

GUIDELINES FOR FUNDING SCHOLARLY PROJECTS

Cameron University has established a fund to encourage and support faculty, staff and students in completing scholarly projects in the areas of discovery, integration, application and teaching.

1. Potential applicants for funds will include faculty, staff and faculty-sponsored students.
2. Primary consideration will be given to those projects in an academic discipline, program or with institutional research and development. Monies may not be used by faculty to fulfill the normal academic requirements for a course or a degree. Ordinarily funds will not be approved for travel to professional meetings.
3. Applications for funds will be put into two categories:
 - a. **Project fund requests for \$250 or less.** The applicant will submit the attached application form to the Dean of Graduate Studies and Research through the Department Chair and the Dean. The final approving authority for the application is the Vice President for Academic Affairs.
 - b. **Project proposals for more than \$250.** Applicants for these funds will submit a formal request in the form of a proposal to the Dean of Graduate Studies and Research through the Department Chair and the Dean one week prior to the next Research Committee meeting. The proposal will include the following information:
 - (1) Title
 - (2) Description of the project
 - (3) Methods to be employed in carrying out the project
 - (4) Relevant historical background with selected references cited
 - (5) Personnel involvement
 - (6) Value of the project to the
 - University
 - Individual's discipline
 - Professional development of the individual
 - Community
 - (7) Projected length of project
 - (8) Budget statement including amount requested and itemized project expenditures
 - (9) Plans, if any, for using the Research Support Center to support your project.

Please note that use of the Research Support Center is NOT a prerequisite for an internal grant application and you do not jeopardize the approval of your request by not using the Center.

The proposal should be concise and no more than ten double-spaced typed pages in length. Proposals will be reviewed by the Research Committee. The Committee will forward a recommendation to the Vice President for Academic Affairs.
4. All individuals conducting research involving human participants at Cameron University are required to complete a free NIH (National Institute of Health) training module available on-line at <http://cme.nci.nih.gov/> Proposal submissions for internal or external grants should include a copy of a certificate indicating the successful completion of the course. In an effort to track faculty, students, and staff who have successfully completed the course, you are asked to forward a copy of your certificate to the Academic Research Support Center, North Shepler, Room 424.
5. A copy of the final project report of the completed project must be submitted to the Dean of Graduate Studies and Research.
6. For further information, contact the Dean of Graduate Studies and Research (2280) or the Academic Research Support Center Coordinator (5531).

STUDENT APPLICATION: SCHOLARLY PROJECTS (\$250 or Less)

_____ DATE

1. Student Applicant:
NAME: _____ TELEPHONE: _____
ADDRESS: _____
2. Faculty Sponsor (Project Director): NAME _____ EXT. _____
3. Faculty Department: _____ Student Major: _____
4. Title of Project: _____
5. Brief Description: _____
6. Personnel Involved (Faculty, Students, Staff, Others and Number of each:) _____
7. Value to Cameron and Applicant: _____
8. Beginning and Completion Dates of Project: Begin- _____ End- _____
9. Purpose and Amount of Fund Request (Break Down Into Categories): _____
10. Do you plan to use the Research Support Center? If so, how? _____
11. Please submit a copy of the certificate for the successful completion of the NIH training module with this application.
12. I understand that I must submit standard forms through my Faculty Sponsor (Project Director) to obtain the funds for disbursement.

SIGNATURE OF STUDENT APPLICANT