

ARKANSAS TECH UNIVERSITY

GUIDELINES FOR ARKANSAS CENTER FOR ENERGY, NATURAL RESOURCES, AND ENVIRONMENTAL STUDIES (ACENRES) RESEARCH GRANTS

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

1. **Eligibility:** All tenure-track or tenured faculty members are eligible to apply.

- Only one proposal per person will be considered at each application period.
- 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 Interim 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 Interim Director's Office no later than October 15th, 2011. Late proposals will not be accepted.

4. **Review Process:** The ACENRES Steering Committee will review the proposals and recommend fundable proposals to the Interim 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:**

- 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.*
- 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 **May 31, 2012**. Non-salary funds not spent by May 31 require prior approval from the Interim Director

before expenditures can be made. All funds must be spent by June 30, 2012 (end of fiscal year).

- Allocations will start immediately upon approval of the award. Requisitions will be processed through the Office of the Interim 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 Interim Director, as soon as possible.
- If submitting both an equipment grant and a research grant, each grant must be independent. Do not apply for both grants if the work stated cannot be performed by receiving only one grant.
- Copies of the final written report must be submitted to the Interim Director no later than September 1 following the end of the project period. Electronic submission is required in order for the research reports to be posted on the ACENRES website. The Interim 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.

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 Interim Director.
- Allowable costs: fall into the general categories of PI/PD salary/benefits (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.
- Student research assistants: refer to Business Office policies. Non-ATU students may not be hired with ACENRES funds.
- 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.

FORMAT REQUIRED

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 2011-2012: Natural and Health Sciences, Applied Sciences, Arts and Humanities, Education, and Business. Successful proposals avoid jargon and are written in language that is clear and understandable to university colleagues from a wide range of disciplines.

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.shtml>

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).

D. SIGNIFICANCE / NEED

Include a concise review of literature, identifying ambiguities or gaps in the literature, the need for the proposed research, and how this project will contribute to your field of study. Sources referenced must be listed in a bibliography.

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. 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 released.

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.) If undergraduate student research is involved, results dissemination 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.

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.

A sample budget form can be downloaded as a Word document at:
<http://www.atu.edu/research/acenres.shtml>

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