

# Create a Faculty Summer Grant Application



## 1 Navigate to Workday

The screenshot shows the Workday portal for Fort Hays State University. At the top, there is a navigation bar with the university logo, a search bar, and notification icons. Below this is a large banner with the university name and logo. The main content area is titled "Hi There" and includes a date "It's Monday, February 16, 2026". There are several interactive buttons: "My Schedule", "Enter Time for Worker", "Edit and Approve Time", "My Org Chart", and "Feedback on My Team". A section titled "Awaiting Your Action" contains the message "You're all caught up on your tasks.". To the right, there is an "Announcements" section with a "NEED HELP?" graphic and a link to "WORKDAY RESOURCES". Below that is a "Team Highlights" section featuring a profile for "Abigail Rose Bird" and an "Important Dates" section.

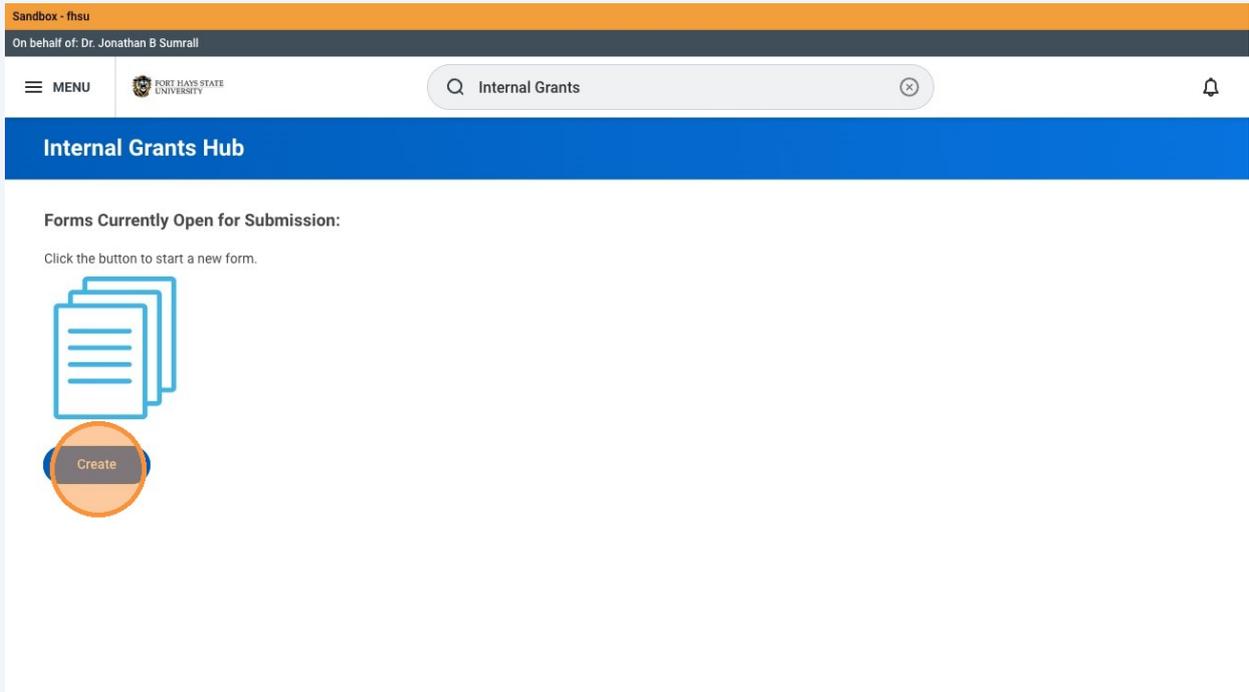
2 Click the search field and search for "Internal Grants"

The screenshot shows the Fort Hays State University dashboard. At the top, there is a navigation bar with a 'MENU' icon, the university logo, and a search bar. The search bar contains the text 'Search' and is highlighted with an orange circle. Below the navigation bar is a dark banner with the university logo and name. The main content area is titled 'Hi There' and includes a date 'It's Monday, February 16,'. There are several interactive elements: 'My Schedule', 'Enter Time for Worker', 'Edit and Approve Time', 'My Org Chart', and 'Feedback on My Team'. A section titled 'Awaiting Your Action' contains the text 'You're all caught up on your tasks.' Another section titled 'Team Highlights' features a profile picture and the name 'Abigail Rose Bird'. On the right side, there are 'Announcements' and 'Important Dates' sections. The 'Announcements' section includes a 'NEED HELP?' graphic and text about 'Need help with Workday'.

