

# Information and applications (if applicable) for the following grants are included in this document:

- Professional Improvement Grants
  - Adjust Professional Improvement Grants
    - President's Faculty Mini-Grants
  - New Faculty Scholarship and Innovation Fund
- 

**Application for Professional Improvement Grants  
Second Call for 2019-2020 Academic Year  
Deadline: Friday, October 18, 2019**

## Professional Improvement Grants

The Professional Improvement and Development Committee is pleased to announce the call for applications for professional improvement awards. The amount of money to be awarded will be determined pending funding. Awards will be made for activities that will occur between **July 1, 2019 and June 30, 2020.**

Based on a survey of faculty conducted by the committee, the following areas have been identified as of primary importance. They are listed in priority order:

1. Travel for confirmed presentations, performances, and exhibits
2. Research travel
3. Research supplies
4. Continuing education
5. Collaborative research/projects with students
6. Interdisciplinary research/projects
7. Curriculum development
8. Degree completion

The committee invites applications for funds in any of the above categories. Each proposal will be reviewed and evaluated on the basis of its connection with (1) artistic and scholarly work; or (2) Integration of an academic discipline with professional service; or (3) discovery and/or incorporation of new dimensions of working with students.

Successful proposals will demonstrate a clear intellectual justification; contribute to professional development plans of individual faculty; and will be consistent with university priorities as understood by the Professional Improvement and Development Committee.

#### For Presentations:

Awards will be considered for presentations without confirmation at date of award. Funds will not be released, however, until confirmation is received.

#### For Research Projects:

The grant application must show a relationship between the proposed request for funds and a final research project. Demonstrating a direct relationship between a final research project and a proposed request for funding is critical for the funding of travel for research purposes. Student expenses cannot be funded through professional improvement grants.

#### Funding for Multiple Projects:

Due to fiscal constraints and the large number of applications in recent years the committee has only been able to fund one project per faculty member per academic year. Faculty with more than one project request should prioritize their projects. The Committee generally will not fund multiple projects for the same faculty member until all deserving applications are funded regardless of funding category

#### Funding Limitations for Travel:

Due to funding limitations, the maximum award for travel in the United States, Canada, Mexico and the Caribbean is \$1,200, and for all other international travel the maximum award is \$1,500.

Faculty receiving awards will be expected to report through a public forum, as proposed by the respective dean, on their activities and accomplishments at the end of the grant period. The committee also encourages faculty to share new knowledge and insights gained from their projects in appropriate public forums such as the Honors Council lecture series. Funded projects will be announced campus-wide and all proposals will be made available for faculty review after awards are announced.

### **CALENDAR OF DEADLINES**

- |             |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 18  | Submit applications for professional improvement funds to departmental chair.                                                                                                                                                                                                                                                                                                                   |
| November 1  | Applications for professional improvement funds forwarded by department chair to dean or appropriate supervisor with recommendation.                                                                                                                                                                                                                                                            |
| November 8  | Deans or other appropriate supervisors comment on applications and forward to Sharon Russell in the College of Business, office – Box 27 – Sattgast 318. She will notify applicants of receipt of their applications. If you don't receive notification by Nov 19 <sup>th</sup> Sharon Russell (x3732 or <a href="mailto:sharon.russell@bemidjistate.edu">sharon.russell@bemidjistate.edu</a> ) |
| November 20 | All applications for professional improvement funds reviewed and evaluated by the Professional Improvement and Development Committee. (Pending funding). <b>(Send Committee recommendations to VP/Provost for final approval and review).</b>                                                                                                                                                   |
| November 29 | Successful applicants notified by the Dean's office of the amount of their award. (Pending funding).                                                                                                                                                                                                                                                                                            |
| December 13 | Successful applicants <b>must</b> notify the Academic & Student Affairs Vice President <b>in writing</b> of acceptance or rejection of award. (Pending funding).                                                                                                                                                                                                                                |

**APPLICATION FOR PROFESSIONAL IMPROVEMENT GRANT  
(2019-2020 Second Call)**

Due to your Department Chair by Friday, October 18, 2019

**Please read instructions carefully. Applications must be typed.**

This form is available as an e-mail attachment. Contact Sharon Russell ([srussell@bemidjistate.edu](mailto:srussell@bemidjistate.edu)) or call 3732.

