**Holcomb Awards Committee**

Sciences and Social Sciences (Quantitative Research Methods)

**Faculty Research Grant Application**

**Cover Sheet**

Please complete the cover sheet and budget summary form by entering information into the data boxes and attaching additional documents as required by the guidelines for a HAC faculty research grant.

Once the application is complete, including all of the required signatures, please scan the entire application package into one PDF file and send an electronic version to the Office of Sponsored Programs at [OSP@butler.edu](mailto:OSP@butler.edu). Hard copies of applications will not be accepted. Proposals submitted that do not comply with current HAC faculty research grant guidelines will be returned without review.

**Applications for HAC faculty research grants are due by 5 p.m. on the first Friday of February**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name: | | E-Mail: | | Phone: |
| College: | | Department: | | |
| Number of years at Butler: | | Tenure-track: | Tenured: | |
| Total dollar request: $ | | Project starting date: | Project ending date: | |
| Is this project currently funded?  Yes:  No: | If yes, please provide information regarding the need for additional funding: | | | |
| IRB approval required? Yes:  No:  If yes, date application to be submitted or date it was approved: | | | | |
| IUCAC approval required? Yes:  No:  If yes, date application to be submitted or date it was approved: | | | | |
| IBC approval required? Yes:  No:  If yes, date application to be submitted or date it was approved: | | | | |

**Previous HAC research awards**

|  |  |  |  |
| --- | --- | --- | --- |
| Year | Project title | Amount | Final report submitted? (OSP use only) |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

**HAC Faculty Research Grant**

**Cover Sheet (continued)**

**Project title**

**Abstract** (250 words or less)

**Signatures**

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Program Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**HAC Faculty Research Grant**

**Program Statement Instructions**

The program statement should be typed and formatted in the following way:

* 1.5 line spacing
* Times New Roman font (11 or 12 pt.)
* one-inch margins all around
* no more than five pages.

**Program statements that do not conform to these guidelines will be returned without evaluation.**

Program statements will be evaluated by readers who are not necessarily experts in the specific field of the proposal. The application should be written for a general audience to understand and include the following information:

* Background - The background for the project including the problem or need, related work and the underlying rationale.
* Objectives - The objective(s) of the project.
* Significance - The importance or significance of the research and the relation of the research to the applicant's previous and future work.
* Methods - The methods applicant will use to achieve his/her objectives including any of the following that apply: the creative procedures or experimental methods, equipment required, data gathering and analysis, time schedule, evaluation and reporting of results. Indicate if the project involves human subjects, animals or recombinant DNA.
* Analysis - Describe information to be collected and how it will be used or analyzed.
* Timeline – Include an anticipated timeline for the one year granting period for the proposed project.

**Please print out and attach the program statement, references/bibliography, budget justification narrative, curriculum vitae, and any appendices to include with the forms here. Make sure that when you create your electronic version to submit, all parts of the application are scanned into a single PDF document.**

**HAC Faculty Research Grant**

**Budget Summary Form**

**Grant request**

Faculty summer stipend (up to $4,000) $

Other personnel stipend(s)

(up to $4,000 per person paid hourly including FICA) $

Materials and supplies $

Equipment $

Travel ($.58 per mile if driving) $

All other categories $

**Note:** You must attach to this summary form a budget justification narrative explaining the need for all requested funds. Requests for faculty stipends are for summer work only and the narrative must indicate any other summer research appointments or awards. Expenditures not fully justified will not be funded. Funds allocated in the supplemental request should generally be reserved for equipment and materials that will have ongoing use and value beyond the scope of the proposed project.

**Total grant request (total cannot exceed $15,000.) $**

**Submission Checklist**

Cover sheets (including signatures)

Program statement

Background

Objectives

Significance

Methods

Analysis

Timeline

References and/or bibliography (not to exceed two pages)

Budget summary form

Budget justification narrative

Curriculum vitae

Appendix A (report on previous HAC-funded research)

Appendix B (report on extramural grant applications)

If successful, my application may be shared as an example for other applicants: Yes  No