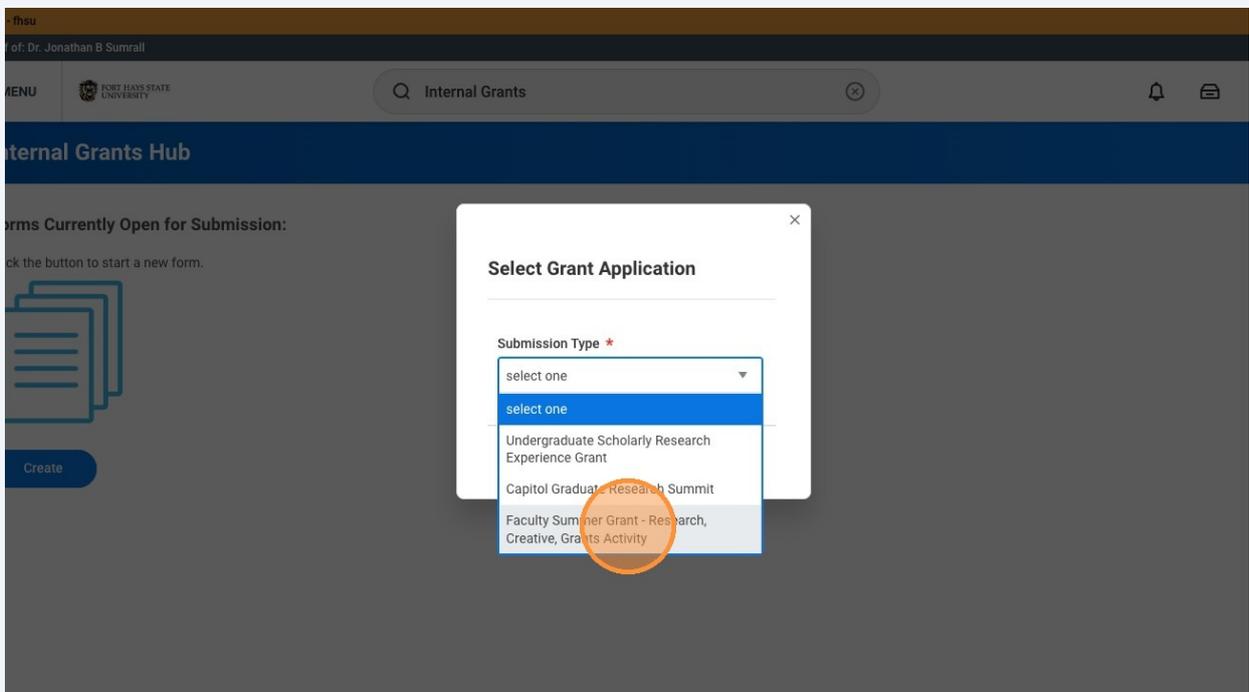
3 Click "Internal Grants"

The screenshot shows the search results page for 'Internal Grants'. The search bar at the top contains the text 'Internal Grants' and is highlighted with an orange circle. Below the search bar, there is a toggle for 'Simplified Search is Enabled'. The results are categorized into 'Top Results', 'People (0)', 'Tasks and Reports (1)', and 'All Categories'. Under the 'Tasks and Reports' category, there is a result for 'Internal Grants' which is a 'Task'. Below the results, there is a message 'Can't find what you are looking for?' and a 'View Search Tips' button.

