

FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE

2023-2024 RESEARCH GRANTS

Faculty Research and Creative Endeavors Committee Membership: 10 faculty, 1 staff member, and 1 senior officer: 1 from College of Arts and Media, 1 from College of Business Administration, 1 from College of Education and Human Services, 1 from College of Health Professions, 2 from College of Liberal Arts and Social Sciences, 1 from Library or Counseling, 1 from College of Medicine, 2 from College of Science and Engineering, 1 Professional Administrative, and Vice President for Research and Innovation or designee (ex officio and voting.) The current membership roster is available on the Office of Sponsored Programs (OSP) website.

DEADLINES for FRCE Research Applications

August 30th for Original Research Submissions for the September 20th meeting

November 1st for Research Re-submissions for November 15th meeting

January 31st for Original Research Submissions for February 21st meeting

March 27th for Research Re-submissions for April 10th meeting

GENERAL INFORMATION

Central Michigan University, through the Office of Research and Graduate Studies, provides funding to the Faculty Research and Creative Endeavors Committee to promote the best scholarship, research, and creative work of its faculty and staff. To assist CMU faculty and staff engaged in these endeavors, the Committee reviews proposals during the fall and spring sessions of the academic year and awards grants. Since the Committee places high value on proposals for projects that promise to have an important professional, educational, institutional, or community impact, the Committee encourages faculty and staff who apply for FRCE grants to make a compelling, but not unrealistic, case for the impact of their proposed projects.

Type A Research Grants: These provide up to \$3,500 for a scholarly project that will result in a discipline-appropriate publication of a peer-reviewed journal article in a Q1 or Q2 journal (**required outcome for STEM fields**), book, monograph, script, artwork, broadcast media production, CD, or DVD **OR** a discipline-appropriate juried presentation such as an exhibit, recital, concert, production, or program within 18 months from the conclusion of the project. Evidence could include an acceptance letter from the editor, gallery proof, copy of the publication, photographs of works of art or their equivalent, playbills, event program, CD/DVD, etc. Please note: conference proceedings or abstracts do not qualify as evidence. These projects should not exceed two years.

Type B Research Grants: These awards are intended for larger projects that will not exceed two years. They provide funding up to \$8,000 in direct costs, or one course release at the 2023-2024 replacement rate for a project that will result in either a discipline-appropriate publication of a peer-reviewed journal article (in a Q1 or Q2 journal), book, monograph, script, artwork, broadcast media production, CD or DVD **OR** a discipline-appropriate juried presentation such as an exhibit, recital, concert, production, or program within 18 months from the conclusion of the project **AND** in the evidenced submission to an external funding agency for an amount at least double the requested FRCE grant. To satisfy this requirement, all external grant proposals related to a type B research award need to be submitted through the Office of Sponsored Programs (OSP) within 18 months from the conclusion of the project. Please note: conference proceedings or abstracts do not qualify as evidence.

Type C Creative and Scholarly Support Grants: These awards are intended to provide funding for scholarship or creative work for which there are limited opportunities for external support and where the entire project (e.g., exhibition, performance, or book) can be accomplished with internal funds. They are to be completed within one year. Individual faculty members or teams of faculty (one faculty member will serve as the project director and the others will be listed as CMU Collaborators) may apply for these awards, which provide funding up to \$8,000 in direct costs, or one course release at the 2023-2024 replacement rate. It is anticipated that most grants will be in the humanities and performing and fine arts, but the competition is open to all academic disciplines. Type C grants can cover conferences or workshops where there is an explicit plan to produce a scholarly or creative product. It is expected that individuals supported by this grant will complete a project leading to a tangible scholarly or creative product, including, but not limited to: an exhibition of creative works; a performance or series of performances; a book or monograph; or a peer-reviewed publication. The Committee recommends an applicant considering applying for a Research Type C grant contact the FRCE Chair first to discuss the appropriate grant classification.

