

Simmons Fund for Research Application

Please review carefully the guidelines published by the Fund for Research Committee before submitting this application. The application consists of a cover sheet, a project narrative, a budget and budget justification.

NOTES: Please use the TAB to move from one block of text to another. Proofread carefully as you cannot use the 'Spell Check' function in Microsoft Word forms. Type your text and numbers in the shaded boxes.

NEW: Please type. Submit the original of the application in hard copy to: Sponsored Programs, Room E-206, MCB. Send a electronic copy of the application and any attachments to: valerie.beaudrault@simmons.edu.

APPLICANT INFORMATION

Name and Title: _____

Department: _____

Telephone: _____

Have you previously received a Fund for Research grant(s)?	
If yes, when did you receive this funding?	

PROJECT INFORMATION

Project title (125 characters): _____

Brief summary of your project, including the significance of the project to the field of research (1000 characters): _____

Will you require facilities beyond those available at the University? If yes, how will you gain access to them? _____

Have you sought outside funding for this project? If yes, where and what is the status of your application(s)? And, what suggestions do you have, if appropriate for financing the project beyond the end of this grant? _____

Type of support requested:

To develop a project and prepare for full study

To undertake and carry a new project to completion

To complete a project already underway.

Amount requested: _____

Expected completion date: _____

Signature: _____ **Date:** 8/27/188/27/18

PROPOSAL NARRATIVE

Please attach a detailed description of your project in no more than 5 double-spaced pages.

Address them in the order listed below. **Include the section headings in your narrative.**

SIGNIFICANCE OF THIS PROJECT

- State the problem/research topic you are addressing.
 - Why is it significant in the field?
 - How does it relate to your professional goals?
- Discuss its relationship to other research you and/or others in this field have conducted.
- Discuss vehicles for dissemination of project results.

PROJECT OBJECTIVES

- State your objectives—or intended outcomes—in specific and concrete terms. These may be stated as hypotheses or questions to be addressed.

PROCEDURES/METHODS

- Discuss the specific activities you will undertake to accomplish your objectives.
- Include a project timetable.
- If applicable, describe characteristics of population and rationale for selection of sample.

REFERENCES

- List principal works to be used.

BUDGET INSTRUCTIONS

Grants will be made in amounts up to \$2,500; no more than one award per applicant per year.

PART I: BUDGET FORM

PERSONNEL

Be sure to calculate fringe benefits at 7.65% of the wages, if the individual is currently on the Simmons University payroll **or** if a person who is not currently employed at Simmons will be paid \$300 or more during a year.

Note: Typing services are an eligible expense only if department staff cannot provide them.

EQUIPMENT

Equipment purchased under this grant is to be retained by the University at completion of the project.

PRINT/ELECTRONIC RESOURCES

Print/electronic resources may be considered a budget item. Please provide a justification for their acquisition.

MATERIALS AND SUPPLIES

Materials and supplies include such items as general office supplies, laboratory supplies,

software and paints, etc.

TRAVEL

In the section on travel please list your itinerary and mode of transportation.

CONSULTANT SERVICES

Consultants are independent contractors who have their own employer identification number. If this is not the case, these individuals should be considered as PERSONNEL.

MISCELLANEOUS

This category contains items such as printing, postage, fax, telephone charges, copyright fees and specialized library or organization memberships.

PART 2: BUDGET JUSTIFICATION

Please attach a detailed budget justification on a separate sheet that explains how costs were established and why the expense is necessary.

BUDGET

Please be specific. All expenditures should be adequately justified and should relate clearly to a specific project activity.

ITEM DESCRIPTION	AMOUNT
PERSONNEL (Be sure to calculate fringe benefits, if applicable.)	
EQUIPMENT	
PRINT/ELECTRONIC RESOURCES	

MATERIALS AND SUPPLIES	
ITEM DESCRIPTION	AMOUNT
TRAVEL	
CONSULTANT SERVICES	
MISCELLANEOUS EXPENSES	
TOTAL REQUEST:	