

**College of Health and Human Sciences
INTRAMURAL GRANT PROGRAM (2009-2010)**

FALL, 2009

Due Date: October 30, 2009

Award Notification Date: Week of November 16, 2009

Maximum Award Amount: \$5,000

Completion Date for Expenditure of Funds: June 9, 2010

Summary Report Due: December 13, 2010

SPRING, 2009

Due Date: March 5, 2010

Award Notification Date: Week of March 22, 2010

Maximum Award Amount: \$5,000

Completion Date for Expenditure of Funds: December 10, 2010

Summary Report Due: April 22, 2011

Program Purpose: The purpose of this program is to provide funds for: 1) conducting or extending pilot studies that will culminate in the submission of larger grant proposals, 2) preparing grant applications for submission to an external funding agency, or 3) other activities which are directly and clearly related to a faculty member's research agenda. Funds will be awarded twice a year, in fall and spring.

Eligibility: All full-time, doctorally-prepared faculty in the College may apply individually or in teams. Only one funded award will be provided to a faculty member during an academic year. Competing continuation grant applications for spring are permitted provided the total amount awarded per faculty member per year does not exceed \$5,000.

Research Proposal / Grant Preparation:

1. Style: 12-point font, 1-inch margins, single spaced with double-space between paragraphs; appropriate use of headings and subheadings
2. Narrative Length (excluding cover page, references, time line, budget page, and appendices): 2 pages minimum, 4 pages maximum

Research Proposal Content:

1. Cover Page
2. Narrative (with section headings):
 - a. Specific Aims
 - b. Background and Significance
 - c. Research Design / Methods (sampling, instruments, human subjects protection, data collection procedures, roles of all investigators, etc.)

- d. Potential for external funding (one paragraph description; include the kinds of award sought, sponsoring agency, specific program announcement, and approximate deadlines)

This section addresses the questions: What do you intend to do? Why is the work important? What has already been done? How are you going to do the work? Thus, the project description should include objectives for the proposed work and expected significance, relation to past work in the area (yours and others), and project design and methodology.

3. Reference list
4. Time Line (include dates for IRB/IACUC proposal approval process, data collection, analysis, dissemination of results, etc.)
5. Budget and Budget Justification
Allowable expenses include money for student assistants, partial/full course release (up to \$5,000), project-related local travel (at no more than the approved University mileage rate), participant remuneration, and research-related supplies and equipment.
6. Appendices
 - a. Curriculum vita for all investigators
 - b. Letters of cooperation
If the project depends on collaboration or cooperation of others, a letter of cooperation should be included. However, general letters of support from chairs or colleagues are not to be included in the application.
 - c. Instruments
Include copies of all paper and electronic instruments (e.g., surveys, screening questionnaires) to be employed in the project
 - d. Responses to the reviewers' critique
If the grant proposal submission is a re-submission, provide itemized responses to each of the reviewers' critiques of your previous submission

Reporting Requirements: A report summarizing grant activities is due to the Associate Dean for Research on the dates indicated above.

Review Process: The College Research Committee will review and rank order proposals for content; the Administrative Officer will review the budget; recommendations will then be made to the Dean for funding.

Review Criteria: The primary criteria for review of applications will be the intrinsic scientific or scholarly merit of the proposed project or work. The applicant should be very specific in demonstrating the originality of the proposed work. Other specific criteria include:

1. Significance of the project
2. Soundness of the objective; clarity of hypothesis or research questions

3. Quality of project design - appropriate methods and measures used to accomplish the project's goals/objectives
4. Feasibility of the project and realistic time line for the project
5. Potential for external funding for the project (this will be judged in the context of the applicant's academic discipline)
6. Budget justification
7. Qualifications of the investigators
Applicants who have received support in the past from this program are expected to have "tangible results" when applying for subsequent intramural grant support.
8. Length of time at GSU and seniority of the principal investigator
For equally-matched proposals on merit, priority for funding will be given (in descending order) to: 1) new (3 years or less at GSU) tenure-track faculty, 2) established (more than 3 years at GSU) tenure-track faculty, 3) new nontenure-track faculty, 4) tenured faculty, and 5) established nontenure-track faculty.

Submit two hard copies and an electronic copy to the Associate Dean for Research

NOTE: Once awarded, funds will be transferred into department/school cost share (fc 15) accounts. **No funds will be transferred until the project has been approved by the IRB or IACUC.** Any unencumbered / unspent funds will default to the College the day after the **Completion Date for Expenditure of Funds** for that grant award.

College of Health and Human Sciences
INTRAMURAL GRANT PROGRAM Cover Page

Date:

Faculty Name/Rank:

Proposal Title:

Department/School:

Previous College Funding (limit to past 5 years): For each CHHS grant received, indicate project outcomes: publications, paper or poster presentation, external grant submitted, or other project result.

Check applicable box below:

Pilot study or supplemental data collection for pilot work in progress

Grant application preparation

Faculty Signature: _____

Chair/Director Signature: _____

**College of Health and Human Sciences
INTRAMURAL GRANT PROGRAM
Budget and Budget Justification Page**

BUDGET

Category	Amount Requested
Personnel: Faculty course buyout (PTI)	
Personnel: GRAs	
Supplies	
Equipment	
Travel (local)	
Other	
TOTAL	

BUDGET JUSTIFICATION

Personnel:

Supplies:

Equipment:

Travel (local):

Other:

College of Health and Human Sciences

INTRAMURAL GRANT PROGRAM

Reporting Requirements

DATE:

PROJECT TITLE:

FACULTY:

REPORT OF PROPOSAL ACTIVITIES AND FINDINGS (if the purpose of the grant was to develop a larger grant proposal or conduct a pilot study that resulted in a manuscript sent for publication, that may be submitted in lieu of a report; if obstacles were encountered during the course of the project, indicate how they were overcome or how the project was redirected)

BUDGET EXPENDITURES

TARGET DATE FOR SUBMISSION OF A GRANT APPLICATION FOR FURTHER FUNDING (IDENTIFY SOURCE)