**Butler Awards Committee**

Fine Arts, Humanities and Social Sciences (Qualitative Research Methods)

**Faculty Research Grant Application**

Please complete the cover sheet and budget form by entering information into the data boxes and attaching additional documents as required by the guidelines for a BAC faculty research grant.

Once the application is complete, including all of the required signatures, please scan the entire application package into one PDF file and send an electronic version to the Office of Sponsored Programs at [OSP@butler.edu](mailto:OSP@butler.edu). Hard copies of applications will not be accepted. Proposals submitted that do not comply with current BAC faculty research grant guidelines will be returned without review.

**Applications for BAC faculty research grants are due by the date and time posted on the BAC website.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name: | | E-Mail: | | | | Phone: | | | |
| College: | | Department: | | | | | | | |
| Number of years at Butler: | | Tenure-track: | | Tenured: | | | Not tenure-track: | | |
| Total dollar request: $ | | Project starting date: | | | Project ending date: | | | | |
| Is this project currently funded by BAC or an external source?  Yes:  No: | | If yes, please provide information regarding the funding source and amount: | | | | | | | |
| If previously or currently funded, please describe progress on project since last applying for funding: | | | | | | | | | |
| Will this proposed project lead to a product that will be published or sold? Yes:  No: | | | If yes, how much do you expect to earn from its sale?  $ | | | | | | |
| IRB approval required? Yes:  No:  If yes, date submitted or approved: | | | | | | | | | |
| IUCAC approval required? Yes:  No:  If yes, date submitted or approved: | | | | | | | | | |
| IBC approval required? Yes:  No:  If yes, date submitted or approved: | | | | | | | | | |
| **Previous BAC/HAC research, instructional development, short course/workshop, or mini-grant awards:** | | | | | | | |  | For OSP use |
| Year | Project title | | | | | | | Amount | Final report submitted? |
|  |  | | | | | | | $ |  |
|  |  | | | | | | | $ |  |
|  |  | | | | | | | $ |  |
|  |  | | | | | | | $ |  |

**BAC Faculty Research Grant**

**Cover Sheet (continued)**

**Project title**

**Abstract** (250 words or less)

**Signatures**

Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Chair/Program Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BAC Faculty Research Grant**

**Instructions**

**Program statement instructions**

The statement should be typed and formatted in the following way:

* 1.5 line spacing
* Times New Roman font (11 or 12pt.)
* one inch margins all around
* no more than five pages.

Program statements that do not conform to these guidelines will be returned without evaluation.

Program statements will be evaluated by readers who are not necessarily experts in the specific field of the proposal. The application should be written for a general audience to understand and include the following information:

* **Rationale for Project & Future Implications**—Need for the project in the current field of study, significance of the project for current and future studies. How the project can contribute to faculty research, as well as to the field at large.
* **Review of Literature/Relevant Background**—For research projects, complete, relevant, and accurate literature review; for creative projects, discussion of the relevant history or tradition.
* **Objectives**—Objectives of the project; expected outcomes.
* **Methodology** **(Processes, Measures, Analysis)**—Processes applicants will use to achieve objectives including the creative process, and/or how data will be collected, used, and analyzed.
* **Timeline –**Anticipated timeline for the proposed project. Should detail how the work will be completed over the grant period.
* **External Funding (if applicable)**—How research completed through this grant will create opportunities for future external funding.
* **References and bibliography**—A list of all relevant references cited in the application and, if it is useful, a complete bibliography. This section is not part of the Program Statement and is not included in the five-page limit.
* **Progress since last grant (if applicable)**—Describe progress on previous internal funding.

**Please print out and attach the program statement to the end of this application. Make sure that when you create your electronic version to submit, all parts of the application, including the program statement, are scanned into one PDF document.**

**BAC Faculty Research Grant**

**Budget Form**

**Grant request (total from all categories cannot exceed $6,000.)**

Faculty stipend (up to $4,000) $

Student stipend(s) (up to $4,000) $

Materials and supplies $

Equipment $

Travel ($.58 per mile if driving) $

Other (please specify, see below) $

**Grant request $**

In the space provided, please explain any “other” costs below.

**Supplemental grant request (total from all categories cannot exceed $1,000.)**

Materials and supplies $

Equipment $

Other (please specify, see below) $

**Supplemental grant request $**

In the space provided, please explain any “other” costs.

In the space provided, please justify the supplemental grant request.

**Total grant request (total cannot exceed $7,000.) $**

**Checklist**

Cover sheets (including signatures)

Program statement

Budget form

Curriculum vitae

Publications and bibliography (not to exceed two pages)

Appendix A (Report on previous BAC-funded research)

Appendix B (Report on extramural grant applications)

Appendix C (optional)

By checking this box I am verifying that I have reviewed the [qualifications and requirements for BAC research grant funding](https://www.butler.edu/academics/sponsored-programs/internal-grants/bac/) and believe my proposal meets these criteria.

If successful, my application may be shared as an example for other applicants: Yes  No