Name(s) of Applicant(s) \_\_\_\_\_

Department/Program(s) \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Funding Category – please place an X by the appropriate category:

- Travel for confirmed presentations, performances, and exhibits\*
- Research travel
- Research supplies
- Continuing education
- Collaborative research/projects with students
- Interdisciplinary research/projects
- Curriculum development
- Degree completion

\* Awards will be considered for presentations without confirmation at date of award. Funds will not be released, however, until confirmation is received.

If you are applying for more than one Professional Improvement Grant, please rank these (1 being the highest). A separate form must accompany each application. Rank \_\_\_\_\_

If travel is involved, to what location \_\_\_\_\_

Total funds requested\* \_\_\_\_\_

**\*Please note detailed budget on next page**

Dates for Undertaking Project: \_\_\_\_\_

**Fixed term faculty must attach a written guarantee of employment for the period of the grant.**

As concisely as possible, please provide the Committee the following information:

- Describe the proposed project and its objectives. If you have received funds for similar projects in the past include information on how this project differs from and builds on your earlier work.

- Describe how this project fits into the above selected funding category. For presentations, performances, and exhibits include an abstract of your work.
- Explain what evidence of professional improvement will result from the proposed project.
- Describe the relationship that exists between the proposed project and the enhancement of student learning at the University and the mission of one or more of the following: University, College, Department, Professional Development Plan.
- Describe any additional considerations that you feel are pertinent to your project.

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**BUDGET BREAKDOWN** (Please be specific; use additional sheet if necessary)

Purchased Services (e.g., computer time, word processing)	\$ _____
Tuition/Program Costs	\$ _____
Registration fee	\$ _____
Supplies or Rentals	\$ _____
Travel:	\$ _____
Airfare	\$ _____
Lodging	\$ _____
Vehicle rental/mileage	\$ _____
Other Expenses (please be specific)	\$ _____
_____	
_____	
<b>Total Expenses</b>	\$ _____
Less estimated support from other sources other than your IFO funds (state the source)	\$ _____
<b>Total Requested</b>	\$ _____

Note: The committee will not fund certain expenses such as relocation expenses, house payments, large equipment purchases, nor compensation for student workers, graduate assistants or the applicant's time.

List previous BSU International Studies and professional improvement funding and title/date of project(s).

Applicant(s) Signature(s) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Only one copy of the application is needed. Please submit through your Chair to your Dean or appropriate supervisor.

Department Chair/Supervisor's Comments/Recommendation:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean's Comments/Recommendation:

Signature \_\_\_\_\_ Date \_\_\_\_\_

# **Application for Adjunct Professional Improvement Grants for 2019-2020 Academic Year**

**Deadline: Friday, October 18, 2019**

## **Adjunct Professional Improvement Grants**

The Professional Improvement and Development Committee is pleased to announce the call for applications for adjunct professional improvement awards. The amount of money to be awarded will be determined pending funding. Awards will be made for activities that will occur between **July 1, 2019 and June 30, 2020.**

Based on a survey of faculty conducted by the committee, the following areas have been identified as of primary importance. They are listed in priority order:

1. Travel and registration for attending conferences, workshops, institutes, seminars, or symposia
2. Continuing education and degree completion
3. Collaborative research/projects with students
4. Interdisciplinary research/projects
5. Curriculum development

The committee invites applications for funds in any of the above categories. Each proposal will be reviewed and evaluated on the basis of its connection with (1) artistic and scholarly work; or (2) Integration of an academic discipline with professional service; or (3) discovery and/or incorporation of new dimensions of working with students.

Successful proposals will demonstrate a clear intellectual justification; contribute to professional development plans of individual faculty; and will be consistent with university priorities as understood by the Professional Improvement and Development Committee.

### For Research Projects:

The grant application must show a relationship between the proposed request for funds and a final research project. Demonstrating a direct relationship between a final research project and a proposed request for funding is critical for the funding of travel for research purposes. Student expenses cannot be funded through professional improvement grants.

