



**APPLICATION PROCEDURES FOR
FACULTY RESEARCH COUNCIL
GRANTS**

**UNDERGRADUATE AND MASTER'S FACULTY
2015-16 ACADEMIC YEAR**

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GENERAL APPLICATION PROCEDURES FOR FACULTY RESEARCH COUNCIL GRANTS UNDERGRADUATE AND MASTER'S FACULTY 2015-16 ACADEMIC YEAR

Background Information and Instructions:

Applications for a Faculty Research Grant are due **October 23, 2015. An electronic copy of your proposal should be submitted directly to the Faculty Research Council (fregrants@apu.edu). Proposals must comply with all guidelines appropriate for the type of grant requested to be eligible for review. Proposals must also be submitted as one electronic file to be eligible for review. Final awards will be announced in December, 2015. Funds will be available for expenditures over a period of 18 months.**

Research is defined according to federal guidelines as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge” (§ 45 CFR. 46.102 [d]). Scholarly activity is defined by APU’s Comprehensive Faculty Evaluation Process as any discipline-specific or interdisciplinary activity “which ultimately results in the dissemination of knowledge, techniques, or applications so that others within the discipline can be more effective.”

The Faculty Research Council is committed to funding high-quality research and scholarship on any topic that is congruent with the university’s mission. However, high-quality proposals that also address at least one of the four funding priorities of the FRC will receive additional consideration by the raters:

1. Advancement of the university mission
2. Student involvement
3. Collaboration across disciplines
4. Influences the teaching/learning process

Three reviewers rate each application; the ratings are averaged and then applications are placed in rank order according to the type of application for the determination of final funding. The full FRC determines the final funding status for each proposal.

FRC materials, including this application, can be found on the APU Transformational Scholarship site: <http://www.apu.edu/provost/vision/scholarship/>

Types of Grant Proposals

1.0 - Research Grants

The purpose of this type of Faculty Research Grant is to support the ongoing research and scholarly activities of current full-time APU faculty who teach at the undergraduate and/or master’s level. Such grants are intended to fund:

- (1) pilot studies that may lead to a larger study or to external funding,
- (2) research or scholarly activity that fits a faculty member’s ongoing research agenda but is not currently financed by any other source, or

(3) research or scholarly activity that will be the beginning of a more comprehensive research agenda for that faculty member.

Two categories of awards are available: (1) up to \$3,000 awards for pilot studies or one-time research projects/scholarly activities, and (2) up to \$5,000 awards for research or scholarly activities that are longitudinal in nature and part of an established research agenda.

Research grant proposals are divided into two areas for review: *Form A—Social/Natural Sciences/Professional Studies*, and *Form B—Humanities/Theology/Biblical Studies*. Three reviewers rate each application; the ratings are averaged and then placed in rank order *within each area* for determination of final funding. The full FRC determines the final funding for each proposal.

Each grant application must contain the following items, each of which is described in greater detail within the specific guidelines:

1. A completed cover sheet
2. A title and abstract (no more than 300 words) that clearly describes the purpose and activities of the study
3. A narrative addressing each aspect of the outline provided within these guidelines (no more than 4 single-spaced 12-point font typed pages)
4. An itemized budget and budget justification for the project, using the attached form, including an academic Internship/research assistant application, if desired
5. A biographical sketch of all researchers involved in the proposed project
6. Appendices, including copies of measures or instruments to be used in the study, letters of agreement for any site other than APU, and letters of support if so desired

2.0 - Planning Grants

The purpose of this type of Faculty Research Grant is designed to support faculty who are pursuing external funding to support his or her scholarly activities

The planning grant proposal is a brief overview of the research project for which the scholar will pursue external funding. Its purpose is to demonstrate to the Faculty Research Council that the scholar has a specific project that (a) meets the funding criteria of at least one external funding source, (b) is congruent with the mission of APU and contributes to the long-term research agenda of the scholar, (c) benefits the university, and (d) can be assessed for its success. The proposal should follow the template below exactly, using the headings provided for clarity. If any of the guidelines listed below do not apply to the proposed project, ***do not leave blank***—please explain why they do not apply. Please write in clear, compelling, and concise language that scholars outside of your discipline will comprehend, and limit your proposal to a ***maximum of 2500 words***.

