UNIVERSITY RESEARCH GRANT
APPLICATION 2025-2026

Applicant: _____

Title or Faculty Rank: _____

Department: _____

College: _____

Email: _____

Budget Summary*   **Amount required (round to nearest $)**

1. Travel .... _____

2. Registration .... _____

3. Equipment .... _____

4. Supplies .... _____

5. Other .... _____

6. Department Travel Money and Support Money .... _____

The total amount requested: $ _____

☐ By checking this box, you confirm that the submission of this proposal has been approved by your department chair. This application and all required documents must be emailed to the committee chair and CC'ed to your department chair in order to be accepted by the committee. If the applicant is the department chair, then this application is required to CC the Associate Dean of the respective college.

Digital Signature: _____   Date: _____

By submitting this form, you agree to:
- Alert the chair of the Research Committee **by June 1, 2026,** if it is not possible to complete the research.
- Acknowledge the financial support of the University of North Alabama in all publications, exhibitions, or performances resulting from this grant.
- Submit a written grant report to the 2025-2026 Vice Chair of the University Research Committee, **Dr. Mary Ann Parker, mparker23@una.edu, no later than September 30, 2026.**

Please submit your completed application by email to the 2025-2026 Committee Chair, Dr. Ngartelbaye Guerngar,

nguerngar@una.edu, AND CC your department chair or associate dean by 4:30 pm on January 30, 2026. Applications not CC"d to your department chair or associate dean will not receive consideration.

a single PDF file <LastName_College_Department.pdf> **containing*, in order:**
1) this application,
2) one-page vitae,
3) proposal narrative, and
4) an itemized budget with documentation and justification

*Failure to submit **all** of the required components (1-4) will result in the application being **disqualified** for consideration.
Please make sure that all proposal requirements have been met before submitting your application.

UNIVERSITY RESEARCH GRANT GUIDELINES, 2025-2026

Given the limited research funds available, we ask all applicants to request the minimal amount necessary to complete the project. Only one research proposal per applicant will be considered.

I. Requests considered for Research Support:

The University Research Committee considers requests for support of scholarly or artistic projects in any discipline within the university. Projects that will be considered for funding include:

    a. Projects expected to result in a publication, a presentation at a scholarly conference, or a professional exhibition;

    b. Requests aimed at equipping members with a research record on which they can base future requests for research funds from outside sources;

    c. Research projects that involve our students in substantive research experiences;

    d. New or ongoing research rather than an extension of research that has been previously conducted and reported;

    e. Presentations of ongoing or completed research.

II. Requests not considered for Support:

The University Research Committee will not consider proposals for:

    a. Preparation and writing of commercial textbooks and other standard teaching material;

    b. Research projects having course development as the primary goal;

    c. Preparation and editing of a scholarly journal;

    d. Software licenses that are already available through the university or software that is highly comparable to existing software (if requesting, please check existing university access and justify the request);

    e. Organizational membership fees;

    f. Any student expenses (wages, travel, scholarship, etc.);

    g. Incidentals, tips/grant, or "other";

    h. Administrative grant support;

    i. Research for an advanced degree at another institution;

    j. Faculty wages;

    k. Extra days before/after a conference without justification;

    l. Gift cards

    m. The exact same proposal/supported activities have been submitted to other funding mechanisms in the same fiscal year (the applicant's immediate supervisor – the department chair or associate dean needs to verify no double funding request is allowed)

This committee will _not_ fund any requests not approved by [University Purchasing Guidelines](#).
Funded studies must adhere to [University Policies for the Conduct of Research](#).

III. Who May Submit a Proposal?

Any full-time faculty member (including department chairs) with the rank of Instructor or above is eligible to apply for a research grant. Please be advised that adjunct or visiting professor positions are **not** eligible for the research grant.

