GRANT PROPOSAL APPLICATION

(RESEARCH COUNCIL)

The Nicholls State University Research Council disseminates available grant monies to Nicholls faculty for research and scholarship of teaching/learning projects in all disciplines. Funds for research are to be viewed as “seed money” to undertake worthy projects that will lead to larger projects, external funding, publications, performances, exhibitions or presentations while funds for scholarship of teaching/learning projects are to be used for improvement and innovation of teaching strategies.

These funds are in place to support the research needs of the faculty and improvement in teaching, therefore, Nicholls retains intellectual property rights for all research and projects funded through these grants. Dissertation projects are excluded from funding because findings become the intellectual property of the institution granting the degree, however, funding is possible for separate projects that may arise from one’s dissertation work. When funds are available, five to eight awards per cycle are anticipated with no restriction on the amount that may be requested. However, the proposal recommended for funding may not be fully funded. Award recipients are obliged to furnish the final report by the pre-designated deadline, and failure to do so will result in loss of one-year eligibility.

The electronic copy with signatures must be submitted to the Research Council Chair (Enmin Zou, em.zou@nicholls.edu) prior to the application deadline. Each application must contain the following elements in order:

1. **Form #1 - Evaluation Sheet**
2. **Form #2 - Cover Page (including Abstract)**
3. **Form #3 - Budget**
4. **Form #4 - Administrative Approval**
5. **Narrative –** Please limit this part of the application to 10 pages or less, if possible.

**a.) Goals** – Goals are the overall result toward which the research/project is directed.

**b.) Objectives** and **Timeline** – Objectives are the steps or actions to be taken to achieve the goals and must

be stated in measurable terms. A timeline of steps to be taken is strongly recommended.

**c.) Significance** – Why is this research important to your field of study, the region, or the University?

Creative projects should address artistic or literary merit in this section.

**d.) Design** – Research/project design is clear in the sciences. In arts and literature, address materials,

techniques, form or organization, historical precedence, etc.

**e.) Description of Expenditures (listed on Form #2 Budget)** –A detailed list of expenses. Student

workers receive $7.25 per hour. Investigators may not pay themselves. Student worker employment

must end by May 31 to accommodate fiscal year end closeout. Any item costing under $1,000 is

referred to as a supply. (ex: Computer @ $999 is a supply). Supplies must be itemized.

**f.) Potential for Additional Funding or Eminence.** How can this research/project lead to future funding,

publications, exhibitions, performances, or exposure?

**g.) Duties of Personnel** – Outline the responsibilities of the Principal Investigator, Co- Investigator(s) and

student workers.

1. **Vitae of Investigator(s)**
2. **Optional Items**

**a.) Bibliography Letters of Support**

**b.) Preliminary Data and Effort –** Have you generated any preliminary data or conducted research that

led to this project? Creative projects should be accompanied by samples of previous work.

**c.) Other Attachments**

EVALUATION SHEET – FORM #1 (Please submit all information in 12 point type)

**TITLE:**

**PRINCIPAL INVESTIGATOR:**

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**TO BE FILLED OUT BY RESEARCH COUNCIL COMMITTEE MEMBERS ONLY.**

(Numerical scores are for internal RC use only. Applicants will receive comments addressing each category listed below.)

**Goals**   Excellent Average Poor

10 9 8 7 6 5 4 3 2 1 0

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Objectives / Timeline**  Excellent Average Poor

10 9 8 7 6 5 4 3 2 1 0

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Significance** Excellent Average Poor

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Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Design**  Excellent Average Poor

20 18 16 14 12 10 8 6 4 2 0

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Description of Expenditures**  Excellent Average Poor

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**Potential for Future Funding and/or Eminence** Excellent Average Poor

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**Duties of Personnel**  Excellent Average Poor

10 9 8 7 6 5 4 3 2 1 0

Comments: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# OVERALL RATING \_\_\_\_\_\_\_\_/ 100 POINTS

COVER PAGE – FORM #2 (Please submit all information in 12 point type)

TITLE:

AMOUNT REQUESTED: $

Principal Investigator:      Title / Rank:

Department:       College:

Co - Investigator:       Title / Rank:

Department:       College:

Co - Investigator:       Title / Rank:

Department:       College:

Co - Investigator:       Title / Rank

Department:       College:

ABSTRACT (Limited to 2600 Characters – approximately 400 words or ½ page)

BUDGET – FORM #3



BUDGET - FORM #3 (Continued)

Is this research/project currently under review by another granting agency? YES /NO

If so please list the agency:

Have you ever received external funds for this proposal and/or similar topic? YES/NO

If so please list the agency:

Have you ever submitted proposals to the Research Council that were not funded?

If so list Title/Topic and year submitted:

Have you ever submitted proposals to the Research Council that were funded? YES/NO

If so list the year(s) and amount granted:

­­­­­­­­­­­­­­­­­Year      $      ­­­­­­­­­­­­­­­­­Year      $      ­­­­­­­­­­­­­­­­­Year      $

ADMINISTRATIVE APPROVAL – FORM #4

TITLE:

PRINCIPAL INVESTIGATOR:

ACADEMIC YEAR:

By signing and submitting this document, it verifies the endorsement of the Department Head and Dean of the Principal Investigator and acknowledges participation of all Co-Investigators.

Dean of Principal Investigator’s College Date

Department Head of Principal Investigator Date

Principal Investigator Date

Co - Investigator Date

Co - Investigator Date

Co - Investigator Date