# CoTA Faculty Research Grant Application

***Fall funding cycle is for support of research activities occurring***

***December 1, 2018 – December 31, 2019***

NEW APPLICANTS are encouraged to review examples of CoTA-funded grant proposals from previous funding cycles. Abstracts are available on-line.

All Applicants - please review the FACULTY RESEARCH GRANT GUIDELINES

ELIGIBILITY: The applicant must be a full-or part-time, tenured or tenure-earning faculty member in any of the CoTA units. Non-tenure earning faculty members are eligible if their position assignment includes responsibility for conducting independent research. Applicants are ineligible to apply if they were awarded a College Research Grant in the last funding cycle (i.e. those faculty who were awarded a College Research Grant in Fall 2016 are ineligible for funding in the Spring 2017 application period).

**Special consideration will be given to proposals by tenure-earning faculty.**

**Application Procedure Deadlines:**

***October 17, 2017*: Submit electronic and hard copy application to Marysia Lopez** [**mlopez4@usf.edu**](mailto:marysia@usf.edu) (College Office will circulate to Directors for review and signature)

***October 24, 2017*: Director review and signing complete. Director submits the signed original to FAH 110 Associate Dean’s office.**

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**Faculty member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start date at USF: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_tenured \_\_\_ tenure-earning \_\_\_non-tenure earning**

**Unit: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project/Proposal Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Amount Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_($1000 maximum)**

**Project Timeline:** *(must fall within funding period of December 1, 2018-December 31, 2019)*

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**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of applicant Date submitted**

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*Review by Unit Director\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

*Director: Please check one recommendation and sign/date*

 I recommend this research grant application to the CoTA Faculty Research Committee.

*(****do not provide*** *a supporting narrative)*

 I do not recommend this research grant application to the CoTA Research Committee.

*(****justification narrative from the Director is requested*** *when the application is not supported)*

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Director Date**

***\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*College Office\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\****

**Date received by College office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**APPLICATION** – please follow the format provided below.

**A. Abstract:** (***100 word limit using Microsoft Word – please post word count at the end of your abstract*)** Describe briefly how the funds for which you are applying will be used. If funded, the abstract will be posted to the CoTA website.

**B. Proposal: *(500 word limit using Microsoft Word – please post word count at the end of your proposal)*** Describe the goals of your project / activity / conference and the areas in which your project supports the strategic goals and objectives of the unit, college and university.

**C. Anticipated Benefits: *(250 word limit using Microsoft Word – please post word count at the end of your anticipated benefits)*** Describe the ways in which the proposed goals will be used to enhance your research and the impact/significance of the research to your discipline.

**D. Other Research Funding: (**Address all six listings requested)

1. List funding for research provided as a regular portion of your annual faculty contract (i.e. ongoing research funds by position or by negotiated contract).
2. List any special annual funding for research provided by the unit (i.e. start-up funds, special negotiated funds for a specified period of time or special project).
3. List all CoTA Research Grants received within the past two years providing title, amount, and date.
4. List any funds you have received from your unit for this project and/or funds from those listed in items 1 and 2 above that you will be utilizing for this project.
5. List all other secured funding received for this proposal by agency and amount. Please include copies of 'contracts' or 'commissions' which provide support for your project
6. List all pending sources of funding for this proposal. Outside funding is encouraged and may enhance the proposal.

**E. Status Report**: Provide a brief report here on any current CoTA-funded Research Projects that still remain *in progress. Additionally, if your research project is still underway, you must submit a brief status report, separate from this application of your current research project with this new application.*

**F. Proposed Budget: *Please provide a DETAILED proposed budget using the table below. Expand this chart to provide as needed for a detailed budget for each line item described in the chart. (Please attach documentation of estimates for all items listed in the budget. Such documentation may be provided by a vendor, computer screen shots, registration forms, etc.)***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Category*** | ***Detailed Description*** | ***Column A Total Project Budget*** | ***Column B Total Grant Request*** |
| **Fees** |  |  |  |
| **Presentation Costs** |  |  |  |
| **Services/ Rental** |  |  |  |
| **Material/ Supplies** |  |  |  |
| **Equipment** |  |  |  |
| **Travel** |  |  |  |
| **Other** |  |  |  |
| **TOTAL:**  Total of Column A must be equal to or greater than total of Column B.  Column B must not exceed $1000. |  |  | ***($1,000 max.)*** |

**G. One-page Vita**

**H. Supplemental Materials: *OPTIONAL***

Supplemental support materials relevant to the project/activity/ conference/workshop – please scan this information and provide electronically in your electronic submission to Marysia and provide in hard copy with your submitted hard copy application.