



## Faculty Research Grant Guidelines

The Herbert H. and Grace A. Dow College of Health Professions (CHP) is currently accepting applications for faculty research projects. The maximum amount of funding available per award is **\$2,000**. All full-time tenured, tenure-track, and fixed-term CHP faculty members are eligible to apply.

Applications are reviewed twice a year, during the fall and spring submission cycles. Each applicant is allowed to submit only one application per academic year. The review panel consists of members from the CHP research committee. In some cases, if the review panel feels that they do not have the necessary expertise, they may request external reviewers who are not part of the CHP research committee to review submissions.

Each application will be evaluated solely based on the materials presented in the proposal. If an application is awarded funding, the funds will be transferred to the assigned cost center. Awardees will have one calendar year to utilize the funding.

### Funding Support Areas

Funding may be used to support the costs of the following research project-related items:

- Research equipment purchase, maintenance, upgrades
- Research supply
- Computer software programs and updates
- Hiring undergraduate or graduate student(s) or staff, not funded by other CHP/CMU mechanisms (e.g. Graduate Assistants), please clarify eligibility with the Research Committee Chair, Dr. Ksenia Ustinova ([ustin1k@cmich.edu](mailto:ustin1k@cmich.edu))
- Human subject incentives
- Manuscript preparation costs
- Research-related consultations

### Awardee Requirements

If awarded funding, the Applicant is required to:

- Acknowledge The Herbert H. and Grace A. Dow College of Health Professions for support on all work (i.e., presentations and publications) related to the funded project. Failure of doing so may result in inability to receive future funding.
- Submit a final report at the end of the study (end date on the Application Form). Report must indicate how the funding was spent and list outcome research products (publications, presentations, external grant submission, patents and so on).
- Present research results at the CHP Annual Symposium

### Deadlines

- Fall submissions are due before 5 pm on **October 20<sup>th</sup>**
- Spring submissions are due before 5 pm on **March 20<sup>th</sup>**
- Applicants should expect reviews to be completed within 3-4 weeks following the deadlines. Letters of acceptance/rejection are emailed.
- Applications received after the deadline will not be reviewed



## APPLICATION INSTRUCTIONS

The research grant application must clearly and concisely describe the overall research project. There is no actual word limit for proposal, but the applicants are encouraged to keep the proposal text within 2,500-word limit. Applicants are encouraged to be as precise and detailed as possible while completing the required sections, outlined below.

### 1. Research Grant Application Form

Complete the cover page of the Faculty Research Grant Application Form below. The form must be signed by Principal Investigator (PI) and the Chairperson of the respective department. To use digital signing, the form must be downloaded onto hard disk and open with Acrobat 6 version or later.

### 2. Significance of Research

In the Significance section of the Application Form, please provide a concise summary of the current knowledge in the field, highlighting any gaps that your project aims to address. Identify the research problem that your project intends to tackle. Discuss the significance of the problem and make a purpose statement.

### 3. Methodology

- **Study design:** The Methodology section should describe the overall design and approach of the project. If applicable to your design, include a description of any tested interventions, experimental equipment, or validated tests, measures, surveys, or qualitative research designs. Describe the population of research participants (if applicable) and provide justification for the required sample size.
- **Data collection:** Provide a detailed description of the testing procedures, methods, and instruments that were used to collect data. It is important to include enough detail so that reviewers can evaluate the procedures. For qualitative studies, this section should include specific information about the data collection methods, such as observational protocols, interview and focus group procedures, and any field note or document review procedures that were used.
- **Data Analysis:** Provide a detailed description of the analysis procedures, including the specific variables (parameters, factors) that will be examined. Also, mention the statistical test(s) that will be performed and probability level. For qualitative designs, provide information about the coding of qualitative data and its reliability. Lastly, identify the software that will be used for the analyses, such as SPSS, SAS, NCSS, Atlas.ti, N6, NVivo, Maxqda, etc.
- **Timeline:** Please provide the timetable for the proposed study, including the time allocated for recruitment, data collection, analysis/interpretation, and the final report.

### 4. Impact of the Study

In the Study Impact section, briefly describe the anticipated results and how these results will impact the area of knowledge or practice. If applicable to your research, discuss the practical application of the research results.



