

GUIDELINES
FOR
FORT HAYS STATE UNIVERSITY
UNDERGRADUATE AND GRADUATE STUDENT RESEARCH/CREATIVE ACTIVITY AWARDS

A. Eligibility for Proposal Submission

1. All enrolled undergraduate and graduate degree-seeking students

B. Source of Funds and Competition Deadline

1. These funds are provided by administrative allocation from the operating budget of the university. There is no guarantee that these funds will be available each year. These funds are to be used to support research and creative activity, not necessarily fund the entire project.
2. The deadline for the receipt of proposals in the Graduate Office is October 15 of each year. Proposals will be reviewed as soon as possible and awards announced after allocation decisions are made. Additional invitations for proposals will be circulated in the event that additional research/creative activity funds are available. Since these funds are allocated on an annual basis, the funds awarded to students must be spent within the fiscal year of the award.
3. These funds are made available to support an inclusive definition of student research/creative activity/scholarly activity (called “research” in this document), which results in a reviewed product. The funds are not available to support curriculum design or support the instructional or service mission of the university.

C. Proposal Preparation

1. The proposal must be written on the form provided. The proposal will be evaluated by individuals outside the student’s immediate discipline. Therefore, the proposal must be written in clear and direct language understood by all members of the committee. Poor preparation or lack of intelligibility may jeopardize the success of the proposal in the review process.
2. Joint proposals may be submitted and will be evaluated in the same manner as individual proposals.
3. Proposals for the support of team projects must identify all members involved in the project by name and title.
4. If a person submits more than one proposal as first author, this person must provide a priority list of proposals.
5. Allocations are for the current fiscal year (July 1 to June 30).

D. Budget Items for Funding

1. Consumable material
2. Equipment (to become the property of the university when the project is completed). Since these funds are limited, large items of equipment will not be funded. Equipment requests must be fully justified, including a statement that the equipment will be used for research and not for instructional purposes.
3. In-state travel as absolutely necessary for the research project. Out-of-state travel is not supported.

E. Proposal Submission

1. All proposals must be received by 4:30 p.m. on October 15, or the next working day if October 15 falls on the weekend or a holiday.
2. An application form is attached, which must be completed by the applicant, and signed by the faculty sponsor and department chair. Five copies are to be submitted, along with the budget sheet, which also requires the department chair’s signature. The application must contain all pertinent information necessary for a thorough evaluation. Additional information will not be accepted after the deadline.

F. Criteria Used by Review Committee

1. Significance of the activity
2. Qualifications of the proposer
3. Research plan
4. Time line
5. Feasibility
6. Departmental approval
7. Readability of application

G. Property and Recognition

1. Title to all materials, equipment, books, etc. purchased with these funds remain with the university.
2. Publications, presentations, products, etc. that result from research funded by these awards must recognize the role of the university.

H. Accountability

1. There must be a public presentation (poster, symposium, presentation, exhibit, etc.) of the results of the research associated with this award. This public presentation must occur within one year of completion of the project.
2. The budgetary authority of these awards is the Dean of Graduate Studies and Research. All requests for purchases and requests for expenditure of funds must have the approval of the Chair of the respective department and the Dean of Graduate Studies and Research. All expenditures of funds must adhere to the State of Kansas regulations.

HOW TO FILL OUT THE APPLICATION

Page 1

Chairperson to be Interviewed: The chairperson of your department may be interviewed by the committee to obtain his or her perception of the merits of your project compared to others from your department and compared to proposals from other departments.

Project Title: Please restrict the title of your project to ten words or less.

Location of Work: If the research/creative activity is to be conducted off campus, please give the location and state why this activity must be done off campus.

- I. **SUMMARY OF RESEARCH/CREATIVE ACTIVITY OBJECTIVES:** This is one of the most important parts of the proposal. Review of the proposal will be performed by a committee of scholars from several disciplines (from Art to Zoology), so this part of the proposal must present objectives of the research/creative activity in terms that can be understood by all members of the committee. To insure optimal review of your proposal, the summary should indicate to every member of the committee the excitement and merit that you find in the proposed project. The review committee may penalize proposals in which no attempt has been made to explain the project to a broad audience.

