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| **REQUIRED COVER PAGE APPLICATION FOR FACULTY RESEARCH GRANT**  \*\*All sections/questions must be completed to be considered for grant award. | |
| **Choose one**:  [ ] Creative Project [ ] Research Project | Date of Minnesota State Mankato Faculty Appointment (Semester and Year): Date of Last FRG Award (Semester and Year awarded) (if applicable): Final FRG report submitted to RASP (if applicable): Yes No |
| 1. **Project Title:** 2. **Name of Principal Investigator/Project Director:** 3. **College (abbrev): 4. Department:**   **5. Email Address:**  **6. Amount Requested: $ 7. Total Cost of Project: $**  **8. Does this project involve:**  **Yes No**  [ ] [ ] human subjects?  [ ] [ ] animals/animal care facility?  [ ] [ ] radioactive materials?  [ ] [ ] hazardous materials?  [ ] [ ] biological agents or toxins restricted by the USA Patriot Act?  [ ] [ ] copyright or patent potential?  [ ] [ ] utilization of space not currently available to the PI/PD?  [ ] [ ] the purchase of equipment/instrumentation/software currently available to the PI/PD?  ***NOTE***: ***If the answer is “yes” to any of the above questions, the investigator must attach appropriate documentation of approval or justification for use/purchases, including housing of animals****.*  *Checklist for Faculty:*  Complete and attach checklist to verify proposal requirements (optional, but strongly encouraged – not counted against page limit).  Proposal follows format requirements: 12-point font, one-inch margins, all pages numbered, 16 pages with up to 5 pages of attachments for a maximum total of 21 pages (excluding the cover page, checklist, & appendices) for the complete application. Sections A-G: must be double-spaced. The application must use the budget template.  **SIGNATURES**  **Eligibility: Returning fixed term Tenure-track Tenured**  **Department Contribution** (if applicable): $ If CASH, Account Number: **Equipment**: The department acknowledges responsibility for the maintenance and upkeep  of any equipment purchased with grant funds.  Chairperson Date  **College Contribution** (if applicable): $  If CASH, Account Number:  Dean Date  **Date Receipt by the office of the Associate Vice President for Research:** | |

**REQUIRED BUDGET TEMPLATE FOR FACULTY RESEARCH GRANT**

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| **CATEGORY** | **FRG Request** | **Matching Funds** |
| **Personnel**  Justification: |  |  |
| **Supplies, materials, and equipment**  Justification: |  |  |
| **Copying and printing**  Justification: |  |  |
| **Communication**  Justification: |  |  |
| **Travel**  Justification: |  |  |
| **Dissemination (may not exceed $1,200)**  Justification: |  |  |
| **Other services**  Justification: |  |  |
| **TOTAL REQUESTED; TOTAL MATCHED** |  |  |

**Checklist for Faculty Research Grant**

**The proposal package is considered for completeness and adherence to requirements. The following must be included to be eligible for all evaluation points:**

Cover page (A)

Abstract (B)

Purpose/objectives (C)

Significance/need (D)

Process for attainment of objectives/goals (E)

Timeline and amount of time devoted to the project

IRB/IACUC submission (if applicable)

Dissemination of results (F)

Bibliography (G)

Vita, 3 pages recommended (H)

Appendix A: Budget, using template with only allowable expenses

Appendix B: Previous Funding, required for Applicants with any previous FRG award(s)

# Proposals should adhere to formatting requirements to receive maximum criteria points.

12-point font

One-inch margins

Double-spaced (only sections G-H may be single spaced)

Pages numbered

Sections B-H may not exceed 16 pages

May have up to 5 pages of attachments

Must use the budget template (as provided) for Appendix A

Electronically submit the fully signed application to Julie Joerg at [julie.joerg@mnsu.edu,](mailto:julie.joerg@mnsu.edu) Office of the Associate Vice President for Research, by 4:30pm on the deadline day.

# Prior to submission: Applicants are strongly encouraged to contact their College rep for guidance.