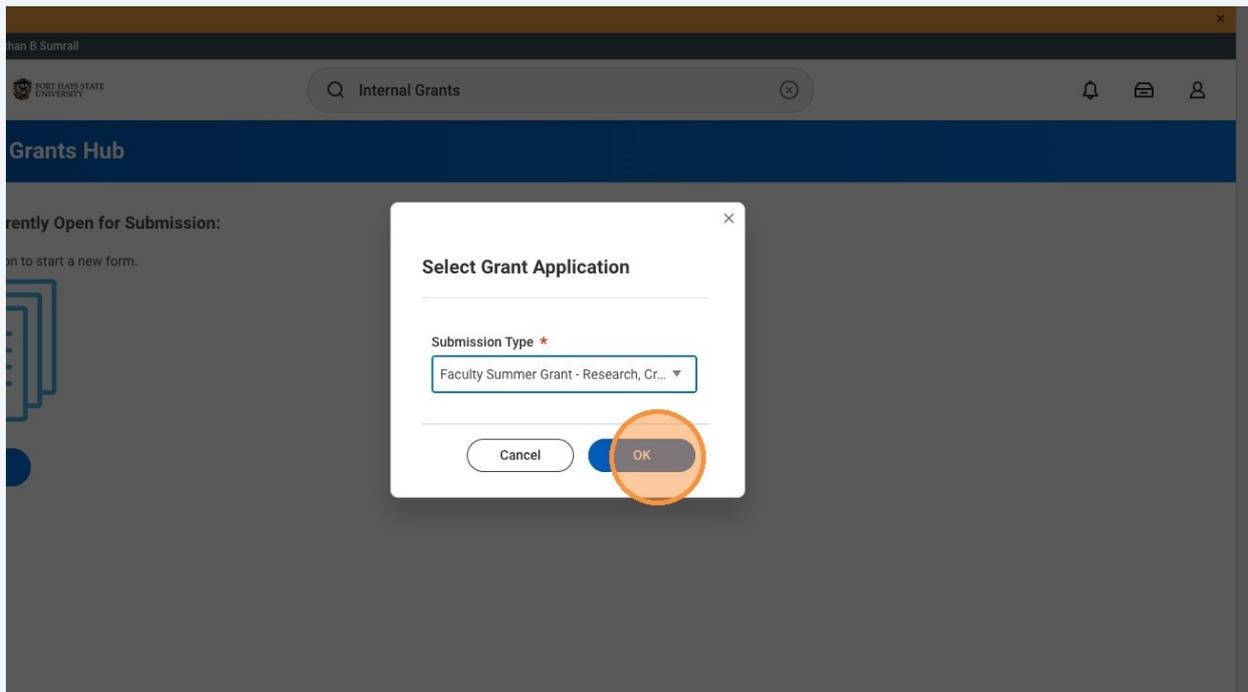
## 4 Click "Create"



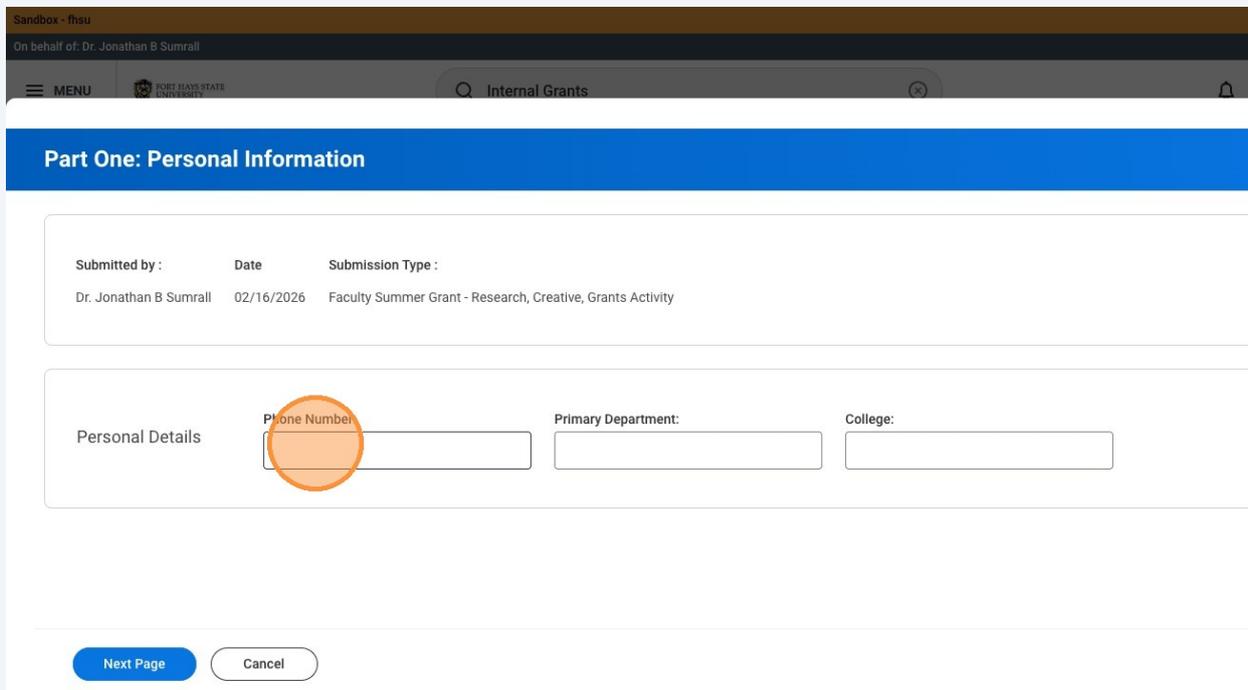
## 5 Click "Faculty Summer Grant - Research, Creative, Grants Activity"