Given the limited funds, support at the maximum level is not guaranteed

It is expected that the duration of both Type A and Type B projects will not exceed 2 years, while Type C grants will be completed within 1 year. The proposed outcomes for all grants will be accomplished within 18 months of the conclusion of the project. Completion reports for Research Grants will be assigned a due date of August 15th or December 15th, whichever date falls immediately following 18 months from the conclusion of the project. **Simultaneous FRCE research awards are not allowed.** Additionally, new awards will not be given until a completion report is both turned in and approved by the committee.

Members of the Committee are available to answer questions about the application process, as are the staff of the Office of Sponsored Programs (OSP), but it is the responsibility of the applicant to prepare an application that enables the Committee to make an informed decision about the proposed project and evaluate its quality.

As listed above, the Committee will meet two times per year to review research applications and two times per year to review research resubmissions. Applicants are notified of the Committee's decision within two weeks of the meeting. If the applicant does not agree with the Committee's decision, the proposal may be resubmitted for reevaluation (see the Resubmission subsection below).

Eligibility

All persons on regular appointment and holding faculty rank, fixed-term faculty with at least a half-time (0.5 FTE) for the current academic year who have foreseeable continuous employment for more than one academic year, emeriti faculty with current academic assignment, professional administrative personnel, and post-doctoral researchers are eligible for support. In times of budgetary crisis, funding preference will be given to regular faculty, followed by (in no order): fixed-term faculty, emeriti faculty, professional administrative personnel, and post-doctoral researchers. Endowed chairs and faculty are not eligible for this award.

- Applicants must ensure all requirements by oversight committees (e.g., Internal Review Board/IRB, Institutional Animal Care and Use Committee/IACUC, Institutional Biosafety Committee/IBC, etc) for a proposed FRCE project are in place, or in progress, prior to submitting an application.
- Funding will not be released to award recipients who are non-compliant with ORGS funding

programs until all compliance issues are satisfactorily resolved.

Applicants who receive conditional approval must respond to the committee with a plan for how conditions will be met within two weeks of receiving their letter.

Most types of scholarly and creative projects are eligible for support. Nevertheless, the Committee provides funds for:

- Projects that the Committee believes to be meritorious based upon the information available in the proposal;
- Projects that the Committee believes will lead to publication, performance, or exhibition within 18 months of the conclusion of the project;
- Projects when the Committee is convinced the work can form the basis for a significant proposal to an external funding agency to be submitted within 18 months of the conclusion of the project.

Not eligible for support:

- Projects that are directly related to study for a faculty member's advanced degree;
- Projects that focus solely on developing curricula or "how to teach" (see CETL website);
- Projects for which a fee or advance on expected royalties is being paid;
- Projects requesting funding for the organization of a meeting or competition;
- Projects involving self-publishing of texts, such as print, web, video, CD, etc.;
- Projects requesting the purchase of computer(s), including laptops, iPads, etc.;
- Projects requesting the purchase of software already available on campus;
- Funds for future presentations (eligible for Premier Display).

An applicant may be awarded a new Type A, Type B, or Type C grant only once every three academic years, upon receipt of a FRCE committee approved completion report for any previous award (see section 8, Completion Report, below).

Only one application for a Research Grant that is funded is allowed to be turned in per academic year. If the application is not funded, it may be re-submitted during the same academic year. Please note, as of 2023-2024, applicants may only receive one award per academic year funding cycle between all FRCE funding programs. Ex.: If someone receives funding for a Research Grant, they are not eligible for further funding from a Publication and Exhibition Cost Grant or Premier Display Funds. A funding cycle lasts one academic year.

Notification to/Approval from Chairs and Deans

Approvals from Chairs and Deans will now be received electronically via email or TEAMS (please see below).

In order for a proposal to be considered and reviewed by the FRCE committee, approvals from the Chair and Dean (or Associate Dean for Research, as applicable) for pending FRCE Research proposals (Type A, Type B, Type C) will need to be received electronically no later than the day before the committee meeting at which the proposal is being reviewed (the chair will approve first, and the dean will approve second).

For example, if a research proposal is received by 11:59pm on August 30th, 2023 to be reviewed at the September 20th FRCE committee meeting, the approval from the Chair and Dean will need to be received by September 19th.