IV. How to Submit:

Submit the following materials, in order, as a single PDF file <LastName_College_Department}.pdf>:

1. A completed application form
2. A one-page vita of the principal investigator(s)
3. A proposal narrative that includes a complete, yet brief, research design of the project to be undertaken. The narrative should follow the rubric (included with this application) and include every component of the rubric or it will be disqualified. **The narrative is recommended to be organized in a such way that these rubric components are easily identified, and the completeness of the narrative can be simply discerned.** Narratives must be **fewer than eight pages and no more than 1000 words.**
4. If human or animal subjects are to be used or hazardous waste materials are produced, indicate your plans

for approval of your procedures from the appropriate committee.

      a. For research involving human subjects, an IRB approval letter should be submitted with your application

      b. If the cooperation of some other organization is involved, attach evidence of clearance of your project by them

5. Include an itemized budget with justification for each item requested in the attached budget summary

      a. In addition to the itemized budget, applicants must include documentation (airfare, hotel pricing, pricing of supplies, mileage with maps, etc.) to support **every item** in the attached budget

      b. Applicants must include any additional support they are receiving from other grants (internal or external), outside entities, etc., which are also being used to fund the project

      c. **Only the items listed in the grant application will be eligible for funding/reimbursement.**

6. A single PDF file containing all materials in the order listed above should be emailed to the committee chair AND CC'ed to your department chair. **ALL MATERIALS ARE DUE BY 4:30 pm on Friday, January 30, 2026.** Questions concerning the submission of proposals may be directed to the Chair of the University Research Committee or any of its members. Names of members are listed in Section XII.

V. Grant Limit:

Research Grants are usually limited to $3,000 per project. Faculty collaborating on the same project may request a maximum of $3,000 total. Grants for more than $3,000 may be considered but will require additional, exceptional justification by the applicant and a vote of approval by two-thirds (2/3) of the Committee.

VI. Review of Proposals by the University Research Committee:

The Committee reviews each request individually, assessing the merits of each proposal. At times the Committee may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research/creative work applications. The Committee also reviews the application based on costs as they relate to the project and availability of resources.

VII.   Notification of Applicants:

Applicants will receive the results of Committee evaluations from the chair of the Committee. In cases where proposals are not approved, a written explanation will be provided giving the comments of those reviewing the proposal. The recommendations of the University Research Committee will be forwarded to the Provost for final action.

VIII.   Grant Management:

All University-supported research projects are administered following established University fiscal procedures. These include (but are not limited to) all travel expenses and purchasing. The fiscal year runs from October 1 through September 30 of the following year. All grant support will end on September 30, 2026.

For supported activities (e.g., conferences) that regularly fall outside of the funding cycle (currently January to September), the awarded funding can be carried over to the next fiscal year by checking the appropriate box below and providing the rational and dates for requesting the extension

☐ Request funding extension – give reasons and specific dates below:

_____

_____

If an awardee is unable to conduct their research within the approved time period, no other extensions will be granted and the grant award is not transferable. They are, however, eligible to apply in the next grant cycle. Continued funding is contingent upon the renewal of the faculty member's contract with the university.

Budget Reimbursement:

Upon completion of project/travel etc., reimbursement of expenses may be requested in the following ways:

    i.   Department P-cards:

        P-cards may be used to avoid being out of pocket until the completion of the trip. In this case, departments may work with the VPAA/Provost Office to file the appropriate budget transfer with the submission of the following required documents:

        a.   Copies of itemized receipts

        b.   Complete budget transfer form

    ii.   Department Budget Accounts:

        If Department budget accounts are used, departments may work with the VPAA/Provost Office to request to file the appropriate budget transfer with the submission of the following required documents:

        a.   Copies of receipts/invoice

        b.   Complete budget transfer form

    iii.   Payment Requisition:

        If using personal credit cards, reimbursement requests may be filed as follows:

        a.   Use In-State or Out-of-State travel forms for travel.
Any miscellaneous items (supplies related to the travel) can be in the miscellaneous section.

        b.   Any equipment etc. not related to travel can be on a Payment Requisition.

        c.   Original receipts/invoice.

