ARKANSAS TECH UNIVERSITY
GUIDELINES FOR ARKANSAS CENTER FOR ENERGY, NATURAL
RESOUCES, AND ENVIRONMENTAL STUDIES (ACENRES)
GRANTS AND OTHER SPONSORED PROGRAMS

The ACENRES grant programs were established to enhance individual and departmental efforts for professional growth and development of faculty and students through funded research projects. These grants will support faculty initiatives in academic disciplines concerned with energy, natural resources, and environmental studies.

GENERAL GUIDELINES (applicable to all applications)

1. **Eligibility:** All tenure-track or tenured faculty members are eligible to apply.
   - Proposals similar to previously funded ACENRES projects by the same Principal Investigator or Project Director (PI/PD) must explain how the current project differs from previous one(s).
   - Proposals involving only literature review are not eligible
   - Interdisciplinary proposals are encouraged

2. **Application Process:**
   - Each proposal must contain all elements specified in the following Required Format (see page 3).
   - The application will need to include signatures of departmental chairperson and dean on proposal cover page.
   - The signed original and 7 photocopies must be provided to the Director's Office (Dr. Jason Patton, College of Natural and Health Sciences).

3. **Deadlines:** The completed grant proposal (original and 7 photocopies) must be submitted to the Director's Office no later than **September 18, 2015**. Late proposals will not be accepted.

4. **Review Process:** The ACENRES Steering Committee will review the proposals and recommend fundable proposals to the Director, who will present the successful proposals to the Vice President for Academic Affairs for final approval.

5. **Responsible Conduct of Research:** Protocols for research with human subjects must be approved before ACENRES-funded projects may begin. If the proposed protocol has been approved, please attach a copy of the approval. Otherwise, indicate on the application when the protocol will be submitted for review.

6. **Award Information:**
   - All publications (including programs for creative projects) must acknowledge funding support from ATU.
   - Except for unusual circumstances, all non-salary funds should be spent by **April 15, 2016**. Non-salary funds not spent by April 15 require prior approval from the Director before expenditures can be made. All funds must be spent by June 30, 2016 (end of fiscal year).
   - Allocations will start immediately upon approval of the award. Requisitions will be processed through the Office of the Director.
   - Research funds allocated but unused will revert to the research account for re-allocation during the fiscal year. If the grantee is not using or not planning to use the funds, he/she should notify the Director, as soon as possible.
   - If submitting multiple applications for grants, each grant must be independent. Do not apply for multiple grants if the work stated cannot be performed by receiving only one grant.
   - All proposals (except for equipment grants) should include some form of student involvement. Proposals with no student labor/involvement will be considered low priority.

- Copies of the final written report must be submitted to the Director no later than September 1 following the end of the project period. Electronic submission is required in order for the research reports to posted on the ACENRES website. The Director, in consultation with the ACENRES Steering Committee, is responsible for reviewing and approving the reports. Grant recipients will not be eligible for future grants until the final report is *received and acknowledged*. The final report must follow the indicated format:
    - A. Title Page
    - B. Statement of problem researched or creative activity
    - C. Brief review of the research procedure utilized
    - D. Summary of findings
    - E. Conclusions and recommendations

- Copies of manuscripts or abstracts based on the research published or submitted for publication should be submitted with the final report.
- All grant recipients must be willing to comply with requests from University Relations regarding project information, including coordinating and participating in any request for interviews of the PI or students.

