The College of Health, Environment and Science (CHES) Research Committee is requesting proposals for faculty-student research projects in two separate categories. Proposals received by the deadline will be given full consideration, regardless of the category selected. Awardees will be notified by April 6, 2019. Funds will be available immediately upon announcement of the award. Direct any questions to Dr. Kelly Lindenberg (kelly.lindenberg@sru.edu, x4368) or Dr. George Lengyel (george.lengyel@sru.edu, x2499). The two categories are described below.

**CATEGORY I. GRANT FOR SUPPORTING FACULTY STUDENT RESEARCH**

The CHES Research Committee is requesting proposals of up to $2,000 to support faculty/student collaborative research projects. These projects will serve opportunities to foster faculty-student research projects. This award is open to all faculty members, as long as the principal investigator is tenured/tenure track. No single award will exceed $2,000.

**CATEGORY II. GRANT FOR DEVELOPING A PROJECT TO SUBMIT FOR EXTERNAL FUNDING**

The CHES Research Committee is requesting proposals of up to $7,000 to support faculty/student collaborative research projects. These projects will serve as pilot studies for major federal or foundation grant proposals, with the goal of proposal budgets of $100,000 or greater. This award is open to all faculty members, as long as the principal investigator is tenured/tenure track. No single award will exceed $7,000.

**Submission Requirements for Proposal**

1. A completed research proposal in the form of one PDF file* must be sent to Lu Ann Znosko (lu.znosko@sru.edu) on or before **4pm Wednesday, February 27, 2019**. A completed hard copy of the transmittal form (attached) must be delivered to the CHES Dean’s office, PT #325, by this time also.
2. Proposal narratives must not exceed five (5) pages, with 12 point or larger font size with one-inch margins.
3. Minimize use of acronyms or technical language. Acronyms which must be used should be clearly defined. The proposal should be clearly written and easily understandable to an educated person who does not have expertise in your field or subject. **OVERLY TECHNICAL PROPOSALS WILL BE REJECTED.**
4. No funds will be released until approval for the research from the IRB or IACUC agencies is provided to the research committee. The use of chemicals/hazardous materials must also be approved by Paul Novak and evidence of approval must be presented to the evaluation committee as a separate addendum within the proposal.
5. Proposals that are late or have failed to follow all the instructions will not be considered for funding.

**Outcomes:**

1. Results of research projects with student researchers must be presented at the Symposium for Student Research, Scholarship, and Creative Achievement, which is held in March or April of each year, or at the PASSHE Undergraduate Conference in STEM. If the Conference is not held at SRU, student travel will be funded through the department and/or Dean’s office.
2. Investigators will be required to submit a progress report electronically to the Dean’s office on or before **November 30, 2019**. Progress reports should indicate what goals of the study have been accomplished and how funds have been utilized using the form distributed at time of award notification.
3. A final report relating the outcomes of the research should be electronically submitted to the CHES Dean’s office no later than 31 days following the completion of the research activity and no later than **January 31, 2021**.
4. **Category II** grant recipients are required to provide evidence of application to an external funding agency, such as a copy of “External Transmittal Letter”, within one year of completion of research activity.
5. Failure to comply with any guidelines stated in this RFP may result in the loss of eligibility of the application.

* In MS Word, under the “File, Save As” option, select PDF file type.
Instructions to Investigators

The following information should be included in the application:

I. **Office of Grants and Sponsored Research Transmittal Form.** Investigators should allow adequate time to obtain signatures required on this form. **Important Note: You do not need to obtain the Dean’s signature prior to submitting your grant proposal.**

II. **Project Title Page** (template provided below).
   A. Title of the proposed research project.
   B. Date of submission.
   C. Type of Grant Applying for (Category I: Faculty-Student Research or Category II: External Funding Development)
   D. Name(s) and department(s) of investigator(s).
   E. Signature(s) of investigator(s).

III. **Proposal Narrative.** Must include the following information and adhere to 5-page limit (excluding references):
   A. **Abstract/Project Overview.**
   B. **Background.**
      1. Summarize previous research and the context for proposed study.
      2. Identify the scientific merits and the significance of the proposed project to the field.
   C. **Goals and objectives.** Include tangible outcomes that are expected from the proposed research.
   D. **Justification for research project.**
      1. To what extent does the proposed research correspond to the goal of the CHES research grant? Be sure to tailor this section to the category of grant you are applying for: developing an external funding grant application or fostering faculty-student research. Application should carefully demonstrate that the project will foster faculty-student research experiences. If a Category II grant is being pursued, the application should additionally demonstrate that it can be reasonably expected to lead to a major external grant proposal.
      2. How will the proposed research benefit the College of Health, Environment, and Science?
      3. How will the proposed research be beneficial to the professional growth of the principal investigator(s)?
      4. How will the proposed research benefit the professional development and educational growth of the student collaborator(s)?
   E. **Methodology.** Include a description of the methods to be used and discuss the feasibility of completing the project using the resources that are already available or requested in this proposal.
   F. **Data analysis.** If appropriate, include all intended procedures for analyzing the results.
   G. **Clear description of the role(s) of the students** associated with the project. Specifically discuss how the student(s) will contribute to the project and what background skills or knowledge will be needed for the student(s) to make these contributions. Note that both Category I and II grants require faculty and student participation in the research project. This should be described in both grant applications.
   H. **Plan for dissemination of research results.** Be as specific as possible.
   I. **Project Timeline.** Stipulate the intended timing of all phases of the project from start to finish.
   