GENERAL GUIDELINES

The application will be submitted using the FRCE Application Portal located on the Office of Sponsored Programs (OSP) website. **It is important to have all materials prepared ahead of the submission as the FRCE Application Portal does not have the ability to save partially completed applications.** The application instructions should be carefully followed. A checklist is provided to aid in proposal preparation.

In preparing an application, applicants should remember that the FRCE Committee is comprised of faculty and staff from diverse departments and colleges. Therefore, applications must be clear, concise, and **sufficiently non-technical** so as to be understandable to an educated layperson. Proposals that are so technical that they cannot be generally understood by all committee members will not be funded. Additionally, proposals that are not submitted in the requested format will be returned without review. This submission will count toward the total number of resubmissions allowed under these guidelines.

Given that funding is an increasingly competitive process, the Committee will deny applications that have not clearly stated the outcomes and impact of the project or otherwise have not adhered to the specific application instructions.

Award amounts for approved submissions will be rounded to the nearest dollar.

Faculty members are limited to one research grant application submission per meeting.

FRCE Research Grant funds are intended as seed funding to get a proposal started. Research Grant Type B Recipients are required to submit for external funding in an amount double the FRCE award, via OSP, in addition to what they receive from the FRCE. The recipient of the FRCE funding must serve as the PI or Co-PI on the applicable external grant submission.

Multi-year projects will only be considered under exceptional circumstances.

FRCE funded Research Grant projects that generate a profit, such as book publications or ticket sales for performances, are required to give back 50 percent of the profit to support FRCE initiatives until the project is complete. The project is complete when the completion report is turned in and approved by the FRCE committee.

Publications from FRCE funded Research grants are required to be in a Q1 or Q2 journal. If this requirement is not met, a portion of funds may need to be returned to the FRCE. In extenuating circumstances, special exceptions for Q3 and Q4 journals may be made. Such a request should be included in the grant application or, if after award is funded, by submitting an email with justification for the exception to FRCE@cmich.edu.

Resubmissions

A proposal that was reviewed but not funded may be resubmitted a maximum of two times for reevaluation. An applicant accepting a partially funded grant may not resubmit for the balance of the original request. As with initial submissions, if the resubmission does not follow the FRCE Research Grant Guidelines, it will be returned without review. The resubmission will count toward the total number of resubmissions allowed. **A resubmission must follow the additional steps listed below:**

1. Inclusion of the notification email received which summarizes the Committee's comments;
2. A cover letter detailing how the applicant has responded to the Committee's review comments (provided as part of the application's PDF attachment);
3. A revised application, which provides new or altered information in response to the committee's review, noting this new information in **highlighted** type.

Requirements of Award Recipients

1. An account number and name will be assigned by OSP, and this account number and name must be included on all requests for monies, such as payment of invoices, payrolls, and vouchers for incurred expenses. All requests for reimbursement must be processed through OSP, Foust 251, phone 2459. Original receipts must be provided.
2. Grant recipients must operate within the line items of the budget approved by the Committee. Deviations from budget line items must be reviewed and approved by the Office of Sponsored Programs (OSP) and can be requested by sending a justification for the change which explains the need for the modification as it relates to the approved scope of work and a revised budget via email at FRCE@cmich.edu. Please allow at least 1 week for review. Budget deviations that result in a change of scope or are significant may require the review and approval of the FRCE Chair and Chair-elect. If this applies, OSP will facilitate this process and time for review may be longer. It is the responsibility of the project director to keep an accurate record of all expenditures and a current account balance. All deficit balances will need to be covered by the applicant's department.
3. **Funds must be expended within the established start and end dates for the project unless a no-cost extension to the project period has been granted. To request an extension, please submit a justification for the extended time period along with the proposed new end date to frce@cmich.edu. Please allow at least one week for review.**

Any unexpended funds at the project end date will revert to the ORGS (FRCE account). All expenses must be processed through ORGS within 30 days after the project end date.