7. **Budget Guidelines:**
- Describe how all project costs will be covered. For example, if the research grant request is for partial funding of a larger grant request, the applicant must explain how these costs will be covered so that reviewers can assess the likelihood that the applicant will have the resources needed to complete the project.
- Plan budget carefully. Budget revisions beyond 5% total change require approval of the Director.
- Student labor: All student labor hours must abide by the following guidelines (please refer to Business Office policies for additional details not specified here).
    - Non-ATU students may not be hired with ACENRES funds. Please note that students graduating in May are not eligible to work during Summer I.
    - Student labor for all projects must be well defined in the proposal. Each task should detail the approximate number of student labor hours required. Proposals without detailed student labor will be considered incomplete.
    - Students may be allowed to work more than 28 hours per week during Summer I in limited circumstances, but must receive prior approval from the ATU Payroll Office and the Vice President for Administration and Finance. Students will not be allowed to work more than 28 hours per week during the Fall or Spring semesters.
    - All student labor will be paid at the rate of $9.50 per hour - no exceptions.
- Equipment: Applicants requesting equipment must provide a rationale and need for the equipment, including evidence that the equipment is not available on campus. Requests for office computers, laptops or computer upgrades will not be funded. All equipment and supplies purchased will remain departmental property unless specifically assigned elsewhere. Once equipment is received, the grantee shall ensure that it is properly entered in the university's equipment inventory list.
- Travel: All domestic, international, and local travel costs are eligible budget items for the conduct of research and presentation of research results. International travel requires the approval of the President of the University. Such requests must be justified in the proposal and the relationship between travel and the project objectives must be clearly linked. Student travel money may be requested if students are an integral part of the research project and their research activities are adequately supervised by the primary investigator. Approval of travel funds by the ACENRES Steering Committee does not imply approval by the University.

<div align="center">**PROGRAM SPECIFIC GUIDELINES**</div>

1. Faculty Research Grants
- Faculty research grants will be awarded for an amount up to $5,000 per proposal. *More funding may be considered if the proposal is interdisciplinary or especially innovative and requires additional resources.*
- Allowable costs: fall into the general categories of PI/PD salary/benefits for Summer I (provided the person is not on contract with ATU during the term of the research project), student research assistants, other student labor, benefits, supplies, computer software, equipment, copying/printing, publication page charges, postage, travel, and other services. Itemize and provide justification for expenditures in each category. Note that PI/PD salary/benefits will only be paid for work performed during Summer I and requests for other non-standard pay periods will not be allowed.

2. Internship-To-Partnership
- The Internship-To-Partnership program was designed to facilitate long-term, ongoing partnerships with external organizations (public, private, or non-profit) and will be awarded for an amount up to $4,500.
- The allowable costs include student labor (not to exceed $3,600 per academic year) and a faculty overload (not to exceed $900 and paid during the project period).
- A letter of support from the authorizing official at the external agency hosting the internship must be included with the application.

3. Intensive Summer Research Program
- The Intensive Summer Research Program was designed to provide students the opportunity to work with faculty members on research projects where the students is immersed in the project for a short period of time. These projects will be awarded for an amount up to $10,000 per proposal.
- The allowable costs include student labor, faculty salary/stipend (not to exceed $6,000), and expenses for travel and/or supplies.
- The proposal **must include student labor for at least two students**. The two students do not have to be identified at the time of the proposal, but funding will be withdrawn if at least two students are not identified by May 1 of the project year.

4. Community-Based Research Program
- The Community-Based Research Program was designed to provide students the opportunity to work with external, community partners and will awarded for an amount up to $3,800 per proposal.
- The allowable costs include student labor, faculty overload (not to exceed $900 and paid during the project period), and up to $500 for supplies/travel.

5. Equipment Grant Program
- The Equipment Grant Program was designed to provide faculty members the opportunity to purchase research equipment not normally available with departmental funds.
- Applications must provide a rationale for purchase of the equipment, including a statement that the equipment is not available on campus for use in the proposed application. Requests for office computers, laptops or computer upgrades will not be funded. All equipment purchased will remain departmental property unless specifically assigned elsewhere. Once equipment is received, the grantee shall ensure that it is properly entered in the university's equipment inventory list.
- Documentation of equipment cost, shipping, and taxes should be included in the budget outline. Evidence should also be included that several sources have been contacted and that the cost is competitive or the item is obtainable only from a single source.
- Please note that equipment grants will be given lowest priority during the selection process.

<center>**FORMAT REQUIRED FOR ALL NON-EQUIPMENT PROPOSALS**</center>

The required elements of the proposal, described below, may not exceed 4 pages, double-spaced, using 12-point type and 1-inch margins. Attachments may be added as needed, to a maximum total of 10 pages for the complete application. All pages must be numbered. Submit the signed original and 7 copies.