   NOTE: Projects must be completed by December 31, 2020.

   • **For Category II (External Funding Development):** Include a Proposal Timeline in which you detail how this project fits into the anticipated proposal submission process. What external funding will you seek? When do you expect to be able to apply for such funding?

IV. **Other Supporting Documentation**
   A. References cited in proposal. References DO NOT count towards the five-page total.
   B. Detailed project budget and justification. Refer to page 5 for details of budget utilization and restrictions. Use the attached form to input budget numbers and include one additional page of justifications for the budgeted items. Be sure your budget matches the grant category you are applying for: **Category I** (faculty-student research; $2,000) and **Category II** (external funding development; $7,000). If you are using department funds or another funding source to support your proposal, you must include it in the budget as “Other funds”.
   C. Approval of chemicals/hazardous materials from Paul Novak (if appropriate).
   D. Evidence of IRB or IACUC approval (if appropriate and available at the time of submission). If approval is expected after submission, please include a brief description of an approximate timeline.
   E. Letters of support from external collaborators (if appropriate).
   F. Abbreviated CV (1-2 pages) for the principal investigator.
College of Health, Environment, and Science Research Committee
Research Proposal
2019-2020

PROJECT TITLE PAGE

(This page may be reproduced to facilitate completion but may not be altered in any way).

Project Title: ________________________________________________________________

Date Submitted: ____________________________

Grant Type (please circle): Category I (Faculty-Student Research)  Category II (External Funding Development)

Principal Investigator (or Co-Principal Investigators):

Name (Please Type) Department (Please Type)
______________________________
Signature
______________________________

Name (Please Type) Department (Please Type)
______________________________
Signature
______________________________

Co-Investigator(s) (including student investigators, if known):

Name (Please Type) Department (Please Type)
______________________________
Signature Position (Faculty, Graduate/Undergraduate Student)
______________________________

Name (Please Type) Department (Please Type)
______________________________

Signature Position (Faculty, Graduate/Undergraduate Student)
______________________________

Name (Please Type) Department (Please Type)
______________________________
Signature Position (Faculty, Graduate/Undergraduate Student)
General Instructions:

- The form on the next page may be reproduced to facilitate completion but should not be altered otherwise. Be as specific as possible on all anticipated expenditures. Items over $500 must be itemized, but small individual items under $500 may be lumped into a single larger budget item (e.g., Glassware). **Provide justification for each item listed in the proposed budget.** Up to one additional page may be used for this purpose.
- Incentives for research participants are eligible for funding up to a maximum value of $20.
- No student wages may be included in the requested budget for either grant category.
- No travel expenses may be included in the requested budget for either grant category.
- Any additional funding sources indicated in the budget page (“Other Funds”) must be clearly explained.
- Budget changes after approval will not be permitted unless adequate justification has been provided by the PI and approved by CHES committee.
- **For Category I Grants (Faculty-Student Research)** - A total of up to $2,000 may be requested for supplies, equipment, etc.
- **For Category II Grants (External Funding Development)** - A total of up to $7,000 may be requested for supplies, equipment, etc.
# Project Budget Page

**PI**

**Project Name**

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<tr>
<th>Category</th>
<th>Proposal Request</th>
<th>Other Funds</th>
<th>Total Funds</th>
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**Totals:** $0 $0 $0 $0 $0

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**Dean Only**

**IRB Approval**

**IACUC Approval**

**Dean’s Signature**

**Date**
**Principal Investigator/Project Director**

---

**Department/College**

**Phone:**

---

**Project Title:**

---

**RFP Title:** CHES Research Grant

---

**Type of Activity:**

- [ ] Research
- [ ] Graduate Instruction
- [ ] Undergraduate Instruction
- [ ] Public Service
- [ ] Other

**Please specify**

---

**Proposed Project Period:**

- Start date: / / End date: / /

---

**Duration:**

---

**Budget Considerations**

<table>
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<tr>
<th>Will conduct of this project require:</th>
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<td>Alterations or renovations of existing space?</td>
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<td>Unusual demands for electricity, air conditioning, ventilation or hours of operation?</td>
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<td>Major computer use?</td>
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<td>Matching funds?</td>
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<td>Duplicating services?</td>
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<td>Audio/visual equipment?</td>
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**NOTE:** The budget needs to reflect all costs associated with any item checked "YES".

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**Budget Summary**

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<tr>
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<th>Request</th>
<th>Department Chair or Dean Matching*</th>
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<tr>
<td>Project Costs</td>
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**Compliance Considerations**

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<th>Does this project involve:</th>
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<th>NO</th>
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<tr>
<td>Use of human subjects? If yes, attach approval letter from IRB</td>
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<td>☐</td>
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<tr>
<td>Use of vertebrate animals? If yes, attach approval letter from IACUC</td>
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<tr>
<td>Use of hazardous substances? If yes, attach approval letter from the Director of Environmental Health &amp; Safety</td>
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<tr>
<td>Subcontracting? If yes, attach letter(s) signed by institutional official(s) of subcontracting institution(s)</td>
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</tr>
</tbody>
</table>

Signature of Principal Investigator ______________________________________________________ Date __________

Signature of Department Chair* __________________________________________________________ Date __________

Signature of Dean/Director* _____________________________________________________________ Date __________

*NOTE: The signature of the Department Chair indicates that they approve the project and agree to budget proposed, including providing matching funds for the project, if necessary.