

UNIVERSITY RESEARCH GRANT
APPLICATION 2024-2025

Applicant: _____
Title or Faculty Rank: _____
Department: _____
College: _____
Email: _____

Budget Summary* Amount required (round to nearest \$)

- 1. Travel..... _____
- 2. Registration..... _____
- 3. Equipment..... _____
- 4. Supplies..... _____
- 5. Other..... _____
- 6. Department Travel Money and Support Money..... _____

*Please indicate if department/support money is verified/spent or pending

The total amount requested \$ _____

By checking this box, you confirm that the submission of this proposal has been approved by your department chair. This application and all required documents must be emailed to the committee chair and CC'ed to your department chair in order to be accepted by the committee. If the applicant is the department chair, then this application is required to CC the Associate Dean of the respective college.

Digital Signature: _____ Date: _____

By submitting this form, you agree to:

- Alert the chair of the Research Committee by June 1, 2025, if it is not possible to complete the research.
- Acknowledge the financial support of the University of North Alabama in all publications, exhibitions, or performances resulting from this grant.
- Submit a written grant report to the 2024-2025 Vice Chair of the University Research Committee, Dr. Serge Guerngar, nguerngar@una.edu, no later than September 30, 2025.

Please submit your completed application by email to the 2024-2025 Committee Chair, Dr. Mark Greer, mgreer@una.edu, AND CC your department chair or associate dean by 4:30pm on February 7, 2025.

a single PDF file <LastName_College_Department.pdf> containing*, in order:

- 1) this application,
- 2) one-page vitae,
- 3) proposal narrative, and
- 4) an itemized budget

UNIVERSITY RESEARCH GRANT GUIDELINES, 2024-2025

Given the limited research funds available, we ask all applicants to request the minimal amount

for approval of your procedures from the appropriate committee.

- a. For research involving human subjects, an IRB approval letter should be submitted with your application
 - b. If the cooperation of some other organization is involved, attach evidence of clearance of your project by them
5. Include an itemized budget with justification for each item requested in the attached budget summary
- a. In addition to the itemized budget, applicants must include documentation (airfare, hotel pricing, pricing of supplies, mileage with maps, etc.) to support **every item** in the attached budget
 - b. Applicants must include any additional support they are receiving from other grants (internal or external), outside entities, etc., which are also being used to fund the project
 - c. **Only the items listed in the grant application will be eligible for funding/reimbursement.**
6. A single PDF file containing all materials in the order listed above should be emailed to the committee chair AND CC'ed to your department chair. **ALL MATERIALS MUST BE SUBMITTED BY THE DEADLINE DATE.**

Budget Reimbursement:

Upon completion of project/travel/etc., reimbursement of expenses may be requested in the following ways:

i. Department P-cards:

P-cards may be used to avoid being out of pocket until the completion of the trip. In this case, departments may work

Attribute	Poor (1)	Weak (2)	Adequate (3)	Good (4)	Strong (5)	Total
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Discussion of the Research Importance and Relevance to the Faculty Member(s) Discipline

- The proposal clearly indicates the importance of undertaking research or study to address the problem or phenomenon of interest
- If relevant to the study, the proposal clearly indicates how the research or study supports the involvement of undergraduate and graduate student research
- The proposal clearly connects research or activity to the scholarly goals of the individual and explains how it will benefit the institution