Each grant application must contain the following items, each of which is described in greater detail within the attached guidelines:

1. A completed cover sheet
2. A title
3. A narrative addressing each aspect of the outline provided within these guidelines (no

more than 2500 words)

4. An itemized budget and budget justification for the project
5. Appendices, including copies of measures or instruments to be used in the study, letters of agreement for any site other than APU, and letters of support if so desired

3.0 - Publication Assistance Grants

The purpose of this type of Faculty Research Grant is to support the publication of research and scholarly activities of current full-time APU faculty who teach at the undergraduate and/or master's level. Such grants are intended to fund publications that require a subvention or permissions as a part of the publication process.

Each grant application must contain the following items, each of which is described in greater detail within the attached guidelines:

1. A description of the work with a working title
2. A current C.V.
3. A formal letter of acceptance from publisher, with an amount and justification for the subvention
4. A formal letter from the publisher describing the peer-review process used for the accepted work
5. A description of other funds (both APU and non-APU) awarded for publication assistance
6. A formal letter of acceptance from publisher describing the peer-review process used for acceptance of the work
7. An itemized budget and budget justification for the project
8. A brief statement describing the significance of the publication to the author's field

Publications in any language or academic discipline including a variety of formats (books, articles, sound recordings, DVDs, web-based publications, music scores, music criticism, and other artistic works) will be considered. The work must be published with a scholarly publisher who has a peer-review process necessary for publication. The subvention must be current policy of the publisher and must not be author suggested. The grant does not cover copyrights, trademarks, or patents.

Before the author may apply for the grant, applicants must have either a signed contractor or a formal letter of acceptance from the publisher.

The author may not be the publisher, producer, agent or an employee of the publishing agency.

Recipients agree to acknowledge all grant awards, institutions, and the participation of colleagues in presentations and publications of any kind, e.g., "This publication was partially funded by the Azusa Pacific University Faculty Research Council." When the essay, article, peer reviewed publication, or book is published, recipients should provide a copy to the Executive Director of the Office of Research and Grants and to the University Library at no charge.

Grant Eligibility

- Faculty applicants for FRC grants must be full-time faculty teaching at the undergraduate and/or master's level on a renewable contract.
- Faculty can be a part of multiple grant applications, but can only submit one grant application per calendar year as the Principal Investigator (PI).
- Faculty recipients of FRC grants from previous years must have a completed progress report from their latest project on file in order to be eligible for another FRC grant.
- Doctoral faculty should submit requests for research funding through the Faculty Research Council with the appropriate application on **February 5, 2016**.
- Those requesting a grant award for classroom, lab, or clinical teaching should apply for a Creative Teaching Grant awarded by the Faculty Development Council.

Acceptance of FRC funding indicates that the recipient agrees to the following:

- To allow APU to publish the name of the grant recipients, amount of the grant, and the title and abstract of the project in University publications.
- To allow the FRC to anonymously use grant materials for training purposes in future funding cycles.
- To present the results of the project at a faculty colloquium and/or to otherwise disseminate the results of the study.
- To acknowledge all grant awards, institutions, and the participation of colleagues in presentations and publications of any kind, e.g., “This study was partially funded by the Azusa Pacific University Faculty Research Council”. Recipients of FRC grants may make the results of their project available to the public without restriction. They should, however, acknowledge APU support when they disseminate the results of the project to audiences other than students (e.g., other faculty, professional organizations, or the general public). When an essay, article, peer reviewed publication, or book eventually results from a Faculty Research Grant, recipients should send a copy to APU's Director of the Office of Research and Grants.
- To file a grant progress report with the Faculty Research Council by June 30, 2017. **All progress reports should include a summary of expenses paid for by grant funds.**

If you need assistance in clarifying guideline requirements, narrative feedback, or compiling the budget, contact the Office of Research and Grants. Members of the Faculty Research Council are available to answer questions as well.

Notice regarding protection of human and animal subjects:

- The Institutional Review Board (IRB) must approve research projects that involve human subjects. The IRB monitors all research projects that involve human subjects in order to protect the rights and welfare of the subjects involved. Accordingly, awarded funds for research involving human subjects will not be released by the Council until IRB approval of the project is received by the FRC from the awardee. If the awardee does not provide IRB approval to the council within 90 days of award, the Council reserves the right to revoke funding. The IRB handbook and all required forms can be found in The University Portal under “Forms and Publications” or you may contact Joanie Stude, the IRB coordinator for more information about the application procedures.

