

## Research Fellows Program Application Form Award Year 2024-2025

### INSTRUCTIONS:

- Complete all parts as listed in the application.
- Proposals are due by 5:00 PM, Wednesday, November 16, 2023.
- **LATE APPLICATIONS WILL NOT BE ACCEPTED.**

Please send an electronic copy 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 30, 2025.

College:

Year of application: 2023

For award year: 2024-2025

### 1. Title of Project

### II. Personal Information

Name:

Department:

Current Rank:

### III. Budget Summary

#### 1. Release Time Request

(**NOTE:** For teaching faculty, this translates to 12 WTUs maximum. The intent is to provide maximum release time in order to achieve research goals)

How much release time?

For which semester(s) ?

#### 2. Operating Expense Funds

Amount requested:

Budget requests should not exceed [College: insert amount here]

Please attach a budget of how these funds will be spent. Please be as detailed as possible. 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 2024/2025 (before June 1, 2025 and encumbered by mid-May) and must follow state/CSU expenditure policies.

#### IV. 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.

## V. 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.

## VI. Attachments

1. Current Curriculum Vitae (two page maximum). Information should be included or excluded according to its relevance to this research project.)
2. A budget detailing operating expense funds requested (see **Budget Summary**, above)

## VII. 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 30, 20xx.

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.