### Funding for Multiple Projects:

Due to fiscal constraints and the large number of applications in recent years the committee has only been able to fund one project per faculty member per academic year. Faculty with more than one project request should prioritize their projects. The Committee generally will not fund multiple projects for the same faculty member until all deserving applications are funded regardless of funding category

### Funding Limitations for Travel:

Due to funding limitations, the maximum award for travel in the United States, Canada, Mexico and the Caribbean is \$1,200, and for all other international travel the maximum award is \$1,500.

Adjunct faculty receiving awards will be expected to report through a public forum, as proposed by the respective dean, on their activities and accomplishments at the end of the grant period. The committee also encourages faculty to share new knowledge and insights gained from their projects in appropriate public forums such as the Honors Council lecture series. Funded projects will be announced campus-wide and all proposals will be made available for faculty review after awards are announced.

### **CALENDAR OF DEADLINES**

- |             |                                                                                                                                                                                                                                                                                                                                                                                                 |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 18  | Submit applications for professional improvement funds to departmental chair.                                                                                                                                                                                                                                                                                                                   |
| November 1  | Applications for professional improvement funds forwarded by department chair to dean or appropriate supervisor with recommendation.                                                                                                                                                                                                                                                            |
| November 8  | Deans or other appropriate supervisors comment on applications and forward to Sharon Russell in the College of Business, office – Box 27 – Sattgast 318. She will notify applicants of receipt of their applications. If you don't receive notification by Nov 19 <sup>th</sup> Sharon Russell (x3732 or <a href="mailto:sharon.russell@bemidjistate.edu">sharon.russell@bemidjistate.edu</a> ) |
| November 20 | All applications for adjunct professional improvement funds reviewed and evaluated by the Professional Improvement and Development Committee. (Pending funding). <b>(Send Committee recommendations to VP/Provost for final approval and review).</b>                                                                                                                                           |
| November 29 | Successful applicants notified by the Dean's office of the amount of their award. (Pending funding).                                                                                                                                                                                                                                                                                            |
| December 13 | Successful applicants <b>must</b> notify the Academic & Student Affairs Vice President <b>in writing</b> of acceptance or rejection of award. (Pending funding).                                                                                                                                                                                                                                |

**APPLICATION FOR ADJUNCT PROFESSIONAL IMPROVEMENT GRANT  
(2019-2020 Second Call)**

Due to your Department Chair by Friday, October 18, 2019

**Please read instructions carefully. Applications must be typed.**

This form is available as an e-mail attachment. Contact Sharon Russell ([srussell@bemidjstate.edu](mailto:srussell@bemidjstate.edu)) or call 3732.

Name(s) of Applicant(s) \_\_\_\_\_

Department/Program(s) \_\_\_\_\_

Title of Proposed Project: \_\_\_\_\_

Funding Category – please place an X by the appropriate category:

- \_\_\_\_\_ Travel and registration for attending conferences, workshops, institutes, seminars, or symposia
- \_\_\_\_\_ Continuing education and degree completion
- \_\_\_\_\_ Collaborative research/projects with students
- \_\_\_\_\_ Interdisciplinary research/projects
- \_\_\_\_\_ Curriculum development

\* Awards will be considered for presentations without confirmation at date of award. Funds will not be released, however, until confirmation is received.

If you are applying for more than one Professional Improvement Grant, please rank these (1 being the highest). A separate form must accompany each application. Rank \_\_\_\_\_

If travel is involved, to what location \_\_\_\_\_

Total funds requested\* \_\_\_\_\_

**\*Please note detailed budget on next page**

Dates for Undertaking Project: \_\_\_\_\_

**As concisely as possible, please provide the Committee the following information:**

- Describe the proposed project and its objectives. If you have received funds for similar projects in the past include information on how this projects differs from and builds on your earlier work.
- Describe how this project fits into the above selected funding category. For presentations, performances, and exhibits include an abstract of your work.

- Explain what evidence of professional improvement will result from the proposed project.
- Describe the relationship that exists between the proposed project and the enhancement of student learning at the University and the mission of one or more of the following: University, College, Department, Professional Development Plan.
- Describe any additional considerations that you feel are pertinent to your project.