- The Institutional Animal Care and Use Committee (IACUC) must approve research projects that involve animal subjects. The IACUC monitors all research projects that involve animal subjects in order to protect the rights and welfare of the subjects involved. Accordingly, awarded funds for research involving animal subjects will not be released by the Council until IACUC approval of the project is received by the FRC from the awardee. If the awardee does not provide IACUC approval to the council within 90 days of award, the Council reserves the right to revoke funding. The IACUC handbook and all required forms can be found in The University Portal under “Forms and Publications” or you may contact Suzanne Avila, the IACUC coordinator for further information.

Guidelines for the Use of Faculty Research Council Funds

- Awarded funds must be spent within 18 months of award. After 18 months, all unused funds will be forfeited.
- Equipment, books, computer software, and residual funds supplied by the grant are the property of Azusa Pacific University and normally remain at the university when the grant recipient departs from the University.
- FRC does not fund release time. Additional release time must be negotiated independently with your Dean.
- FRC does not fund computer purchases.
- Travel expenses for the purpose of dissemination (e.g., conference presentations) will not be funded by the FRC; although the FRC grants will fund travel for the purposes of data collection or historical research.
- It is expected that grant money will be used in the manner indicated by the grant proposal budget form. **Significant** changes in project budget lines must receive prior approval from the Faculty Research Council.
- The Faculty Research Council makes grants available to full-time APU faculty members who are returning to the university in the next academic year. Should the faculty member not return to APU, the remaining funds will be forfeited.
- FRC grant funding is not intended to support the research interest or thesis of graduate students working under the direction of APU faculty.
- Funding for student worker or graduate intern wages must comply with the wage schedule published in the current Student Employee Handbook

**FRC GRANT PROPOSAL – COVER SHEET
2015/2016**

PI Name: _____

Co-PI Name(s): _____

Proposal Title: _____

Amount Requested: _____

Type of Grant: **1.0 - Research Grant**

Form **A-** Social and Natural Sciences, Professional, and Related Projects

B - Humanities, Theology, Biblical Studies, and Related Projects

2.0 - Planning Grant

3.0 - Publication Assistance Grant

PI Information

Phone Number: _____ **E-mail Address:** _____

PI Department/School: _____

Are you a full-time faculty member? Yes No

Contract length (9, 10, 11 or 12 mos) _____

Years of full-time employment at Azusa Pacific University _____

Are you considered doctoral faculty (at least 50% of your workload is designated to responsibilities within the doctoral programs of the university)? Yes No

Are you applying for a sabbatical or release time for this research? Yes No

Does your contract include research time? (check all that apply)

- No
- 10 month contract, with 10th month for research
- Units for research (state how many: _____)
- Course release for research (state how much: _____)

Have you received an APU Faculty Research Council Grant in the past three years?

- Yes No

If yes, note the year each grant was awarded and include the project titles(s) and amount(s):

Have you secured or are you seeking additional funds from an external source?

- Yes No

If yes, please specify the external source(s) and amount(s):

1.0: RESEARCH GRANTS
SPECIFIC GUIDELINES FOR FACULTY RESEARCH COUNCIL
RESEARCH GRANT PROPOSALS
2015-2016 ACADEMIC YEAR

Form A
Social and Natural Sciences, Professional, and Related Projects
Guidelines for Faculty Research Grant Proposals
2015-2016 Academic Year

Please submit an electronic copy of your proposal directly to the Faculty Research Council (frcgrants@apu.edu) **by October 23, 2015**. Please limit the narrative on items III through VI (combined) to no more than four pages, single-spaced, using Times New Roman 12 point font.

I. Cover Sheet. Complete the attached cover sheet and submit it with your proposal.

II. Title and Abstract. Please title your study proposal and write a structured abstract of 300 words or less using Times New Roman, 12-point font. The abstract should be written to an educated non-specialist reader (please avoid technical jargon) and must include: Background and Significance, Purpose/Aims, and Methods (design, setting, participants, intervention, measures, data collection, and data analysis).

