**Application for a Dean’s Grant for Research Enhancement**

**SIUE School of Education, Health and Human Behavior**

Revised 7/9/2019

**Purpose**

Dean’s Grants for Research Enhancement provide support for research projects or creative activities likely to result in some form of scholarly publication or external funding. Normally, $1,000 or less should be requested. The associate dean can provide information about the total amount of money available for these grants in a given semester. The probability of having an application funded depends on how many applications there are, and sometimes the total number of applications is unknown until the hours before the deadline. Funds not spent by the grant end-date (the end of the semester for which funds are requested) will be forfeited. Principal investigators are responsible for investigating and complying with applicable policies and procedures.

**Eligibility and Funding**

All tenured and tenure-track faculty in the SEHHB are eligible to apply. Grants may be fully or partially funded. Stipends for SEHHB faculty are not permitted and funds not spent by the grant end-date will be forfeited. Principal investigators are responsible for investigating and complying with applicable policies and procedures.

**Deadlines**

Deadlines for the Dean’s Grant for Professional Development are: *noon on October 15 for the spring semester and noon on March 15 for the summer or fall semester.*

*Fall grants are for: August 16 – December 31*

*Spring grants are for: January 1 – May 15*

 *Summer grants are for: May 16 – August 15*

**General Review Criteria**

These grants are competitive and will be reviewed by an interdisciplinary committee according to the following criteria:

1. The clarity and concision of the application

2. The work’s importance (as perceived by the interdisciplinary committee)

3. The clarity and reasonableness of the budget

(After the remaining pages are completed, this first page can be removed prior to submission.)

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Applications should be submitted to the associate dean by the deadline. Please follow the instructions in Parts I-VI below.

I. Please complete the tracking information in this section. Multiple principal investigators may be listed.

Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Investigator (PI) Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Department(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Project Semester: \_\_\_\_ Fall \_\_\_\_ Spring \_\_\_\_ Summer Year: \_\_\_\_\_\_\_\_\_\_\_

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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II. In 200 words or less, describe the goals and significance of the project. Citations of past literature are optional, and if included, should be kept to a minimum.

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III. In 300 words or less, describe the methods to be used in the project.

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IV. In 100 words or less, describe the anticipated outcomes of the project (e.g., peer-reviewed article, grant proposal).

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V. List the project costs. Consult with your department secretary about purchasing policies and procedures before finalizing your budget. If necessary, very brief descriptions of budgeted items in the table may be included.

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| --- | --- |
| Item Description | Cost |
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|  |  |
| Total:  |  |

VI. Signatures/Approvals

By signing below, the principal investigator(s) commit(s) to completing a *final report that is due no later than the conclusion of the semester following the project semester*. The final report of 600 words or less must summarize the project and describe the current status of, or current plans for, the project (e.g., date that a paper or grant proposal will be submitted). A copy of any paper or proposal referred to in the report should be attached, even if it is not yet finished. **Failure to provide this report within the time provided may result in ineligibility for future funding.**

PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

PI Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

After the department chair signs, this application form must be submitted (preferably by email) to the chair of the SEHHB Research and Projects Committee by the applicable deadline.