### **5. Budget and Justification**

Please provide a budget for the research project and justify all expenses. Include the hourly wage and description of student responsibilities for any money used for student assistance. Specify all necessary purchases for research equipment, including the company, model, and cost of each individual piece of equipment. Note that funds will not be provided for items typically found in the department or college inventory, such as computers or office printers. General supplies, such as disposable materials, do not need to be itemized. Additionally, indicate if any departmental support is being provided. You can either use the table provided or describe the budget in paragraph format. If you have any questions regarding budgetary items, please contact Dr. Ustinova at [ustin1k@cmich.edu](mailto:ustin1k@cmich.edu)

### **6. Current and Pending Support**

Please indicate in this section if you are currently receiving any funding from other sources to support the proposed study.

### **7. References**

Please include references, using either the AMA or APA citation format.

### **8. Biographical Sketch**

Please attach a two-page resume to the Application Form. There is no specific format required for the resume. You can use the NIH bio sketch format, which should include your name, current position, education and training, degrees and the year they were completed, employment history, publications supporting the proposed work, and funding history. It is not necessary to include a bio-sketch for co-investigators or collaborators.

### **9. Letter of Compliance**

If your proposal includes the use of human subjects, vertebrate animals, or recombinant DNA, and you have received approval from the Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC), or Institutional Biosafety Committee (IBC), please include a copy of the approval letter. If you have not yet received approval from the IRB, please provide the date that you submitted or plan to submit your proposal to the compliance board in the Application Form.

### **Submission**

Please combine the Application Form and supporting documents into one document. Save it as a single PDF file and email this file to **Dr. Ksenia Ustinova** ([ustin1k@cmich.edu](mailto:ustin1k@cmich.edu)). In the subject line of the email, please include your last name and **CHP Faculty Research Grant**.

# FACULTY RESEARCH GRANT APPLICATION

**Title of Project**

**Principal Investigator**

**Email**

**Department/Program**

**Phone**

**Project Start Date**

**Project End Date**

**CMU Co-Investigators**

**Budget Requested**     \$

**Total Project Cost**     \$

**Other CMU Funding\***     \$

*\*Please indicate additional funding, applied for or received to support this project. If the applicant has start-up funds or other monies remaining in research accounts, and these monies are not being used, please explain why in the below space.*

**Additional Information and Special Consideration (Yes, No)**

**Yes**

**No**

- Is all scholarly activities within your Online Faculty Information System (OFIS)? If “No”, funds will not be awarded.
- Will you accept partial funding if full funding is not available?
- Is this project related to another project currently funded through internal or external sources?
- Is departmental support being requested?
- Have you received any external funding withing the last 5 years?
- Does your research project involve human or animal subjects?
  - If Yes, indicate: Date of Compliance     **qt**     Date when Materials Submitted for Committee Approval     Review

- Does your research project involve animals?
  - If Yes, indicate: Date of IACUC Approval or Date of IACUC Submission
  
- Does your research project involve recombinant DNA?
  - If Yes, indicate: Date of IBC Approval or Date of IBC Approval
  
- Does your research project involve biohazards, chemical hazards, radiation hazards, other safety concerns or waste materials?
  
- Does your research project involve blood-borne pathogens?
  
- Have you previously received funding through the CHP?
  
- Does your research project involve activities that may involve inventions, discoveries, patents, or copyrights?
  
- Do you plan to present research results at the CHP Annual Symposium?

**Statement of compliance with CMU's Policies and Procedures by Principal Invesigator (Yes , No)**

I confirm and declare that the information provided in the application is original, true, complete, and accurate. I understand that making false, fictitious, or fraudulent statements or claims may result in criminal, civil, or administrative penalties. If I am granted a grant as a result of this application, I agree to take responsibility for the scientific conduct of the project and to submit the required progress reports. I also confirm that I will comply with CMU's Policy on Research Integrity. This policy defines misconduct as "fabrication, falsification, plagiarism, or other practices that significantly deviate from those commonly accepted within the scholarly community for proposing, conducting, or reporting research and creative endeavors."

Yes No

*Note: If University employment is terminated within the approved grant timeline, any unspent funds will revert back to the CHP. Should funds be spent after leaving the University, I agree to reimburse the College the amount spent after the date of termination of employment.*

**AUTHORIZING SIGNATURES\***

**Principal Investigator**

**Department Chair**

*\*Digital Signature requires saving the document onto hard disk and opening it with Acrobat 6 version or later. Otherwise, sign the document with a pencil*

# RESEARCH PROPOSAL

## Significance of Research

## **Methodology**

## **Impact of the Study**



**Budget and Justification (describe in the table provided or in paragraph form)**

Item	Justification	Funding Source	Cost
			\$
			\$
			\$
			\$
			\$
			\$
			\$
<b>TOTAL</b>			\$

**Current and Pending Support**

## References