Page 2

- II. **BUDGET:** All budget requests must be clearly justified in the text and in the Budget Narrative. The items should be self-explanatory.
1. Consumable Materials: You do not need to itemize materials below the \$10 level. Include printing, mailing, and similar costs in this space. Mailings must be budgeted at the bulk mailing rate (where applicable).
 2. Travel and Per Diem--In-State Only: State regulations apply.
 3. Equipment: Review this item on the second page of the application.
 4. Priorities: Place a numerical priority, starting with one (1), for each requested budget item. Do not use a number more than once. It is highly likely that the committee will find it necessary to cut even the most parsimonious budgets, and it is better for you to decide where cuts will be the least disastrous.
 5. Check List: Check the information required in the lower left-hand side of the second page of the application.
 6. Signatures: Be sure to sign and have your faculty sponsor and department chair sign the application and the budget page. The department is to pay any costs in excess of the allocation, or you can indicate the source of funds for any costs that are beyond the funds allocated for specific use. Also, the signature of the chair indicates that the chair will provide any appropriate required matching funds. Only the original copy submitted need have an original signature.

Page 3

- III. **BUDGET NARRATIVE:** Fully explain each item in the itemized budget (II, second page).

Page 4

IV. RESEARCH/CREATIVE ACTIVITY PLAN, SUPPORTING DATA, PROPOSED TIME SCHEDULE AND RELEVANCE OF RESEARCH/CREATIVE ACTIVITY: The duties of the committee do not include detailed bibliographic searches to uncover the hidden significance of your project. Your research/creative activity plan, if it is to be successful, should be written at several levels. It is suggested that the first several paragraphs be written to inform all members of the university community of the significance and general thrust of your research/creative activity. For example, a physicist should write this paragraph for the edification of the historian. After this general introduction, the next section should be written for those individuals in the field(s) related to your own. For instance, physicists should address chemists. The final section should make clear to scholars in your own discipline that you have applied your best scholarly ability to this task.

A good research/creative activity proposal is recognizable by its clear exposition; its provision of adequate references to the appropriate literature of other sources; its inclusion of sample data, graphs or tables; and the inclusion of a clear set of sub-goals for completion. A proposal that does not include these points is apt to be at a disadvantage when compared to more carefully prepared proposals.

You are to address all the issues raised in this category and provide responses in the same order indicated.

Do not submit as your proposal for this competition a copy of a proposal prepared for some other agency. Such a proposal is not in compliance with the requirement for Section III, nor is the provision of a cursory, one paragraph statement of goals.

Page 5

V. CURRENT RESEARCH/CREATIVE ACTIVITY SUPPORT: Indicate current research/creative activity support and how that funding relates or does not relate to the proposed budget.

VI. PAST RESEARCH/CREATIVE ACTIVITY SUPPORT: Indicate past university research/creative activity support.

I VI. CURRICULUM VITAE FOR APPLICANT: There is no standard format for this purpose, but one method that is used by many applicants is a one-page vita followed by a list of scholarly products. This list is footnoted to indicate which products are the result of previous awards by the university/

**APPLICATION FOR
FORT HAYS STATE UNIVERSITY
UNDERGRADUATE AND GRADUATE STUDENT RESEARCH/CREATIVE ACTIVITY
AWARD**

Semester _____ Year _____

(Please type or print legibly; submit five (5) stapled copies to the Dean of Graduate Studies and Research by 4:30 p.m. on October 15, or the next working day if October 15th falls on the weekend or a holiday. Please complete all blanks; be brief; be concise, yet complete, and use language understandable to one not necessarily expert in your field. Additional information the applicant considers necessary may be attached to this form, but no additional information may be submitted after the deadline date for the receipt of applications.)

NAME _____
Last First Initial

DEPARTMENT _____

CHAIRPERSON _____

TITLE OF PROJECT (10 words or less)

If this is part of a joint project (more than one application), identify members of the team.

If this is part of a joint project (more than one application), identify the project.

Will work be done somewhere other than FHSU ? _____

Where ? _____

Explain why it is necessary to do research/creative activity at another site

I certify that I have read and understand the eligibility requirements. I understand that I will make a public presentation of the results of this project within one year of completion of this project.

Signature of Applicant

Date

I have read this proposal and reviewed it with the applicant.

_____ I recommend it.

_____ I do not recommend it.

I feel that the student(s) awarded the support can complete the project in the time allocated, and I commit to mentoring the student(s) with this project.

Signature of Faculty Sponsor

Name of Faculty Sponsor

Date

Signature of Department Chair

Name of Department Chair

Date

I. SUMMARY OF RESEARCH/CREATIVE ACTIVITY OBJECTIVES (do not exceed space below): (This summary explains what is to be done and its significance in a manner intelligible to any faculty member, regardless of discipline.)

