THE HERBERT H. & GRACE A. DOW COLLEGE OF HEALTH PROFESSIONS
CENTRAL MICHIGAN UNIVERSITY

Faculty Research Project Grant
Application Guidelines

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

1) **Faculty Research Project Grant Cover Page**

2) **Significance of Research:** 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) **Potential Impact of Findings:** 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:** 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.

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 CHP Research Committee Chair.
- Human subject incentives
- Manuscript preparation costs
- Research-related consultations

6) **Current and Pending Support:** Indicate if you are currently receiving any funding or other sources to support the proposed study.

7) **References:** Using either the AMA or APA citation format.

8) **Biographical Sketch:** Include a two-page resume (e.g., NIH bio sketch format) including 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:** Proposal including 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), must 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 as requested on the cover page.

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 to do 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

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1) Faculty Research Project Grant Cover Page

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**
• Are all scholarly activities documented 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 IRB Approval **or** Date of IRB Submission

	Yes	No
• Does your research project involve animals?		
o If Yes, indicate: Date of IACUC Approval or Date of IACUC Submission		
• Does your research project involve recombinant DNA?		
o If Yes, indicate: Date of IBC Approval or Date of IBC Submission		
• 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.

Faculty Investigator Signature: **Date**

Consent to Use an AI-Powered Third Reviewer

The Herbert H. and Grace A. Dow College of Health Professions requests your permission to use Copilot as a third reviewer of your Faculty Research Grant application, alongside two reviewers from the CHP Research Committee.

With your consent, your application will be processed by the AI system to provide an additional assessment of the proposal's research significance, methodology, feasibility, potential impact, and budget justification. The AI-generated assessment will be advisory and subject to the CHP Committee review. AI systems may produce inaccurate or biased assessments; the Research Committee will retain responsibility for all funding recommendations and decisions.

Application materials will be handled in accordance with applicable CMU confidentiality, data-security, and intellectual-property policies.

Consent is voluntary. Declining AI review will not affect your eligibility for funding or result in a penalty; your application will be reviewed by the CHP Research Committee members only. For questions about AI review or the handling of your application materials, contact the Chair of the CHP Research Committee.

Please select one:

I consent to the use of the AI-powered third reviewer as described above. ☐

I do not consent to the use of an AI-powered reviewer for my application. ☐

Faculty Investigator Signature: _____ Date _____