Collaborative Faculty-Student Project Award
Full Project Proposal Guidelines Spring 2019

The faculty member submits a narrative of not more than four single-spaced pages (12-font) that includes the purpose and significance of the research/creative project, review of literature, outcomes, other support, procedures, timeline, and references cited list. **Please clearly identify each of these sections.**

*PLEASE NOTE THAT PROPOSALS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED.

Page 1   **Project Cover Page (including all participants both faculty and student(s), chair's signature), and 100 word abstract**

Pages 2-6   **Proposal Narrative (please limit to 5 pages)**

1. **Purpose and Significance:** Provide a clear, concise statement of the purpose and significance of the project in non-technical language that can be understood by non-experts in your discipline.
2. **Review of Literature:** Research proposals should include an appropriate review of the literature and cited sources. Creative activity proposals should establish relevancy to current activities, accomplishments, and/or developments in the respective discipline.
3. **Expected Outcome(s):** Articulate desired results of the project.
4. **Procedure:** Describe how you will organize and run this project *and specifically how the student(s) will collaborate.* Please explain procedures in non-technical language that can be understood by non-experts in your discipline. Each project is unique and will have its own set of procedures, but below are sample topics:
   a. Social and natural science proposals may require specific information on population and sample, design, data, instrumentation, analysis, predicted results, or more.
   b. Arts and humanities proposals may require specific information on project design, demonstrations, performances, data collection, equipment, media, predicted results, or more.
5. **Timeline:** Provide a detailed timeline for completion of the project, which should not continue past December 31, 2019. Include anticipated start and end dates as well as any expected milestone dates across the project period. While the project may begin before the notification of award date, *expenses incurred before notification of the award are not reimbursed.*
6. Confirmation of IACUC/IRB policies (if applicable):
   a. If the project involves the use of animals, you must obtain approval from the Institutional Animal Care and Use Committee (IACUC) before you receive award funds.
   b. If the project involves the use of human subjects, you must obtain approval from the Institutional Review Board (IRB) before you receive award funds.
   c. Please include a statement that you understand and will follow these regulations. Your timeline could be delayed since funding is not released until you receive proof of IACUC or IRB approval. Policy and forms for IACUC and IRB may be viewed at https://inside.nku.edu/rgc/research-compliance.html.
7. **Other Support or Commitments:** Identify supplemental funds that you have received or may receive from NKU and/or other institutions/sources (both committed and applied for). Indicate how this project may help you to secure external grants for future related research.
8. **Budget Justification:** Provide a detailed budget justification for the items listed in the budget form.
9. **Personnel Information:**
   a. Faculty: Provide a description including research, creative activity, education, teaching, and other experience pertinent to the project.
   b. Student(s): Provide a description of relevant education, experience, and credentials related to the project for each student.
10. **References Cited:** Include only the references cited in the proposal narrative. Please limit to one-half (½) page.

Page 7 **Budget (submit form provided "Proposed Budget")**
Maximum budget allocation is $5,000. Each submitted budget must conform to these guidelines or it will not be reviewed.

1. Funds awarded for **direct support of the student collaborator(s)** (e.g., stipend, travel expenses, conference registration, or other approved uses) must **be at least 50% of total funds requested.**
   a. Include within the budget form the name of the student collaborator(s).
   b. Student stipends must include FICA tax (7.65%).
   c. Include the hourly rate paid to the student as well as the estimated number of hours and the number of weeks. The allowable student stipend rate is between $13 to $15/hour. For example, *Student #1, Jane Doe: 10 hours/wk X $13/hr X 15 weeks for $1950 plus 7.65% FICA tax ($150) makes the total $2100.*
2. **Materials and supplies** request is not considered direct support of the student collaborator.
   a. Include estimated cost of each item over $100 requested. For example, video camera w/16gb memory card for $175. It is acceptable to combine like items - Books for $125.
3. Maximum faculty stipend is $2,500 to be paid during summer months, which includes FICA taxes. If two or more faculty collaborate, then the combined total stipend and FICA may not exceed $2,500.
   a. Include the number of weeks estimated for summer effort per faculty member.
4. **Travel**
   a. Include estimated travel costs per person for airfare, ground transportation, lodging, food, and other pertinent costs. For example, *Round trip to Chicago (Doe, Smith) Airfare $600; Transportation $120; Lodging $400; Food $60.*
   b. All planned travel must conform to NKU travel policies.
5. **Other**
   a. Include a description and estimated cost for each item in this category.

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Faculty Vita: Abbreviated 1-2 pages (maximum length) emphasizing principally those experiences and qualifications central to this particular project.