

COLLEGE OF APPLIED SCIENCES AND ARTS RESEARCH COMMITTEE
Proposal Guidelines and Cover Page *
Revised on April 17, 2014

The purpose of the Research Committee is to support the research, scholarship, and creative activity of the College's tenured and tenure-track faculty. As you plan your research projects and creative activities, you may find that a small amount of funding could make the difference in advancing your progress. The Research Committee is very interested in reviewing your proposal and providing that assistance whenever possible. Call anyone on the committee to discuss your idea for a proposal and to clarify appropriateness for funding.

Each year the committee reviews and funds five or six proposals for faculty to start or continue a research project contingent to the fund availability. Awards range from around \$500 to \$1,000 per proposal. Total funds are limited to \$1000.

The attached application form lists everything that is to be included in your proposal. The application is available on-line in both Word™.doc format. Go to the ASA Homepage Info for Faculty and Staff (<http://www.asa.siu.edu/infofor/faculty-and-staff.html>), then click on the 'Research Committee Proposal Guidelines.' Send one copy of your proposal to each committee member listed on the application cover page as instructed. The committee chair or members may contact you directly if they have questions on your proposal. You are encouraged to ask your department Research Committee representative to review your proposal. All proposals must be reviewed and signed by all participants and their respective department chair prior to submission to the committee. Proposal due dates are listed below.

As the committee is interested in how the results of this research will be shared (e.g., presented or exhibited at a conference, published in a journal, developed into course content, etc.), you will be scheduled to present your study to the ASA Research Committee during the spring semester. If you have questions, please contact the Dr. Craig Anz, the ASA Associate Dean for Academic Affairs at 453-7282.

Proposal Review: The committee will review each section of your proposal with an emphasis on the clarity of the research questions and the appropriateness of the methodology to answer those questions. The Committee Chair will summarize and forward review comments to the authors. A funding recommendation may include a recommendation for revisions, which must be completed prior to approval to spend funds. Where appropriate, Human Subjects (IRB - HSCC with the Office for Sponsored Projects Administration (OSPA)) approval must be submitted prior to approval to spend funds.

Proposal Due Dates:

Proposal Due Date	Committee Review	Decision to Researcher
1 st week in November	3 rd week in November	4 th week in November
1 st week in April	3 rd week in April	4 th week in April

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Application Instructions
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1. **Cover Page:** Include a cover page with signatures of all faculty listed as authors and their appropriate Chair(s).
2. **Proposal Narrative:** Write a narrative that addresses each **bold** section listed below. All sections are to be included, and the narrative is limited to four typed, double spaced pages.
 - _____ 1. **Rationale for the Project:** State the problem your research/creative activity is seeking to address. Indicate what is known about this topic and how your project will contribute to the discipline. Provide a brief review of literature with citations. Your topic must be within your discipline and interdisciplinary projects are encouraged.
 - _____ 2. **Goal of the Research:** State an overall goal and list the specific research questions.
 - _____ 3. **Methodology:** Describe the step by step process you will take to complete your project. This includes subjects, data collection and statistical analysis. Indicate any portion of the project that has been initiated or completed. Include a draft or copy of your instrument.
 - _____ 4. **Human subjects form:** If humans are involved, the research must be approved by the OSPA Human Subjects IRB Committee prior to data collection. Indicate when you intend to submit your methodology and instrument for Human Subjects review. Approval must be received prior to data collection. Human Subjects compliance information and review forms are available through the OSPA Homepage:
(<http://ospa.siu.edu/compliance/index.html>)
 - _____ 5. **Time Frame:** Provide a proposed schedule of activities from a beginning to a target completion date. All funds awarded must be expended by June 30 of the Fiscal Year awarded.
 - _____ 6. **References:** Include references on a separate page, which is not counted in the four page narrative limit.
3. **Budget and Justification:** Complete the budget and prepare a budget justification using the guidelines that are included.
4. **Instruments:** Attach one copy of each instrument, survey, questionnaire, etc.

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**Guidelines for budget justification page
Revised on April 17, 2014**

Below are guidelines for preparing your budget justification. Examples are based on items that have been funded in the past. If you need funding for an item not listed, call Dr. Anz for clarification rather than making an assumption that an item is or is not appropriate for funding by the Committee.

