

## COH Research Faculty Grant Application

PROJECT TITLE:  NAME:	DEPT/PROGRAM:  TITLE:
CAMPUS ADDRESS:  OFFICE PHONE:	EMAIL:  ALT PHONE:

PROJECT ABSTRACT (maximum 50 words):

EACH APPLICANT MUST PROVIDE:

1. A description of the proposed project (maximum 2 pages, single-spaced). The description should also include a justification of the proposed budget and list any other potential sources of funding and the status of any pending applications to those sources.
2. A detailed and realistic line-item budget (maximum 1 page). Please see details on next page.
3. A CV that highlights research applicable to the program.

ENDORSEMENT SECTION:

I endorse this application.

\_\_\_\_\_

Head or Director

\_\_\_\_\_

Date

**Application Deadline: 4:30 P.M. on October 17, 2016**

Please submit all application materials in a single email to Lorenia Romero: [lromero@email.arizona.edu](mailto:lromero@email.arizona.edu)



## BUDGET:

In addition to justifying the proposed budget in your project description, please include a line-item budget (maximum 1 page). It is important that you work with your unit's budget manager in developing the budget. The budget should list all relevant categories for expenses and income, such as:

Personnel: Provide justification for wages, and include ERE for all eligible personnel. UA procedures for inviting and funding international visitors must be followed, including appropriate visa requirements established by the [UA Financial Services Office](#).

- Honoraria or guest artist fees: Provide details on fees and identify groups to be impacted (e.g. student groups, classes, community audiences, etc.). If the guest is part of a staff or faculty exchange agreement, provide names and dates for all involved in the exchange.
- Travel and Housing: Expenses must meet criteria posted by the UA Financial Services Office, including rates determined by that office's Meal and Lodging Cost Index.
- Equipment: Specify items and amounts. Items purchased may be used exclusively by applicant but remain the property of the University of Arizona.
- Supplies and materials: Specify items and amounts.
- Other: Costs not covered in other budget categories. Specify expenses and provide justification.
- Other sources of funding and earned income: Sources may include, but not be limited to, other units at The University of Arizona, other institutions, local or national grants, in-kind support, funding from individuals, etc.

Some types of expenses are NOT eligible for support, such as:

- Standard equipment such as computers and printers;
- Proposals for events/projects that have already been completed or lack sufficient lead time.