The following colleges are represented on the ACENRES Steering Committee for 2015-2016:Natural and Health Sciences, Applied Sciences, Arts and Humanities, Education, and Business. <u>Successful proposals avoid jargon and are written in language that is clear and understandable to university colleagues from a wide range of disciplines.</u>

A. COVER PAGE

The required cover page, which must be fully completed, can be downloaded as a Word document at http://www.atu.edu/research/acenres.php. The type of funding requested must be clearly marked on the cover page.

B. ABSTRACT

Provide a succinct and accurate overview of the entire project (approximately 250 words) that assists reviewers in understanding the goals and importance of the proposed project.

C. PURPOSE / OBJECTIVES

Begin the text with a concise statement of the general purpose and major objectives of the proposed project (the research question/focus, hypothesis, problem or work to be investigated). If applying to the Internship program, specify the type of work the student will be performing.

E. PROCESS FOR ATTAINMENT OF OBJECTIVES / GOALS

This section is a precise description of the process you plan to use to accomplish your specific project objective(s). It must contain a specific timeline for completing project activities. If applicable, include a methods/design section with details specific to your discipline (materials, texts, archival sources, equipment, protocols, etc.). If the research includes human or animal subjects, give the date of approval (and attach a copy of that letter as an appendix) or the date the protocol will be submitted for approval. Protocols must be approved before work can begin and before funds awarded will be release

F. DISSEMINATION OF RESULTS

This section should demonstrate how you plan to disseminate or publicize results of the research (specify venues for exhibition opportunities, journals selected to submit article(s) for publication, etc.) All projects excluding internships should include participation in the ATU Senior Honors and Undergraduate Research Symposium.

G. REPEATED REQUESTS

If this proposal is similar to one for which you previously received funding from this Committee, describe how this current project differs from the earlier one. Proposals deemed significantly similar to previous submittals by the committee will be considered low priority.

H. BUDGET

Itemize the expenses required to complete your project using the following broad categories of allowable expenditures: PI/PD salary/benefits (provided the person is not on contract with ATU during the term of the research project), supplies, equipment, copying/printing, postage, travel, graduate assistants, student labor, benefits, and other services.

Unallowable budget items are salary, stipend, or tuition for the PI/PD (if on contract with ATU during the research project); office computers or office computer upgrades; nor the costs of establishing intellectual property rights that might result from a project. "Miscellaneous" is not an allowable item or category. Refer to the Budget Guidelines in Section 7 for more information. Indicate the amount of time the PI/PD will devote to the project. If outside funding is required, indicate how it will be secured.

Please use the budget outline included with cover page. If there are budget items you wish to include, feel free to attach additional pages to your application.

I. BIBLIOGRAPHY: Provide standard citations for material referenced.

J. APPLICATION VITA (maximum: 3 pages): Although no particular format is required, reviewers look specifically for the following:
- Research and scholarly activity pertinent to the proposal
- Previous Faculty Research grants, including how results were disseminated

FORMAT FOR EQUIPMENT PROPOSALS

The proposal may not exceed 2 pages, double-spaced, using 12-point type and 1-inch margins.   Submit the signed original and 7 copies.

A. COVER PAGE The required cover page can be downloaded as a Word document at http://www.atu.edu/research/acenres.php

B. ABSTRACT Provide a succinct overview of the need for the equipment requested and how it will be utilized in teaching and/or research (approximately 150 words).

C. PURPOSE / OBJECTIVES / NEED Describe where the equipment will be located and how it will be utilized. If it is a part of a larger project please describe how the item being requested will fit into the larger system.

D. BUDGET OUTLINE

- Complete description of the item being requested
- Cost of the item (cost estimate document required)
- Installation cost (if applicable)
- Shipping cost estimate
- Taxes
- Total cost of purchase

E. PROJECT DIRECTOR VITA (maximum: 3 pages) Although no particular format is required, reviewers look specifically for the following: research and scholarly activity pertinent to the proposal, and previous research grants related to the current proposal.