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**BUDGET BREAKDOWN** (Please be specific; use additional sheet if necessary)

Purchased Services (e.g., computer time, word processing)	\$ _____
Tuition/Program Costs	\$ _____
Registration fee	\$ _____
Supplies or Rentals	\$ _____
Travel:	\$ _____
Airfare	\$ _____
Lodging	\$ _____
Vehicle rental/mileage	\$ _____
Other Expenses (please be specific)	\$ _____
_____	
_____	
<b>Total Expenses</b>	\$ _____
Less estimated support from other sources other than your IFO funds (state the source)	\$ _____
<b>Total Requested</b>	\$ _____

Note: The committee will not fund certain expenses such as relocation expenses, house payments, large equipment purchases, nor compensation for student workers, graduate assistants or the applicant's time.

List previous BSU International Studies and professional improvement funding and title/date of project(s).

Applicant(s) Signature(s) \_\_\_\_\_ Date Submitted \_\_\_\_\_

Only one copy of the application is needed. Please submit through your Chair to your Dean or appropriate supervisor.

Department Chair/Supervisor's Comments/Recommendation:

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dean's Comments/Recommendation:

Signature \_\_\_\_\_ Date \_\_\_\_\_



# President's Faculty Mini-Grant Program

The BSU Faculty Mini-Grant Program for 2019-2020 is sponsored by the Office of the President to support faculty initiatives in the areas of a) student retention; b) new teaching pedagogies and curriculum innovations; c) research and other scholarly and creative endeavors; and d) community collaborations. All faculty members are eligible to apply for mini-grants.

Grants awarded in the fall have a funding period of October 1, 2019-December 31, 2020.

Awards will be made in the amount of \$2,000 or less (\$4,000 for multi-disciplinary projects). Total available dollars for the 2019-2020 year is \$10,000.

These mini-grants are intended to support projects which require funds that exceed amounts normally provided by departmental budgets. Requests for funding of activities completed prior to proposal submission will not be considered. A final report or presentation is expected after project completion.

## Mini-Grant Application Process

Application forms are available on the Center for Professional Development website. Please be sure that all required information is provided. Include an exact budget for each request, without exceeding the maximum specified limits.

## Timeline

- |                   |                                                                                                                 |
|-------------------|-----------------------------------------------------------------------------------------------------------------|
| November 1, 2019  | Faculty submit completed forms to appropriate College Dean                                                      |
| November 8, 2019  | Deans forward applications to Valerie Wallingford, Chair, Professional Improvement and Development Committee    |
| November 20, 2019 | Professional Improvement and Development Committee makes funding recommendations to the Office of the President |
| December 4, 2019  | Faculty are notified as to whether their proposals have been approved or not                                    |

## Funding Priorities are:

- Projects that positively affect student retention, particularly for students of color and American Indian students as we seek to reduce the educational equity gap.
- Projects that create or enhance International/multicultural understanding, civic engagement, and environmental stewardship.
- Faculty student collaborative projects in teaching, research, or service learning.
- Collaborative projects across departments submitted by faculty from different disciplines (\$4,000 maximum per group-sponsored project).
- Proposals that have a significant impact on students, the curriculum, or the community.

Funds will **NOT** be provided for the following:

- Faculty salaries or reassigned time
- Support of graduate students receiving fellowships or assistantships
- Classroom equipment, textbooks, and office supplies.

# President's Faculty Mini-Grant Application

Application Deadline: November 1, 2019

The BSU Faculty Mini-Grant Program supports faculty initiatives in the areas of a) student retention; b) new teaching pedagogies and curriculum innovations; c) research and other scholarly and creative endeavors, and d) community collaborations. Proposals must include completed title page with all required signatures and a project description, plan, timeline, and budget according to the following format.