III. Purpose/Aims. Clearly state the purpose of the study, including the specific aims to be addressed. **(5 points)**

IV. Background and Significance of Study. This section includes a literature review that provides the context and rationale for the study as well as any conceptual or theoretical models guiding the work. The literature review links your proposed study to what is known about the problem you are addressing and the gap that your study is addressing. This section also includes the potential contribution your study has in your field. **(5 points)**

V. Methods. This section details the plan of action to accomplish the specified study aims. This should include the study design, proposed procedures, plans for data analysis, and timeline(s). If applicable, the study design/methodology should include sample size and selection criteria, study setting, variables and how they will be measured, and psychometric properties of any measures. **This section may be adapted as needed for the type of research proposed. Please note any adaptations and explain any requirements that do not apply to this project. (10 points)**

VI. Brief statement regarding how the proposed study fits into the applicant's long range program of research and plans to apply for external funding. Include how the results of this study will be disseminated. Also include a statement describing which of the FRC funding

priorities, if any, will be addressed by the proposed study and in what specific ways. **(3 points for grants below \$3000; 8 points for grants above \$3000)**

VII. Budget and Budget Justification. Complete and attach the itemized budget form. If this grant will supplement other funds, integrate all funds into the budget and specify the source(s). When calculating the payment schedule for research assistants, base it on the current APU hourly student wage for appropriate level and type of student (see current student handbook for rates). Additionally, please include a brief justification for all items on the budget justification form. **(2 points)**

VIII. Biographical Sketches of Research Team. Please include a biographical sketch for the Principal Investigator(s), Co-investigators, and Consultant(s) that are part of the proposed study which includes degrees earned, positions held, honors and awards, any previous grant funding from any source, as well as a list of recent publications and presentations that indicate qualifications to conduct this project. **(5 points)**

IX. Appendices. Please include copies of study instruments and Letters of Support from proposed study sites, and Co-investigators or Consultants (if applicable).

Form B
Humanities, Theology, Biblical Studies, and Related Projects
Guidelines for Faculty Research Grant Proposals
2015-16 Academic Year

Please submit an electronic copy of your proposal directly to the Faculty Research Council (frcgrants@apu.edu) by **October 23, 2015**. Please limit the narrative on items III through VII (combined) to no more than four pages, single-spaced, using Times New Roman 12 point font.

I. Cover Sheet. Complete the attached cover sheet and submit it with your proposal.

II. Title and Abstract. Please title your scholarly project proposal and write an abstract of 300 words or less, using Times New Roman 12-point font. The abstract should be written to an educated non-specialist reader (please avoid technical jargon), but should address the significance of the study (including whether it addresses any of the four FRC funding priorities), its purpose, a brief description of the project, and how it will be disseminated.

III. Purpose. Clearly describe the purpose of the scholarly project, including the precise research questions or fields of meaning to be addressed. **(5 points)**

IV. Background and Significance of the Project. This section includes a literature review that provides the context and rationale for the scholarly project as well as any conceptual or theoretical models guiding the work. The literature review links your proposed project to what is known about the problem you are addressing and the gap that your project is addressing. This section also includes the potential contribution your project has in your field. In addition, discuss the significance of the contribution that the project will make to knowledge beyond your specific field, including the humanities, theology, biblical studies, or other areas of study generally. **(5 points)**

V. Description of the Scholarly Project. Describe how the project will be organized. Include an outline and a timeline that will be followed during the grant period. Reviewers will consider the quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression. **(10 points)**

VI. Dissemination. Describe the dissemination plan for the research project. **(3 points)**

VII. Brief statement regarding how the proposed study fits into the applicant's long range program of research and plans to apply for external funding. Also include a statement describing which of the FRC funding priorities, if any, will be addressed by the project and in what specific ways. **(3 points for grants below \$3000; 8 points for grants above \$3000)**

VIII. Budget and Budget Justification. Complete and attach the itemized budget form. If this grant will supplement other funds, integrate all funds into the budget and specify the source(s). When calculating the payment schedule for research assistants, base it on the current APU hourly student wage for appropriate level and type of student (see current student handbook for rates).

Additionally, please include a brief justification for all items on the budget justification form provided. **(2 points)**.

IX. Biographical Sketch. Please attach a biographical sketch or brief vita that supports your qualifications to conduct this project. Include degrees earned, positions held, honors and awards, and any previous grant funding from any source. Provide a list of recent publications and presentations that support your qualifications to conduct this project. Also, if applicable, please include a biographical sketch for any Co-investigators and Consultant(s) that are part of the proposed project with the same information outlined above (degrees earned, positions held, honors and awards, any previous grant funding from any source, as well as a list of recent publications and presentations that indicate qualifications to conduct this project). **(2 points)**

X. Appendices. Please provide copies of study instruments and Letters of Support from consultant and Co-investigators, as well as proposed study sites (if applicable).

