*SAMPLE APPLICATION*

*(Use this as a guideline for your college)*

**Research Fellows Program**

**APPLICATION FORM – 20YY-20YY for implementation in 20YY-20YY**

**INSTRUCTIONS:** Complete all parts as listed in the application.

**Proposals are due by 5:00 PM, (insert day), November 16, 20YY.**

***LATE APPLICATIONS WILL NOT BE ACCEPTED.***

Please fasten all parts of the proposal package with one staple. Submit 4 double-sided copies of the proposal package to the Dean’s Office by the due date.

**The final report on any project award will be due by June 29, 20YY.**

1. **TITLE OF PROJECT**:
2. **PERSONAL INFORMATION**

Name

Department

Current rank or title: 🞏 Full 🞏 Associate 🞏 Assistant 🞏 Other

1. **BUDGET SUMMARY**
	1. How many units of release time are you requesting? (12 WTU’s maximum). The intent is to provide maximum release time in order to achieve research goals.

 Units

* 1. For which semester?

 🞏 Fall 20YY OR 🞏 Spring 20YY

* 1. How much in operating expense funds? $
	2. Budget requests should not exceed: (College insert)

Please provide a budget of how these funds will be spent. Expense items may include student assistance, travel, supplies & materials, rentals, equipment, or other categories appropriate to the research (O&E money cannot be used to purchase food). The cash award may not be used for payments of salary to faculty members. The review committee and/or Dean reserve the right to deny major budget changes made after receiving an award.

**NOTE:** All items of expenditure must occur in FY 20YY/20YY (before June 1, 20YY and encumbered by mid-May) and must follow state/CSU expenditure policies**.**

1. **SUMMARY OF RESEARCH AGENDA**

 In the space below, summarize your research agenda and the progress and achievement you have made, especially in terms of peer-reviewed publications and equivalencies. Include relevant citations in the required two-page resume.

1. **PROJECT NARRATIVE**

Provide a brief description of the research and/or creative activities that you will work on during the semester for which reassigned time is provided. Describe the procedures and/or methodology to be used. What are the specific objectives of your proposed project? Include both the intellectual objectives and the intended products or outcomes (e.g. completion of an article or book, conducting field or lab research, etc.) If funds are requested, link the project narrative to the proposed budget.

1. **ATTACHMENTS**
2. Current Curriculum Vitae (two page maximum). Information should be included or excluded according to its relevance to this research project.)
3. **REQUIRED SIGNATURES**

*If funded, the Research Fellow agrees to submit a written report to the Dean and Provost summarizing their research activities and accomplishments. Due no later than June 29, 20YY.*

*Funded proposals and the written report will be made available for viewing by other faculty members upon request.*

**Applicant's Signature**: Date

**Department Chair's Signature**: Date

Chair’s signature here signifies only that he or she is aware of the application and will allow the reassigned time if it is awarded.