## 6 Click "OK"



## 7 Fill in your information.



## 8 Click "Next Page"

Sandbox - fhsu  
On behalf of: Dr. Jonathan B Sumrall

MENU FORT HAYS STATE UNIVERSITY Internal Grants

### Part One: Personal Information

Submitted by :	Date	Submission Type :
Dr. Jonathan B Sumrall	02/16/2026	Faculty Summer Grant - Research, Creative, Grants Activity

Personal Details

Phone Number:

Primary Department:

College:

## 9 Fill in your proposals information.

Sandbox - fhsu  
On behalf of: Dr. Jonathan B Sumrall

MENU FORT HAYS STATE UNIVERSITY Internal Grants

### Part Two: Faculty Summer Grant

Proposal Title

Please select your Research Supervisor \*

Comments

**File Upload \***

Please upload the Application Form and any supporting materials (optional)

Acknowledgement \*

By submitting this application, I certify that: (a) I have read and do understand the eligibility requirements, (b) I understand that this request is

10

Click the "Please select your Research Supervisor" field and enter the name of your Department Chair. If you are a Department Chair, enter the name of your Dean.

Sandbox - fhsu  
On behalf of: Dr. Jonathan B Sumrall  
MENU FORT HAYS STATE UNIVERSITY Internal Grants

### Part Two: Faculty Summer Grant

Proposals Title: Rocks for the Win!

Please select your Research Supervisor \*

Comments

**File Upload \***  
Upload

Please upload the Application Form and any supporting materials (optional)  **Acknowledgement \***

By submitting this application, I certify that: (a) I have read and do understand the eligibility requirements, (b) I understand that this request is

Submit Cancel

11

Click the "Comments" field and enter the name of your co-applicant if you have one.

Comments

**File Upload \***  
Upload

Please upload the Application Form and any supporting materials (optional)  **Acknowledgement \***

By submitting this application, I certify that: (a) I have read and do

Submit Cancel

12 Click "Upload" and add your application and proposal document.

Comments

This is a co application with Dr. Tom Schafer.

**File Upload \***

 Upload

Please upload the Application Form and any supporting materials (optional)  **Acknowledgement \***

By submitting this application, I certify that: (a) I have read and do understand the eligibility requirements, (b) I understand that this request is for salary only, (c) I understand the provisions if I resign or am terminated, (d) I understand that a project summary is required for all funded projects, and, [e] If requested, I agree to participate in university sponsored events recognizing the outcomes of this grant.

13 Click here to acknowledge the grant requirements.

Proposal Title: Rocks for the Win!

Users select your reviewer supervisor: Dr. Paul Grady Dixon | Dr. Grady Dixon

Comments

This is a co application with Dr. Tom Schafer.

**File Upload \***

 Document15.pdf

Please upload the Application Form and any supporting materials (optional)  **Acknowledgement \***

By submitting this application, I certify that: (a) I have read and do understand the eligibility requirements, (b) I understand that this request is for salary only, (c) I understand the provisions if I resign or am terminated, (d) I understand that a project summary is required for all funded projects, and, [e] If requested, I agree to participate in university sponsored events recognizing the outcomes of this grant.

## 14 Click "Submit"

Project Title:

Please select your research supervisor:

Comments:

**File Upload \***

 Document15.pdf

Please upload the Application Form and any supporting materials (optional)  **Acknowledgement \***

By submitting this application, I certify that: (a) I have read and do understand the eligibility requirements, (b) I understand that this request is for salary only, (c) I understand the provisions if I resign or am terminated, (d) I understand that a project summary is required for all funded projects, and, [e] If requested, I agree to participate in university sponsored events recognizing the outcomes of this grant.