

Collaborative Faculty-Student Project Award
Full Project Proposal Guidelines 2024-25
Due: 4:30 PM October 21, 2024

The faculty member submits a proposal narrative of not more than three single-spaced pages (12-font) that includes the purpose and significance of the research/creative project, review of literature, outcomes, procedures, timeline, and references cited list. Additionally, the faculty member provides budget, personnel and IACUC/IRB (applicable) information as noted below in the guidelines. Please clearly identify each of these sections.

***PLEASE NOTE THAT PROPOSALS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED.**

Cover page Project Cover Page (including all participants both faculty and student(s), chair's signature), and 100 word abstract

Proposal Narrative – not more than three single-spaced pages

- c) **Maximum faculty stipend** is \$3,000 to be paid during summer months, which includes FICA taxes. If two or more faculty collaborate, then the combined total stipend and FICA may not exceed \$6,000.
 - i. Include the number of weeks estimated for summer effort for each faculty member.
 - d) **Travel**
 - i. Include estimated travel costs per person for airfare, ground transportation, lodging, food, and other pertinent costs. For example, Round trip to Chicago (Doe, Smith) Airfare \$600; Transportation \$120; Lodging \$400; Food \$60.
 - ii. All planned travel must conform to NKU travel policies.
 - e) **Other**
 - i. Include a description and estimated cost for each item in this category.
2. **Budget Justification:** Provide a detailed budget justification for the items listed in the budget form.
 3. **Other Support or Commitments:** Identify supplemental funds that you have received or may receive from NKU and/or other institutions/sources (both committed and applied for). Indicate how this project may help you to secure external grants for future related research.

Personnel

1. **Faculty:**
 - a) Provide a brief description including research, creative activity, education, teaching, and other experience pertinent to the project.
 - b) Vita: Abbreviated 2 page faculty vita (maximum length) emphasizing principally those experiences and qualifications central to this particular project.
2. **Student(s):**
 - a) Provide a brief description of relevant education, experience, and credentials related to the project for each student.

Confirmation of IACUC/IRB policies (if applicable)

1. If the project involves the use of animals, you must obtain approval from the Institutional Animal Care and Use Committee (IACUC) before you receive award funds.
2. If the project involves the use of human subjects, you must obtain approval from the Institutional Review Board (IRB) before you receive award funds.
3. Please include a statement that you understand and will follow these regulations. Your timeline (e)-4. (ns)-2.5 (