (QJDJ) 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 exceptionabircumstances the request nust be submitted the 'LUHFWRU RI WKH & IRU 3UHPLHU \$ZDUGV DQ Oby \$FXKIR Ø 10 U Obra (ρΩτο Valby) HPHQW the Counciland final appro Y 10 y Othe Office of Academi Affairs and Provost.

)DLOXUH WR VXEPLW DOO RI WKH UHTXHVWHG PDWHULDO\GLVTXDOLILHG 3OHDVH PDNH VXUH WKDW DOO SURSRVDOVXEPLWWLQJ\RXU DSSOLFDWLRQ

## Narratives must include:

- A clearexplanation of significance and why the proposal should be funded (directed to the no specialist)
- 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 forheitem requested on the attached budget form
  - a. Per diem MUST adhere to UNA rates for domestic travel (\$34/day max for meals); Governmentes 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 scree shot of the estimated amount or screenshot of email correspondence.
  - c. The least expensive altertive 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 hazardo waste materials produceindicate your plans for approval of your proceedufrom the appropriate committee
- b. If you have IRB approval, attach letter if applicable.
- If the cooperation of some other organization is involved, attach evidence of clearance of you project by them

Failure to submit all the equested materials and/or not cc'ing your faculty member will result in the application being disqualified. Rease makeuse that all proposal requirements to be met before submitting your application.

A single PDF file containing all materials in theder listed above should be emailed to 0 D W W K H Z 3 U Lapate una.edu by the due date and time.

Questionsconcerningthe submission of proposals may be directed to U 0 D W W K H Z 3 U L F H cpase@una.edu R U .

## V. Grant Limit

Research Grants can ormally limited to \$1,000 peproject. Studenst collaborating on the same project

may req

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