

**College of Education & Health Sciences
Center for Research and Service
Request for Funding: Scholarship Category**

Section I: General Information

Applicant/Investigator Name(s):

- Principal Investigator name, rank/title, department, phone number, and e-mail address. Names of any co-investigators (including students) with corresponding affiliation, title, phone number, and e-mail address

Title of project:

Amount requested:

Estimated start and end dates of project:

Intended National/International Conference(s) for Presentation and intended date for presentation:

Intended Journal Name(s) for Submitted Publication and intended date for submission:

Section II: Abstract (briefly and concisely describe the proposed project in 300 words or less)

Section III: Project Description (maximum of 5 pages)

Background, Merit, or Significance of the project

- Describe how the project relates to other work in the field, new contributions it will make, or how it will contribute to the field, department, college, and/or university.
- Avoid jargon/technical language that cannot be understood by someone unfamiliar with your research
- Be concise and relevant

Research Project Questions/Statement

- Clearly state the research question and/or objective that will be addressed with the proposed project.
- Be sure the research questions/hypotheses are clear and measurable/observable.

Methodology

- Include a summary of methods and procedures you will engage in to complete the proposed project
- For a traditional methodology, include information about data collection, participants/recruitment, instrumentation, design and analysis, etc.
- Plans for obtaining approval through Bradley's Committee on the Use of Human Subjects in Research (CUHSR)

Expected Outcomes

- Include a timeline for how you will complete the proposed project and possible future research.
- The use of diagrams is encouraged to demonstrate the timeline
- Please include the professional outcomes (i.e. presentation/publication) in the timeline.

Section IV: Budget

Itemized Budget

- Use a table format or itemized list that breaks down how the requested funds will be used to cover allowable project costs (please see example below).

Table 1. Example of Itemized Budget

Item	Cost
Materials and Supplies	0
Undergraduate Research Assistant	200
Participant Costs	100
TOTAL AMOUNT REQUESTED: \$300	

Narrative Budget Justification

- Describe how costs in the itemized list were estimated or calculated for the budget including the source for each cost (i.e. quotes, vendor websites, etc.), if applicable.
- Each item in the budget must be clearly and completely justified (please see example below)

Example Budget Justification

Participant Costs: \$100

To encourage participation, funds are being requested for incentives (10 participants X \$10 = \$100). Participants will receive a tangible incentive worth \$10 in exchange for their time and effort to complete the interviews. Example incentives include: water bottles, notebooks, cookbooks, or cooking utensils.

Undergraduate Researcher: \$200

Compensation for an undergraduate researcher (\$200 stipend) is being requested. The undergraduate researcher will aid in CUHSR application development, participant recruitment, data collection, and data analysis. Due to the teaching load of the PI, having an undergraduate researcher will help maintain the project timeline and provide flexibility for participants to complete an interview. It is estimated that the undergraduate researcher will work for 20 hours during the project period.

Section V: Supplemental Materials

Reference list/Works cited from Project Description

Letter of Support from Department Chair/Director

- This should indicate that your Chair/Director has reviewed the application with you and supports your request for funding.
- It should also include any funding and/or support that the Department will contribute.

Abbreviated curricular vita of principal investigator (maximum of 2 pages)

Potential sources of external funding

- Identify and describe sources of external funding that would support this line of research
- Indicate how the CRS grant will enable submission for external funding in the future

Evaluation Process

Each proposal will be evaluated by the CRS Council. The EHS Assistant Dean for Student Success serves as a member and chair of the Council. Final decisions on allocation of funds will be made by the Dean in consultation with the Assistant Dean for Student Success and Assistant Dean for Administration and Finance.

Evaluation Criteria

All submissions will be evaluated by these criteria:

1. Quality of the Proposal
 - a. The project description must clearly define the research objective and describe an appropriate methodology that will be used to investigate the objective
2. Background Significance
 - a. The proposal must establish that the proposed project builds upon work already done in the area and explain how the proposal will make a significant impact on the field of study.
3. Budget and Justification
 - a. The costs must be well-justified, reasonable, and necessary to conduct the project
4. Priority Areas
 - a. Preference will be given to proposals whose principal investigator who has not received funding the previous year, faculty-student collaborations, and to junior faculty.