4. Once a grant project director leaves the employment of the University, with the exception of emeriti faculty with current academic assignment, requests for monies against their account will not be honored. If there are CMU collaborators listed on an awarded project, prior to leaving CMU, the project director should contact the FRCE Chair and request approval to transfer the role of project director to one of their collaborators. The Chair will review the request and notify the project director of the decision. Funds remaining in a closed account will revert to the ORGS FRCE general account. If funding is spent after employment has been terminated, the researcher will be expected to reimburse the University the amount of funding spent.
5. Grant recipients must be willing to present results of their work at the Faculty Excellence Exhibition held annually in the middle of the Spring Semester, to provide an opportunity for the University community to become better acquainted with the type and quality of research supported by the Committee.
6. **FRCE support must be acknowledged in all publications and presentations resulting from a grant.**

7. Recipients of FRCE funding are required to adhere to the University's Intellectual Property Rights Policy.
8. **Completion Report:** A completion report must be filed within 18 months of the end date of the project. Submit the completion report using the FRCE Application Portal located on the OSP website. Completion report due dates will be either August 15th or December 15th, depending on which date immediately follows 18 months from the grant's end date. (Ex: a project was completed January 2024, so the 18-month mark would be June 2025, and the completion report due date would be August 15th, 2025). Applicants must ensure their completion report fulfills the outcome expectations in accord with the funded year and type of FRCE Research Grant they were awarded, or an explanation and justification must be provided in the completion report as to why the outcome expectations were not met. Proof that a good faith effort was made is required. **A completion report must be filed and approved by the FRCE committee prior to the report's due date for consideration of any additional funding through ORGS or FRCE.**

Application Instructions

Please log into the [FRCE Application Portal](#) found on the OSP website once all materials outlined below are ready for submission. The first page of the application (cover page) within the portal will consist of general questions and will require attaching a PDF (one document only) containing all the information requested below ("Project Description, Budget Justification, Supporting Documents").

Please attach the PDF document as **ONE** pdf saved as *Last Name, First Name, FRCE Type X Application* (example: Doe, Jane, FRCE Type B Application) by 11:59 p.m. on or before the deadline date.

The line-item budget will be available for completion on the second page of the application in the portal once the cover page and PDF have been submitted (please see a template of the line-item budget on page 10 of these guidelines). **It is important to have all materials prepared ahead of the submission as the FRCE Application Portal does not have the ability to save partially completed applications.**

The PDF application document must include the components listed below in the order given. The sections must be completed with a 12-point font, one-inch margins, and pages numbered sequentially. Please ensure that all documents are combined into a singular PDF. **The portal will not accept multiple documents or non-PDF documents.**

I. COVER PAGE

The cover page is completed in the FRCE Application Portal located on OSP's website. The following information is requested on the cover page:

- Proposal Title
- Grant Type
- Applicant's employment status
- Project Initiation Date
- Project End Date
- An indication as whether applicant will accept partial funding
- Status of completion reports for previously awarded FRCE Research grants
- An indication as to whether the project requires compliance committee review and, if so, the status of the review

- An indication as to whether the department is providing match, and if so the dollar amount of match
- An indication as to whether the applicant is seeking the funding to support a course release funded at replacement rate (Types B & C Only)
- A list of all CMU collaborators
- Identification of applicant’s department chair, college dean, and department secretary

II. PROJECT DESCRIPTION

Organize your proposal using the subheadings below and in the order provided so the committee can easily follow the proposal.

- **For Type A and B Grants,** sections A to E must not exceed 5 single-spaced pages of 12-point font; sections F+G must not exceed 1 page. Use one-inch margins and number pages sequentially.
- **For Type C grants,** sections A to D must not exceed 5 single-spaced pages of 12-point font; sections E & F must not exceed 1 page. Use one-inch margins and number pages sequentially.

Remember that committee members are from diverse disciplines, so projects should be understandable to a general audience.

