

APPLICATION GUIDELINES FOR INCENTIVE FUNDS ADMINISTERED BY THE RESEARCH COUNCIL

I. Program Description

The incentive funds administered by the Research Council are aimed at generating additional funded programs. An applicant for these funds is expected to submit a grant proposal within **one year** of an incentive award. Also after one year of receiving an incentive grant, a recipient of an award will be required to submit a full report of the use of these funds and submission of grant proposals to funding agencies.

Expenditures that will be considered for support under this program include:

- Travel to consult with a funding source
- Secretarial assistance
- Student assistance
- Consultation with grant specialists
- Preparation of specialized support materials for proposal (e.g., graphs, drawings, resource books)
- Release time
- Any other expense that can be justified

Funds cannot be requested for the purchase of computers. Also, it is not the Council's intention to directly pay an individual for writing a proposal.

II. Application Procedures

Applications must include the following:

1. Completed application for research incentive funds cover sheet with appropriate signatures (Form A)
2. A narrative not to exceed *five double-spaced pages* (not including references) which includes:
 - a. An explanation of the goals and purposes of the project.
 - b. Identification of agencies from which funds will be sought.
 - c. An explanation as how the project fits the mission of the granting agencies identified.
 - d. Justification of the amount requested from funding agencies.
 - e. Documentation as to why the applicant believes that he/she will receive support from the agencies identified.
 - f. An explanation of how funds provided by the Research Council will assist in preparing a successful proposal.
3. A budget with total amount that does not exceed 10 percent of the amount to be requested from a funding agency (maximum funds available from the Research Council is \$7,000 per proposal).

The application must include:

- a. A line item budget using the format provided in this application (Form B).
 - b. A budget narrative, which provides a more detailed explanation of funds requested in the line item budget. Please use the format provided in this application (Form C).
4. A current curriculum vitae.

Applications are to be submitted to the Research Foundation Pre-Award and Contract Services Office, Bishop Hall, Room 24. All applications will be confidential and be reviewed by a subcommittee of the Research Council. Applicants will be informed of the Research Council's decision to provide funding four weeks after the submission deadline. Any questions in reference to the incentive fund grant process should be directed to the Research Foundation Office at ext. 3047.

FORM A

APPLICATION FOR RESEARCH INCENTIVE FUNDS

Application No.: RI- _____

Applicant Name: _____ Department: _____

Applicant Name: _____ Department: _____

Applicant Name: _____ Department: _____

Title of Proposal: _____

Total Amount Requested from the Research Council: _____

Start Date of Project: _____ Termination Date of Project: _____

SPONSORING AGENCIES:

Agency: _____ Amount Requested: _____

Agency: _____ Amount Requested: _____

Agency: _____ Amount Requested: _____

Agency: _____ Amount Requested: _____

SUBMISSION CHECKLIST:

1. _____ Application for Research Incentive Funds Cover Sheet
2. _____ Narrative (five double space pages)
3. _____ Line Item Budget
4. _____ Narrative Budget
5. _____ Curriculum Vitae

SIGNATURES:

Applicant (s): _____

Department Chairperson: _____

Dean: _____

FORM B

LINE ITEM BUDGET

Budget Category	Amount
A. Personnel (it's not the Council's intention to directly pay an individual for writing a proposal)	_____
B. Fringe Benefits	_____
C. Travel	_____
D. Equipment (funds cannot be requested for the purchase of computers)	_____
E. Supplies	_____
F. Other	_____
TOTAL FUNDS REQUESTED	_____

FORM C

BUDGET NARRATIVE

- A. **Personnel (it's not the Council's intention to directly pay an individual for writing a grant proposal).** List each position by title and name of person to fill position if available. Show the time to be devoted to the project and the salary rate.

Position/Name	Time/Salary Rate	Cost
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TOTAL _____

- B. **Fringe Benefits.** Fringe benefits should be based on formulas established by the Research Foundation. Current formulas can be obtained from the Research Foundation Office.

Position/Name	Computation	Cost
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TOTAL _____

C. Travel. Itemize travel expenses of project personnel by purpose (e.g., meet with consultants, funding organizations, data collection, etc.). Show the basis of computation (e.g., two people meeting with grant specialist at \$ airfare, \$ lodging, \$ meals).

Purpose of Travel	Location	Item	Computation	Cost
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TOTAL _____

D. Equipment (funds cannot be requested for the purchase of computers). List non-expendable items that are to be purchased. Explain how the equipment is necessary for the success of the project. Expandable items should be listed in the supplies category.

Item	Computation	Cost
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TOTAL _____

E. **Supplies.** List items by type (office supplies, postage, training materials, etc.). Show the basis for computation.

Items	Computation	Cost
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TOTAL _____

F. **Other.** List items by type and the basis for computation. Items may include such items as reproduction, telephone, and rent.

Item	Computation	Cost
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TOTAL _____

**Research Council
Proposal for Research Incentive Funds
Checklist and Evaluation Form**

Application Cover Sheet

_____ Completed application cover sheet with appropriate signatures (Form A).

Narrative

_____ Narrative is double spaced and does not exceed five pages.

_____ Thorough explanation of the goals and purpose of the project.

_____ Identification of the agency or agencies from which funds will be sought.

_____ Explanation of how the project fits the mission of the granting agency or agencies identified.

_____ Justification of the total amount of funding that will be requested from the agency or agencies.

_____ Explanation and evidence of probability that funding will be received from the agency or agencies.

_____ Explanation of how funds provided by the Research Council will assist in the preparation of a successful proposal.

Budget

_____ Budget does not exceed 10% of the total amount to be requested from an agency or agencies (maximum funds available from the Research Council: \$7,000.00 per proposal).

_____ Line item budget (follow format of Form B)

_____ Budget narrative (follow format of Form C)

_____ Justification of expenses and use of funds included in budget narrative.

Attachments

_____ Curriculum vitae (current)

_____ Other supporting documents (if necessary)

Note: Funds cannot be requested for the purchase of computers or to pay an individual for writing a proposal.

- Applications should be submitted to the Research Foundation Pre-Award and Contract Services, Bishop Hall, Room 24.
- All applications will be confidential and will be reviewed by a subcommittee of the Research Council.
- Applicants will be informed of the Research Council's decision four weeks after the submission deadline.
- If you have any questions, please call 878-3047.