    iv.   Other considerations:

        a.   Per diem is the best choice if one has a difficult time keeping up with itemized meal receipts. Per Diem is different for in-state and out-of-state travel.

        b.   The least expensive alternative for travel must be utilized, or justification must be provided.

    v.   Budget reimbursement:

        Please submit the completed reimbursement forms to the VPAA/Provost Office and copy the committee chair along with a copy of your original proposal and grant award notification letter by **September 20, 2026.**

IX. Grant Report:

A grant report should be submitted to the **2026-2027 Chair of the Research Committee, Dr. Mary Ann Parker, mparker23@una.edu**, NO LATER THAN SEPTEMBER 30, 2026, or no later than the time and date agreed upon between the grant recipient and the Committee Chair if the project is in progress. A grant report template for the University Grant Report will be distributed to applicants who have been awarded grants. The awardee who fails to fulfill this reporting requirement will be **<u>disqualified</u>** for the immediately following grant cycle.

X. Acknowledgment:

All publications, exhibitions, or performances supported by a University Research Grant should acknowledge the financial support of the University of North Alabama.

XI. Failure to Conduct Project:

If for some reason the faculty member cannot conduct the funded project, he/she should inform the Chair of the Research Committee, Dr. Ngartelbaye Guerngar, nguerngar@una.edu IMMEDIATELY (no later than June 1, 2026) so that other projects can be supported.

## XII.	University Research Committee, 2025-2026

Dr. Sarah Franklin, Academic Affairs (non-voting)

Dr. Ngartelbaye "Serge" Guerngar, Mathematics – Chair

Dr. Mary Ann Parker – Teaching, Learning & Leadership – Vice Chair

Dr. Molly Mathis, Institutional Research

Dr. Ansley Quiros, History

Dr. Collin Philipps, Finance, Economics & Data Analytics

Dr. Xihui "Paul" Zhang, Computer Science & Information systems

Dr. Hongxia Zhao, Teaching, Learning & Leadership

Dr. Sarah Hood, Nursing

Ms. Britney Jones, Nursing

UNIVERSITY RESEARCH GRANT RUBRIC

Title of Proposal:

Primary Researcher/s

Is the grant proposal complete? Yes_____   *No_____

Does the grant proposal request funds for any item in Section II. of the grant guidelines?

*Yes_____, Section_____   No _____

* Grant application is not reviewed further

Attribute	Not Met (0)	Minimally Met (1)	Somewhat Met (2)	Met (3)	Total
Overall Clarity and Style • The proposal is well-written, formatted, and clear with a logical flow • The presentation of the proposal is cogent and succinct					
Background and Structure of Problem • An appropriate review of relevant literature is presented • The research project is clearly stated					
A Reasonable Timeline is Included					
Research Purpose, Objectives, and/or Specific Aims • Stated objectives/aims/purposes are potentially significant and specific, and achievement can be evaluated using clear criteria. For quantitative studies, the objectives can be measured					
Outcome Measures, Materials, Methods, and Specific Plans for Data Management and Results Analysis • The proposed research project is appropriate, including an adequate explanation and rationale for stated objectives/aims/purposes • The sampling method is aligned with the purpose of the study where appropriate • Evaluation/assessment is adequately described and aligned with the purpose, including any outcomes					

Attribute	Poor (1)	Weak (2)	Adequate (3)	Good (4)	Strong (5)	Total
Discussion of the Research Importance and Relevance to the Faculty Member(s)' Discipline ● The proposal clearly indicates the importance of undertaking research or study to address the problem or phenomenon of interest ● If relevant to the study, the proposal clearly indicates how the research or study supports the involvement of undergraduate and graduate student research ● The proposal clearly connects research or activity to the scholarly goals of the individual and explains how it will benefit the institution						
Budget ● The budget includes total and itemized expenses expected including travel, fees, tuition, equipment, and supplies. ● Budget amounts are reasonable, clearly explained, and based on expected costs						

Total Score: _____

Comments:

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