Application for an Internship/Research Assistant for the Grant (If applicable)

Name: _____

Department/School: _____

Phone Number(s) _____ **E-mail address** _____

1. Student's Name (if known): _____

2. Student's Major: _____

3. Graduate Student: Undergraduate Full-Time Student? Yes No

4. Intern/Research Assistant Estimated Total Working Hours: _____

5. Amount of Internship Money Requested: (Calculate by using the hourly wages for either graduate or undergraduate students which can be found in the current Student Employee Handbook).

6. Specify what the intern/research assistant will do for the proposed project (roles, responsibilities).

7. Describe how will the proposed internship enhance the intern/research assistant's university education?

Proposal Budget Form
Maximum total award is \$5,000
All Proposed Wages Must Follow APU Employee Handbook

Name(s): _____

Proposal Title: _____

Proposal Budget		
	Projected Cost	Hours Requested
Personnel (Please factor in Employee Related Expenses (Fringe Benefits) at 30% for full-time personnel and at 10% for part-time personnel)		
Consultant:	\$	
Intern(s)/Research Assistant(s):	\$	
Clerical Assistance:	\$	
Other (please specify):	\$	
Equipment Costs (please specify; include only if not provided by APU)	\$	
Books, Software, and Other Related Costs (please specify; include only if not provided by APU. FRC does not fund computers):	\$	
Other Related Expenses:		
Travel for data collection:	\$	
Other (please specify):	\$	
Total of Research or Scholarly Project Proposal Request	\$	

Proposal Budget Justification Form

Please provide a narrative explanation for each item presented in the proposal budget. Follow the same order as that in the itemized budget so reviewers can easily compare the two documents. The explanations should focus on how each item is required to achieve the aims of the project and how the estimated costs in the budget were calculated. Remember, all costs must be REASONABLE, ALLOWABLE, and NECESSARY to conduct the project.

Budget Items

1.

2.

3.

**2.0: PLANNING GRANTS
SPECIFIC GUIDELINES FOR FACULTY RESEARCH COUNCIL
PLANNING GRANT PROPOSALS
2015-2016 ACADEMIC YEAR**

Please submit an electronic copy of your proposal directly to the Faculty Research Council (fregrants@apu.edu) by **October 23, 2015**. Proposals are limited to a maximum of 2500 words.

- V. ***Cover Sheet:*** Complete the attached cover sheet and submit it with your proposal.
- VI. ***Study Title:*** Short, descriptive phrase that captures the main idea of the proposal.
- VII. ***Statement of the Problem (5 points):***
- a. Discuss the issues that serve as the basis of the problem your project will address.
 - b. Describe the context of the study and explain its significance.
 - c. State the potential contribution of the study to the field of inquiry.
- VIII. ***Study Purpose and Aims (8 points):***
- a. State the purpose of the study and list 3-4 specific aims or objectives.
 - b. How is this project congruent with the mission and/or vision of APU?
 - c. In what specific ways will this project benefit the university? (e.g., indirect costs of the external grant award that will come to the university, university students will be involved, etc.)
 - d. How does this project fit with your long-term research agenda? What research have you already done in this area and what are your future plans for continued research in this area?
 - e. What work has already been done in this field? How will your proposed grant project contribute to innovations in the field?
- IX. ***Methods/Approaches/Study Design (8 points):***
- a. Identify the research design, study setting(s), sampling procedures, sample size, sources and types of data, data collection techniques, and data analysis methods, if your proposal is for a research project. If your project is programmatic or scholarship more broadly defined, please summarize what the project outcomes will be and how you will accomplish them. What will you actually *do* that you think is worth funding by an external source?
 - b. How will you assess the success of your project, assuming it is externally funded?
 - c. Provide a description of the role, qualifications, and areas of expertise for each major collaborator on your grant project, not including persons in the Office of Research and Grants.
- X. ***Funding Source (5 points):***