## **Proposals should include:**

1. Title page and signatures (see below)
2. Project Description stating the:
  - Focus of project (retention, teaching, research, community);
  - Objectives and anticipated outcomes of the project;
  - How this project relates to the funding priorities such as impact on the students, university, and/or community.
3. Implementation Plan and Timeline listing activities required to accomplish objectives and the responsible people.
4. Budget: List exact amounts required for each category of expense. A budget justification that accompanies the itemized list of project expenses should explain the costs so that a reviewer can see how the expenditure relates to accomplishing project objectives. The budget justification should explain, for example, purpose and location of travel, duties of student assistants, precise types and cost of equipment and supplies.
5. Letter(s) of Support: If the proposed project includes the cooperation of an organization or department outside the applicant's department, provide a letter of support from their representative indicating their willingness to participate in the project.

# [Title Page]

2019-2020 President's Faculty Mini-Grant

Project Title: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

## Person(s) Responsible for Project:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Department: \_\_\_\_\_ Department: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

***Applicant:*** By signing this application, you certify to the best of your knowledge that the information contained in this application is true and correct and that you will comply with the assurances required of applicants if the proposal is approved.

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Chair:*** By signing this application, you certify that you have read and approve the contents.

Chair Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Dean:*** By signing this application, you certify that you have read and approve the contents.

Dean Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applications should be forwarded to Valerie Wallingford, Chair, Professional Improvement and Development Committee (Memorial Hall Box #30) by November 8, 2019.

.....  
For Use by the Professional Improvement & Development Committee:

Reviewed: \_\_\_\_\_

Decision: \_\_\_\_\_

Reviewed: \_\_\_\_\_

Decision: \_\_\_\_\_

# New Faculty Scholarship and Innovation Fund

## New Faculty Scholarship and Innovation Fund

Scholarship and innovation is highly valued at Bemidji State University. The office of Academic Affairs and the Center for Professional Development want to assist BSU faculty in their efforts to secure funding for individual or group research, pursue innovative approaches to teaching and learning, and to pursue external funding that benefits BSU students, BSU faculty, and residents of northern Minnesota. The **New Faculty Scholarship and Innovation Fund (NFSIF)** has been designed to help new full-time faculty members accelerate individual scholarship, assist in building a sustainable research program, and pursue innovative initiatives that benefit BSU students or residents of northern Minnesota. It is our hope that new faculty members will view this program as an excellent opportunity to jump-start their scholarly efforts soon after their arrival on campus.

Full details of the NFSIF program are outlined below. A crucial aspect to the success of this program is mentoring. Each new faculty member who receives funding from this program should work with his/her faculty mentor. The mentor will guide the new faculty member in developing his/her scholarly program and assist in planning and preparing her/his proposal. Ideally, mentors will be members of the faculty in a related research area with experience and success in obtaining external funding and support.

## Program Implementation

**Eligibility:** To be eligible, individuals must be in their first 3 years as a full-time probationary or fixed term faculty member at Bemidji State University, untenured, and have completed the terminal degree in their field. Requests for exceptions to these requirements should be submitted in writing by the faculty member's dean or department chair.

## Contact

- **Allen Bedford**
- *Associate Vice-President for Academic Affairs*
- (218) 755-2016
- [allen.bedford@bemidjistate.edu](mailto:allen.bedford@bemidjistate.edu)

**Application Deadline:** Eligible applicants have three years from their date of hire to apply for NFSIF funds. Applications are due by **November 1, 2019**.

**Maximum award \$5,000**

**Goals:** To help new faculty member's build a sustainable program of scholarship, creative activity, pursuit of innovation, and/or research. The proposal may indicate a specific external funding opportunity or possible sponsors for the future.

**Procedures.** The faculty member sends to Allen Bedford, Associate Vice-President for Academic Affairs, a completed NFSIF application containing one copy of the following (please use attached template):

- A cover page containing the names of the principal investigator and the faculty mentor.
- A half page abstract of the project that will be completed with the NFSIF award and how these funds will be used to build a program of scholarship, creative activity, innovation and research. If appropriate, indicate how external funds will be leveraged with this award.
- A budget page detailing proposed expenditures for the NFSIF award. Spending may be split over two fiscal years.
- A one-page description of the background and methods (research plan) to be followed in the project proposed for the NFSIF award.
- Compliance form and necessary approvals.
- Curriculum vitae for the Principal Investigator and faculty mentor.
- A letter of support from applicant's faculty mentor outlining his/her commitment to and endorsement of the applicant's project and research goals.
- Include a copy of proposals already submitted, or discuss the prospects and potential sponsors for external funding.

