**Muslim Studies Endowment**

**Faculty Research Grant Application**

Please complete the cover sheet and budget form by entering information into the data boxes and attaching additional documents as required by the guidelines for a MSE 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 [muslimstudies@butler.edu](mailto:muslim_studies@listserv.butler.edu). Hard copies of applications will not be accepted. Proposals submitted that do not comply with current MSE faculty research grant guidelines will be returned without review.

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name: | E-Mail: | | | | Phone: | |
| College: | Department: | | | | | |
| Number of years at Butler: | Tenure-track: | | Tenured: | | | Not tenure-track: |
| Total dollar request: $ | Project starting date: | | | Project ending date: | | |
| Is this project currently funded?  Yes:  No: | If yes, please provide information regarding the funding source and amount: | | | | | |
| If previously or currently funded, please describe progress on project since last applying for funding: | | | | | | |
| Will this proposed project lead to a product that will be published or sold? Yes:  No: | | If yes, how much do you expect to earn from its sale?  $ | | | | |
| IRB approval required? Yes:  No:  If yes, date submitted or approved: | | | | | | |
| IUCAC approval required? Yes:  No:  If yes, date submitted or approved: | | | | | | |
| IBC approval required? Yes:  No:  If yes, date submitted or approved: | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Previous MSE research awards** | |  | For OSP use |
| Year | Project title | Amount | Final report submitted? |
|  |  | $ |  |
|  |  | $ |  |
|  |  | $ |  |

**MSE Faculty Research Grant**

**Cover Sheet (continued)**

**Project title**

**Abstract** (250 words or less)

**Signatures**

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

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

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

**MSE Faculty Research Grant**

**Instructions**

**Program statement instructions**

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

* 1.5 line spacing
* Times New Roman font (11 or 12pt.)
* 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. State how the project contributes to scholarship within the field.
* Methods - Describe 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.
* Analysis - Describe information to be collected and how it will be used or analyzed.
* If appropriate, suggest how research completed through this grant will create opportunities for future external funding.

**Please print out and attach the program statement to the end of this application. Make sure that when you create your electronic version to submit, all parts of the application, including the program statement, are scanned into one PDF document.**

**MSE Faculty Research Grant**

**Budget Form**

**Grant request (total from all categories cannot exceed $5,000, total from both Faculty and Student stipends may not exceed $4,000.)**

Faculty stipend (up to $4,000) $

Materials and supplies $

Equipment $

Travel ($.58 per mile if driving) $

Other (please specify, see below) $

**Grant request $**

In the space provided, please explain any “other” costs below.

**Total grant request (total cannot exceed $5,000.) $**

**Checklist**

Cover sheets (including signatures)

Statement of relevance of the study to Islam and/or Muslims (one page or less)

Program statement

Budget form

Curriculum vitae

Publications and bibliography (not to exceed two pages)

Appendix A (optional)

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