- a. Identify at least one funding source that is congruent with your project’s goals. Include the website, funding cycle, eligibility, and maximum award amount granted.
 - b. Specify the criteria for funding as outlined by the funding agency, and indicate how your proposed project meets each of those criteria.
 - c. Provide an estimate of the funding request—how much will you request from the external source?
- XI. ***Planning Grant Timeline and Budget (4 points):***
- a. Outline a timeline for how you will spend the year preparing the grant proposal. List a date by which you will submit the external grant proposal(s). Last possible date is September 30, 2015.
 - b. Outline how you will spend the \$3,000 planning grant. Complete the budget and budget justification forms. **If you are requesting release time**, include a letter from your Dean that explicitly grants you such release time for this planning grant.
- XII. ***Appendices:***
- a. Provide copies of study instruments and Letters of Support from proposed study sites as well as support letters from any Co-investigators or Consultants.
- XIII. ***Methods/Approaches/Study Design (8 points):***
- a. Identify the research design, study setting(s), sampling procedures, sample size, sources and types of data, data collection techniques, and data analysis methods, if your proposal is for a research project. If your project is programmatic or scholarship more broadly defined, please summarize what the project outcomes will be and how you will accomplish them. What will you actually *do* that you think is worth funding by an external source?
 - b. How will you assess the success of your project, assuming it is externally funded?
 - c. Provide a description of the role, qualifications, and areas of expertise for each major collaborator on your grant project, not including persons in the Office of Research and Grants.
- XIV. ***Funding Source (5 points):***
- a. Identify at least one funding source that is congruent with your project’s goals. Include the website, funding cycle, eligibility, and maximum award amount granted.
 - b. Specify the criteria for funding as outlined by the funding agency, and indicate how your proposed project meets each of those criteria.
 - c. Provide an estimate of the funding request—how much will you request from the external source?
- XV. ***Planning Grant Timeline and Budget (4 points):***
- a. Outline a timeline for how you will spend the year preparing the grant proposal. List a date by which you will submit the external grant proposal(s). Last possible date is September 30, 2015.

- b. Outline how you will spend the \$3,000 planning grant. **If you are requesting release time**, include a letter from your Dean that explicitly grants you such release time for this planning grant.

XVI. *Appendices:*

- a. Provide copies of study instruments and Letters of Support from proposed study sites as well as support letters from any Co-investigators or Consultants.

**3.0: PUBLICATION ASSISTANCE GRANTS
SPECIFIC GUIDELINES FOR FACULTY RESEARCH COUNCIL
PUBLICATION ASSISTANCE GRANT PROPOSALS
2015-2016 ACADEMIC YEAR**

Please submit an electronic copy of your proposal directly to the Faculty Research Council (fregrants@apu.edu) by **October 23, 2015**.

I. Cover Sheet. Complete the attached cover sheet and submit it with your proposal.

II. Title and Description of the Work. Please provide the working title of your scholarly work and write a brief description of the work in one page or less using Times New Roman, 12-point font. The description should be written to an educated non-specialist reader (please avoid technical jargon). **(8 points)**

III. Biographical Sketches of the Author(s). Please include a biographical sketch for the authors of the work which includes the following information: degrees earned, positions held, honors and awards, any previous grant funding from any source, and a list of recent publications and presentations that indicate your qualifications. **(2 points)**

IV. A Formal Letter of Acceptance of Scholarly Work and Peer-Review. Please attach a copy of the letter of acceptance from the publisher or signed contractor agreement. Be sure that it includes the amount and justification for the subvention. Also include a letter from the publisher that **(4 points)**

V. A Description of Non-FRC Funds for the Project. Please provide a brief description and amount of non-FRC funds that have been awarded for the publication of this work. Please include both internal (APU) and external (non-APU) funds. **(4 points)**

VI. Budget. Complete and attach the itemized budget form. If this grant will supplement other funds, integrate all funds into the budget and specify the source(s). Also include an APU secured account number or state that that a secured account needs to be created for funding transfer if awarded. **(4 points)**

VII. Background and Significance of the Work. This section includes a brief literature review that provides the context and rationale for the work This section also addresses the potential contribution of your proposed study to a significant problem in your field. This section of the application should be one page or less using Times New Roman, 12-point font, single-spaced. **(8 points)**

Proposal Budget Form
Maximum total award is \$3,000

Name(s): _____

Proposal Title:

Budget

Proposal Budget Form		
	Projected Cost	
Publication Cost		
Subvention Fee	\$	
Permission Fees	\$	
Total	\$	
Total of Non-FRC Publication Assistance Funds Awarded	\$	
Total Publication Assistance Request	\$	