

**INSTRUCTIONS:**

- This application has been created as an Adobe fillable form.
- Download from web browser and save to desktop or thumb/flash drive.
- Work from the saved application.
- Enter info in spaces provided. (you can cut and paste from MS Word, Google Docs or other software)
- You can save additional pages and attach to the end of this form or attach as separate documents.



**Office of Sponsored Research & Scholarly Activity**



**Funded Projects Application**

*Please begin typing in the spaces provided. If you are using an iPad, you will need to load Adobe Fill & Sign. Completed applications are due to OSRSA@Life.edu by Monday, Week 8 at Noon.*

Application Submission Date \_\_\_\_\_

Principal Investigator/Project Director:

- Name: \_\_\_\_\_
- College/Department: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_

Co-Investigator/Co-Director(s):

- Name: \_\_\_\_\_
- College/Department: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_

Co-Investigator/Co-Director(s):

- Name: \_\_\_\_\_
- College/Department: \_\_\_\_\_
- Phone and Email: \_\_\_\_\_

Project Title:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Funding Request:

Insert dollar amounts for Yr 1 and Yr 2. Fiscal years run from July 1 thru June 30

Year 1: \_\_\_\_\_

Year 2: \_\_\_\_\_

Human Subjects:

- Institutional Review Board approval (approval attached)
- Institutional Review Board application submitted and under Review, submission date: \_\_\_\_\_
- Other (Explanation Required)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

With the submission of this document, I certify that the information contained herein is accurate, that all listed co-applicants have reviewed and agreed to the scope of work, and that all relevant supervisors have reviewed and approved the involvement of each key personnel listed above.

\_\_\_\_\_  
 Type Name of Principal Investigator/Project Director

\_\_\_\_\_  
 Type Date

**Project Summary:** Summarize in one paragraph the WHO, WHAT, WHY, WHEN and HOW of your project. This description will be used in multiple sources for technical and non-technical audiences. **Spacing is character limited.**

**Introduction:** Provide two-to-three paragraphs that contextualize your project, including a brief background on the issue, what has been done and/or gaps in knowledge/practice, citing published research as applicable. **Spacing is character limited.**

**Rationale, Goals and Objectives.** In two- to three paragraphs, use this section to *define* your position/hypothesis, your *approach* to address the problem, *why* you have selected this approach, and *what*, specifically, you hope to accomplish. Remember, objectives are specific, measurable, and time-oriented and should map to your evaluation plan. **Spacing is character limited.**

**Project Design, Methods/Evaluation.** This section constitutes the major substance of your application. In not more than three pages, describe in greater detail the project design. This should include specific information about *what* you will be doing (for example, a mixed-methods survey, controlled experiment, literature review); the *theoretical framework* that informs your approach; *where* the work will take place and why the location is appropriate; *who* will be involved; how you will adhere to *ethical standards* (especially if using human subjects); and the plan to *analyze* and *disseminate* results (specify a conference/professional gathering or publication. **Spacing is character limited. Attach additional page if necessary.**

A large, empty rectangular box with a thin black border, intended for the applicant to write their project design, methods, and evaluation details.

**Project Design (cont'd)**

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**Project Design (cont'd)**

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**Funding Request/Budget\*** Please provide an itemized breakdown of the cost of all needed resources to undertake the work, including, contract labor/consultants, equipment, materials and supplies, travel, reproduction, etc. In the rare instance you are requesting release time, this must be pre-approved by the Dean and Supervisor. **(Type in amounts as appropriate. The fields will automatically calculate):**

Budget Categories	Year 1	Year 2	Total
<i>Salaries and Wages</i>			
<i>Stipends (fixed regular sum)</i>			
<i>Consultant Fees</i>			
<i>Equipment (&gt;\$5,000)</i>			
<i>Materials &amp; Supplies</i>			
<i>Subscription/Communications</i>			
<i>Travel</i>			
<i>Postage/Shipping</i>			
<i>Miscellaneous</i>			
<b>Subtotal</b>			

- *Attach quotes/provide url address for supplies/equipment ; justification required for preferred vendor.*
- *Attach a separate sheet with a narrative budget justification of not-more-than-two pages.*

**Project Timeline.** Major activities and tasks with sufficient detail to indicate you have analyzed time and effort and human resource requirements. You can depict the timeline in table format or use bullets.

**Anticipated Limitations or Challenges.** Discuss in one or two paragraphs some of the likely obstacles that you might encounter and your plan for overcoming those obstacles should the case arise. **Spacing is character limited.**

**Relevance/Benefits.** Discuss in one or two paragraphs how the project is relevant to the mission of Life University, to advancing knowledge/practice in your field and/or across disciplines, and benefits to/potential impact on society more broadly. **Spacing is character limited.**

**References:** List references cited in your application. Attach a separate page if more significant space is needed.

**Additional Funding Sources.** Please note whether applications for funding are being provided to/or have been approved by any other agencies or organizations and provide detail of those requests/awards.

*Please attach a copy of your current CV or resume.*

**Budget Narrative:**

Use this page to explain project costs per category, per year (as applicable)

**Salaries and Wages** (List all key personnel (faculty, staff or students) performing work on the project for whom you are requesting funding support. You should provide each person's title on the project, describe the role they will play, and the time and effort expected, i.e., Principal Investigator at 3-credit overload to oversee study design, IRB protocol approval, recruit participants, ethnographic research, etc. )

**Stipends:** (A fixed, regular sum paid over a term period to a LIFE U faculty, staff or student to support work on the project, i.e., PSY faculty to develop, validate and administer survey instrument or sport health science faculty performing bone density analysis using DEXA imaging):

**Consultant Fees.** (A fixed sum paid over a term period to none-LIFE U personnel for a specific scope of work, i.e., design and lead focus group sessions or analyze metabolite data using LCMS. A basis should be provided for the fee (including a written quote from the vendor). If available, the consultant(s) should be identified.)



**Equipment.** (With a value equal or greater than \$5,000 per unit. Include written quote or link to url. If a single source vendor is required, provide justification. Detail why equipment is needed, its specific use, where it will be housed, and plans for post-project maintenance and access.)

**Materials & Supplies.** (Value less than \$5,000 per unit. Include written quote or link to url. List name of item, cost, specific use, plans for post-project maintenance and access, if applicable)

**Travel.** (List project taff traveling, destination/event, and mode of transportation and estimated cost. None-LIFE U faculty, staff or students are not eligible for travel support.)

**Postage, Shipping, Duplication.** (Detail as applicable)

**Miscellaneous/Other.** (List other project costs not captured on previously referenced cost categories. This might be participant support costs such as gas/bus cards, food for after-hour focus groups or extended meetings, etc. All costs must be detailed and justified.)

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**Office Use Only:**

Proposal Status:  Pending  Declined  Funded  Withdrawn

Proposal Number \_\_\_\_\_