TYPE A AND B GRANTS	TYPE C GRANT
<p>A. <u>Abstract:</u> Provide an abstract of no more than 250 words that describes the focus and significance of the proposed project. The abstract must communicate the essence and significance of the project in terms understandable to the educated layperson.</p>	<p>A. <u>Proposal Narrative:</u> Provide a narrative of no more than 250 words that describes the focus and significance of the proposed project. The narrative must communicate the essence and significance of the project in terms understandable to the educated layperson</p>
<p>B. <u>Statement of Purpose:</u> Provide a brief introduction to the general research or creative area and state the specific purpose of your project; give an overview of the significance of the work in this area; indicate the relationship of the project to previously published work or exhibitions/performances in the general project area; cite within the proposal body appropriate literature and references. The section should clearly state “what has gone before” and set the context for the proposed research or creative endeavor.</p>	<p>B. <u>Project Description:</u> Use this section to describe the project in sufficient detail for the reviewers to understand what you intend to do. Write for a general academic audience, avoiding technical jargon and unexplained abbreviations.</p>
<p>C. <u>Methodology:</u> Describe the research or creative methods of the proposed project. For proposals of a</p>	<p>C. <u>Responsibilities of Personnel:</u> Describe in detail the responsibilities of all personnel involved in the project, <u>including</u></p>

<p>theoretical nature, the applicant should provide an outline of the approach to be taken. The applicant should take great care in presenting the details of the project. For research projects, describe the overall project design, population and sample description, data analysis, statistical validation, production facilities, availability of equipment to be used, drafts of survey questionnaires or interview guides to be used in the research, necessary approvals for groups being tested, pilot or field test data and/or evidence of validity and reliability, and/or consent letters from research participants/organizations, whichever are appropriate to the researcher's project. For other types of creative projects, such as in communication and fine arts, describe any pedagogical, mechanical, technical, or organizational approach employed, method of collecting or preparing needed information or materials, production facilities and equipment, and other steps or requirements that could be considered "methodology" in carrying out the project.</p>	<p><u>the applicant</u>. The involvement of student assistants must be justified, but do not need to be identified by name. Describe how student workers will benefit from involvement in the project and if they will be co-authors on any publications which result.</p>
<p>D. <u>Responsibilities of Personnel:</u> Describe in detail the responsibilities of all personnel involved in the project, <u>including the applicant</u>. The involvement of student assistants must be justified but do not need to be identified by name. Describe how student workers will benefit from involvement in the project and if they will be co-authors on any publications which result.</p>	<p>D. <u>Timetable:</u> Provide a timetable for the completion of the proposed project. Give specific dates (e.g., October 2020) as opposed to first month of project, second month, etc.</p>
<p>E. <u>Timetable:</u> Provide a timetable for the completion of the proposed project. Give specific dates (e.g., October 2020) as opposed to first month of project, second month, etc.</p>	<p>E. <u>Anticipated Outcomes and Dissemination Plan</u> Describe the anticipated outcomes of the project and how you intend to communicate the results to peers in your discipline or more broadly. Possible outcomes include but are not limited to: involvement of students in faculty research, peer-reviewed publications, books, grant proposals (indicate anticipated funding sources), documentaries, creative works (musical composition, fine art, etc.), exhibitions, recordings (CD or DVD) or performances. Wherever possible, the</p>

	<p>anticipated outcomes should be tangible and their impact amenable to measurement.</p>
<p>F. <u>Expected Outcomes:</u> Describe the expected final product of this project (e.g., book, journal article, patent, presentation, exhibit, performance). In general, publication (required for science fields) or a juried exhibition* or performance is an expected outcome; any exceptions need to be fully justified in the proposal, with reference to the specific discipline and nature of the project. The specific journal to be targeted for publication must be included.</p> <p>Research Type B recipients (and if desired for others) will need to describe in detail how the results of the project will be used to prepare for submission of a proposal for external funding at least double the anticipated award amount. List the target external funding agency and the specific program within that agency, foundation, or business partner, along with amount of funding request</p> <p>* If a juried exhibition is expected to take place at CMU, demonstrated regional, state, or national participation is required, and the conference must be peer-reviewed.</p>	<p>F. <u>Rationale and Significance</u> Explain why the work you propose is important; what are the likely impacts and benefits to your discipline or society?</p>
<p>G. <u>Impact Statement:</u> For both Type A and B proposals, the nature of the expected externally recognized impact should be clearly defined. Examples of possible impacts of proposed research could address such factors as:</p> <ul style="list-style-type: none"> • How the funds enable new areas of study for the applicant • How the funds expand the opportunities to grow current lines of research and scholarship • How the funds enhance the external visibility/reputation of the applicant • How the funds will attract external funding for the applicant and CMU • How extensive the audience will be for the journal, book, exhibit/performance venue; whether international, national, 	<p>G. <u>Bibliography or References Cited:</u> No specified format. Not included in the page count.</p>