Salaries and Wages: Funds can be used to hire a short-term student worker or graduate assistant to assist you with such basic activities as data collection, coding and analysis. Funds are generally not available to support a student for an entire semester, but rather just the number of hours to provide the assistance you need, albeit within a very limited budget. Funds cannot be used for faculty or administrative professional salaries. List either a student worker and/or a graduate assistant and the estimated cost on the budget form. You are responsible for identifying and hiring students and determining feasibility within your budget. Student workers and graduate assistants must be approved by the Office of Student Employment Services or the Graduate School, respectively. If a graduate student is requested, provide justification as to why the work cannot be completed by a student worker. Estimate the hours needed and multiply by the appropriate hourly rate (available via SIU Office of Student Employment Services). Provide a description of what that person will do on your project in the space provided at bottom of the form and adhere to the respected time and funds allotted to them.

Commodities: Funds can be used for supplies and/or materials you need to conduct your research project that would not ordinarily be provided by your department. Copying services are available through the ASA Support Center. Office supplies (envelopes, stationary, etc.) should be provided by your department. Research Committee funds cannot be used for travel. List the items you need and the cost on the Budget/Justification form and explain why you need those items at the bottom of the form.

Contractual Services: Funds can be used for such items as postage to mail a questionnaire. Funds could be used for a statistician to review your research design or questionnaire or to write the statistical analysis program, with a limit of \$100. List the items you need and the cost for each on the Budget/Justification form and explain why you need those items at the bottom of the form.

Equipment: Funds can be used for small or relatively inexpensive equipment items not normally purchased for instructional purposes that are essential to your research or creative activity.

Spending Your Award: Prior to hiring, ordering, contracting or committing any funds awarded, contact the ASA Business Manager for directions and required procedures and forms. Questions should be directed by email and/or by scheduling an appointment.

COLLEGE OF APPLIED SCIENCES AND ARTS RESEARCH COMMITTEE

Proposal Cover Page

Date: _____

Project Title: _____

Researcher(s)

Department:

E-mail address of first author:

FAX number:

Signed: _____

Researcher Date

Researcher Date

Researcher Date

Researcher Date

Department Chair Date

Department Chair Date

Submit one copy of your Research Proposal to each committee member listed below:

Sean Boyle, Associate Professor –
Automotive Technology, jeepster@siu.edu

Stewart Wessell, Professor –
Architecture and Interior Design, stuwes@siu.edu

Andrey Soars, Assistant Professor -
Systems and Applied Technologies, asoares@siu.edu

Michael Robertson, Associate Professor –
Aviation Management and Flight, mrobertson@aviation.siu.edu

Jennifer Sherry, Assistant Professor –
Health Care Professions, clnteth@siu.edu

Karen Sullivan, Assistant Professor –
Aviation Technologies, ksulliva@siu.edu

Craig Anz, Associate Professor Architecture and CASA Associate Dean for Academic Affairs–
Ex-Officio (non-voting), canz@siu.edu

**COLLEGE OF APPLIED SCIENCES AND ARTS
RESEARCH COMMITTEE
Application Format and Required Information
Budget Request Form**

Date:

Project Title:

Budget Category

Salaries and Wages:

Total Salaries and Wages

Commodities:

Total Commodities

Contractual Services:

Total Contractual Services

Equipment:

Total Equipment

TOTAL REQUEST

NOTE TO APPLICANT: This form is to be left blank; it will be completed by Research Committee members.

Proposal Review Form

Committee Member: _____

- ___ Recommend funding - amount: _____
 - ___ without revisions
 - ___ with revisions as indicated below
 - ___ send revised proposal for my review
 - ___ I defer to the Chair to approve revisions

___ Reject - Comments below

Proposal Evaluation:

The following sections of the proposal are incomplete, unclear, and/or unrealistic. Note my comments after each item checked.

- ___ Nature of the Problem:
- ___ Goal of the Research:
- ___ Rationale for the Research:
- ___ General Description of the Research (subjects, methodology, data analysis):
- ___ Time Frame:
- ___ Budget:
- ___ Budget Justification
- ___ Human Subjects Review:
- ___ The project is not within the researchers= discipline:
- ___ The methodology is unclear and/or inappropriate for the research questions:
- ___ The budget appears inappropriate and/or amounts are not adequately justified:
- ___ Other:

Submit to acting Committee Chair