



# 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 5:00 PM ON THE DAY BEFORE THE MEETING.**

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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

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