<p>regional, or local;</p> <ul style="list-style-type: none"> • How broad the implications of the research to the specific field of study will be; • How the activity will contribute to the University, college, and department strategic plans regarding research and creative endeavors; • How the project will train and educate students. 	
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III. BUDGET

A. Budget Justification **(include as part of the PDF uploaded into the Portal on the cover page)**

Provide adequate written justification for each item listed in the budget. Use a few sentences to describe the purpose of each item and why it is essential to the completion of the project. Clearly explain supplies not provided by the department. If travel expenses are included, provide an adequate justification as to why the travel is an essential component of the project. If equipment is being requested, it is the responsibility of the applicant to justify the purchase of this equipment in understandable language. Equipment purchased under a FRCE grant must be processed through the Purchasing Department and becomes University property.

The total budget must not exceed the maximum amount available for funding from the specific grant type you are applying to. (Type A: \$3,500; Types B & C: \$8,000 or course release). If the total funds requested (FRCE, department, etc.) do not cover all anticipated costs of the project, specify where the additional funds will be found (includes if recipient is using out-of-pocket funds).

For a **Research Grant Type B** and **Creative and Scholarly Support Type C** proposals, the applicant may request a course release, funded at the 2023-2024 replacement rate. The course release must be fully justified in the Budget Justification and the applicant should ensure they have received permission from their department chair and dean prior to submitting the application. If release time is being requested, it is strongly recommended that the application be received for committee consideration at least one semester before the requested release time.

If requesting a course release, the applicant will not be asked to complete a line-item budget in the FRCE Application Portal.

B. Line-Item Budget - **completed on page 2 of the application in the Portal.** *Please see page 10 for a sample worksheet of the line-item budget in the portal.*

The total budget must not exceed the maximum amount available for funding from the specific grant type.

- Type A: \$3,500
- Types B & C: \$8,000

All items should be clearly essential to the completion of the project. Support for personnel may be requested, subject to the restrictions below, and provided everyone is essential to the project.

Eligible expenses include the following:

- Student assistants when the role of the assistants in performing the work is clearly stated in the proposal and fully justified. Tasks must be specified in terms of numbers of hours and specific hourly wages. The responsibilities of the assistants as well as other personnel must be described in Section II.D.
- Reasonable travel and lodging if they are clearly essential to the project. When travel is requested, itineraries should be included and justified.
- Per diem expenses occurring during travel for research purposes at current CMU rate.
- Foreign visa fees for international travel serving the research project.
- Equipment, but only when the equipment is clearly essential to the project and not readily available on campus. Funds will not be provided to purchase equipment which usually included in the inventory of a department (e.g., computers). All of the specifics pertaining to the equipment request, such as cost, quantity, and manufacturer, must be supplied with the budget item.
- Maintenance and repairs of equipment, software updates, and/or service contracts that are crucial to the project may be eligible if department support is not possible.
- Manuscript preparation costs, copyright fees, etc. associated with the publication of a scholarly book or monograph once peer-reviewed reports are received, except for projects for which a fee or advance on expected royalties is being paid.