II. BUDGET: All items must be justified in the text of the proposal.
 Indicate a **numerical priority ranking** for each item listed below.
 Do not exceed the space available. Attach itemized lists of
 necessary items.

DO NOT USE THIS SPACE

				Committee Recommendation	Dean Recommendation
		Requested			
CONSUMABLE MATERIALS (Itemize):					
EQUIPMENT (Itemize: Include total cost and department share. Include <u>shipping costs</u> or explain how the shipping costs will be paid.)					
IN STATE TRAVEL (Itemize):					
PER DIEM (Itemize):					
TOTAL COST					

 Signature of Applicant

 Date

Please Check Before Signing:

Budgetary Priorities Indicated

Curriculum Vitae Attached

Approvals for University Regulations
 Concerning Human Subjects Research,
 Animal Welfare, and/or Conflict of
 Interest and Time Attached, if
 Appropriate for Faculty Sponsor.

REVIEWED: Department agrees to pay any matching costs and
 any costs in excess of allocation and acknowledges that a fund
 has been identified in the budget narrative that will be used to
 pay any matching costs or excess costs.

 Signature of Dept. Chair

 Date

III. BUDGET NARRATIVE: Every item listed under II. Budget items and usage must be described and explained below.

IV. RESEARCH/CREATIVE ACTIVITY PLAN, SUPPORTING DATA, PROPOSED TIME SCHEDULE, and RELEVANCE OF THE RESEARCH/CREATIVE ACTIVITY: (Attach a page(s) as necessary to complete this section.) NOTE: You are encouraged to have others read your proposal so that you are submitting the best proposal possible. Proofread before submitting.

A. Research/Creative Activity Plan:

1. Define the problem area or formulate a precise research question or a set of questions derived from the problem statement. Specificity is important.
2. The Research/Creative Activity Plan – State how you plan to address the research question(s). Provide a clearly stated research plan and include the methodology that you will use. If the proposal is quantitative, outline the statistical plan and state how you will gather the data, how you will analyze the data, and what you will do with the output. What is the expected return rate if you are using a questionnaire or other instrument? How will you get sufficient returns?

B. Supporting Data: (If you are using data, is the database that is needed to make the project work currently available? Explain its archival use. Provide evidence of your completed literature review.)

C. Proposed Time Schedule:

D. Describe the significance of the activity with reference to one or more of the following criteria:

1. Timeliness
2. Fills a gap in research
3. Addresses a practical problem in the world
4. Sharpens our understanding of a concept or relationship
5. Relates to a particular population
6. Permits generalization to wider field of theory
7. Extends an existing body of research
8. Creates a new artistic vision or interpretation

E. How will you present the results of your work? To which journals will you submit articles? To which professional meetings will you submit your paper? Where will you present your creative work?

F. If you are conducting a survey, you must include a copy of the questionnaire or instrument; the proposal will not be read without a copy. Has the instrument or your research proposal cleared the appropriate university committees if human subjects or animals are involved?

G. In order to evaluate what has been done, what will be done, and the amount of support from the department and/or college, indicate such support here as well as in the Budget Narrative. You are to indicate support for postage, printing, equipment, software, and similar other operating expenses.

H. Are you using students in your research? If so, how will students be used? What will students learn?

V. CURRENT RESEARCH/CREATIVITY SUPPORT:

- A. Please identify all current research/creative activity support, including the source, amount, title of the project, and the period of the support.
- B. Please identify research/creative activity performed at FHSU and how the previous research/creative activity applies to this application.

VI. PAST RESEARCH/CREATIVE ACTIVITY SUPPORT:

- A. If you were awarded funds from FHSU Undergraduate/Graduate Student Research/Creative Activity Awards in the past five years, please give the year, account number (if known), and amount of funding for each award that you received.
- B. Provide the results of each past FHSU Undergraduate/Graduate Student Research/Creative Activity Award in terms of publications, proposals, grants, contracts for outside support, creative works, and scholarly presentations. Be specific and complete. Two copies of each resulting publication that used FHSU Undergraduate/Graduate Student Research/Creative Activity Awards are to be deposited in the Office of the Dean of Graduate Studies and Research in Picken Hall 202.

VII. CURRICULUM VITAE OF APPLICANT (to be attached): Include post-secondary education, professional employment, major honors, and a brief narrative account of representative research, publications, activities, and accomplishments (including citations to all publications, exhibitions, and performances and identify those that have been supported by FHSU Undergraduate/Graduate Research/Creative Activity Awards).

Approved: Research Environment Committee (05-20-05)
Provost (07-21-05)