Awards are managed by Academic Affairs with review and recommendation for funding from faculty from the Professional Development Committee and the Center for Professional Development. The NFSIF program is a Bemidji State University-funded award, rather than a corporate/federal grant and, as such, expenditures must follow state guidelines.

Funds may be used for supplies, equipment, conference attendance, travel and salary for graduate and undergraduate student assistants. It is not necessary or appropriate to routinely apply for the maximum award size; make a case for what you need. Expenditures must comply with university and state rules and procedures.

**Awardee Obligations:** New faculty who receive an award must spend the funds within 24 months of award notification. Any funds not spent during the fiscal year when awarded will require a request for carry-forward to be submitted to Academic Affairs. At the end of the award period, the faculty member must submit a report to Academic Affairs describing implementation of the project and the influence it had on his/her research program. All faculty receiving NFSIF funds will present their research/project in some venue on campus.

**Criteria for awarding grants:**

- Clear demonstration of the connection between the award and a plan for future scholarly activity.
- Research plan is well thought out and demonstrates a strong likelihood of success.
- Potential for current or future funding from external sources.
- Any institutional compliance (e.g. human subjects) requirements have been met.
- Strong support for the project from a mentor

If you feel that there is a barrier to submitting a proposal, please contact the Provost and Vice-President for Academic Affairs. The NFSIF exists for your benefit, and we will fund as many qualified projects as possible.

**Submissions:** Completed application materials may be sent in hard copy by campus mail to: Office of Academic Affairs, Deputy Hall; or in electronic form to [abedford@bemidjistate.edu](mailto:abedford@bemidjistate.edu).

## **Cover Sheet: New Faculty Scholarship and Innovation Fund**

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Academic Rank:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Hire Date:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Chairperson:** \_\_\_\_\_

**Department Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Title of New Faculty Research Project:** \_\_\_\_\_

\_\_\_\_\_

**Title of External Proposal(s), if any:** \_\_\_\_\_

**External Agency for Proposal(s):** \_\_\_\_\_

**Matching funds (optional):** \$ \_\_\_\_\_

**Source of Matching Funds:** \_\_\_\_\_

**Has a NFSIF grant been received previously?** \_\_\_\_\_ **if so, date and amount:** \_\_\_\_\_

**Faculty Mentor:** \_\_\_\_\_

**Funds Requested from New Faculty Program:** \$ \_\_\_\_\_

**Signature of Principal Investigator** \_\_\_\_\_

**Signature of Mentor** \_\_\_\_\_

**Signature of Departmental Chair** \_\_\_\_\_

**Please submit one copy of the following items: this cover sheet, a half page abstract, budget page, description of research program and funding opportunities, compliance form and necessary**

**approvals (including letter of support endorsed by faculty mentor), curriculum vita, and any external proposal already submitted or discussion of potential sponsors for external funding**

Abstract

*Please provide a 1/2 page summary of the project that will be completed with the NFSIF Award including any information on how funds will be used as leverage for external funds.*

### **Budget and Justification**

*Please itemize and justify your budget. Include information such as the need for equipment, research supplies and other expenses. Also include location, general dates and reason for location if traveling.*

### **Background & Methods** **(Research Plan)**

*Please describe your New Faculty Scholarship Program. Include information such as goals, significance, feasibility, and methodology.*

### **Compliance Form**

**UNIVERSITY REGULATIONS FOR RESEARCH PROJECTS.** Enclose approvals, if applicable.

#### Human Subjects

- a. Does this project involve human subjects (includes interviews, questionnaires, surveys and observations...)? **Yes No**
- b. If Yes, have you applied for approval from the Human Subjects Committee)? **Yes No**
- c. Have you received approval? (If Yes, attach the current authorized approval notice) **Yes No**

**Final approval of any allocation will be contingent upon compliance with the above University regulation.**