Funds will not be provided for the following items:

- Summer salary for faculty or staff members (but student assistance in the summer is an eligible expense)
- Full or partial graduate assistantships (but an hourly wage for student employee is an eligible expense)
- Publication (page charges) and exhibition costs, for which Publication and Exhibition Cost Funds FRCE grants are available
- Travel to conferences, for which a Premier Display FRCE grant is available
- Passport fees
- “Miscellaneous” or “Contingency” expenses
- Expenses incurred prior to the date of the award; exceptional cases will be considered on a case-by-case basis, in consultation with the FRCE Committee
- Computer equipment, including laptops, iPads, etc.
- Software that is already available at no cost through the university
- Duplicate quantities of software and equipment

Departmental Support

To maximize the effectiveness of FRCE awards, significant departmental or college support for the proposed project is expected. Some examples of such support are release-time for the applicant; compensation support for a graduate research assistant; the purchase of a specialized piece of equipment, unusual materials, or special tools needed for the project; fees or wages for statistical assistance, research assistants, computer operators, data entry specialists, or recording or camera technicians.

The committee will not provide funding for copying costs, telephone calls, routine clerical tasks, common departmental supplies, the typing of short manuscripts, etc., unless such expenses occur while traveling or justification is provided. The sponsoring department is expected to provide this type of support.

IV. **SUPPORTING DOCUMENTS** (include as part of the PDF uploaded into the Portal on the cover page)

A. **References/Citations:**

List references cited in the body of the proposal using any standard citation method.

B. **List of Previous Grant Proposals:**

Provide a list of grant proposals submitted in the past five years. Include both external and internal ones.

- For each proposal, give the year it was submitted and indicate if it was funded, was declined, or is pending.
- For each funded proposal, list the dollar amount of the award and any publications, presentations, patents, prizes, or other outcomes that resulted.

C. **Curriculum Vita:**

Provide an up to date, two-page curriculum vita showing publications and presentations for the past 5 years. The vita must include education background, current CMU position, professional experience, honors, and publications and presentations in the past 5 years.

D. **Letters of Support:**

If individuals or institutions outside of your department will be involved in the research, attach a letter, facsimile, or e-mail from that individual or institution indicating that the appropriate approvals and permissions have been received by the applicant. If support is being sought for preparation of a book for publication, include contact information and a letter of interest from an identified publisher.

E. **Letters of Compliance:**

If your work involves human subjects, vertebrate animals, or recombinant DNA and approval has been granted by the Institutional Review Board (IRB – human subjects), Institutional Animal Care and Use Committee (IACUC – vertebrate animals), or Institutional Biosafety Committee (IBC – recombinant DNA), include a copy of the letter.

An IRB, IACUC, or IBC application must be submitted **before** you submit your FRCE application. If you have not yet received approval, please be aware that if your proposal is funded by the FRCE committee, you will need to submit a copy of this letter to FRCE@cmich.edu before any funds will be released. Forms and instructions for obtaining approval from these compliance committees can be obtained on the ORGS website. If the FRCE Committee conditionally approves your FRCE application due to the status of IRB, IACUC, or IBC approval, you must have full approval from the respective compliance committee prior to the last day of the spring semester or the conditional approval will be revoked, and your FRCE grant will be denied.

Line-Item Budget Worksheet
The budget will self-calculate in the portal.

Total Cost Personnel Salary and Benefits	\$	Please identify personnel in budget justification.
Hourly Student Wages Academic Year	\$	
Hourly Student Wages Summer – add in 7.65% on top of wages for student benefits	\$	
TOTAL Salary, Wages and Benefits	\$	
Domestic air fare costs	\$	Provide information in budget justification as to why travel is essential
Domestic hotel costs	\$	
Domestic per diem costs	\$	
Domestic mileage costs	\$	
Domestic parking costs	\$	
Foreign air fare costs	\$	
Foreign hotel costs	\$	
Foreign per diem costs	\$	
Foreign mileage costs	\$	
Foreign parking costs	\$	
Foreign visa fees costs	\$	
Materials and supplies	\$	
Equipment		Only if essential to the project and not readily available on campus - provide information in the budget justification as to why this is essential (also include: the overall cost, quantity, and vendor)
Outside service provider	\$	
Human subject payment/incentive	\$	
Manuscript prep fee, copyright etc.	\$	(Publication and exhibition costs, for which separate FRCE grants are available, are not allowable)
Internal service fees (ex: vivarium)	\$	
FRCE TOTAL PROJECT COST	\$	

Please keep in mind that the portal does not accept decimals or cents, so you will need to round to the nearest dollar.