

## Research Advancement Award Application Template

### I. Cover Page

- Project Title:
- Principal Investigator(s): (Name, Department/School, Position/Title)
- Co-Investigator(s): (if applicable; Name, Department/School, Position/Title)
- Contact Information: (email, phone)

### II. Abstract (1 page maximum, single spaced)

Provide a summary that includes:

1. Primary objectives of the research project
2. Significance of the proposed work
3. Key deliverables and outcomes

### III. Project Narrative (3 pages maximum, single spaced)

#### A. Background and Significance

- What is the project and why is it important?
- What is the main research question and how does it address a gap in the literature?
- Brief summary of existing approaches and their challenges/shortcomings; how your project addresses and improves these.

#### B. Statement of Objectives and Methodology

- Project objectives and aims
- Methodological approach, described clearly and without jargon
- Anticipated results and deliverables

### IV. Selected Bibliography (1 page maximum)

Provide citations supporting the project's context, approach, and significance.

### V. Budget and Justification

- Budget Spreadsheet: (attach or insert as a table; see provided template on InfoReady portal)

- **Justification:**  
For each item, provide a brief explanation of how it supports the proposed project. (Include: equipment, materials, data costs, travel, participant incentives, student roles, etc.)

A. Budget Spreadsheet/Table

Budget Category	Item Description	Unit Cost	Quantity	Total Cost	Justification/Notes
Personnel	(e.g., Student Assistant)	\$	#	\$	Brief description of role & necessity
Participant Costs	(e.g., Incentives)	\$	#	\$	Purpose and calculation of incentives
Equipment	(e.g., Recorder)	\$	#	\$	How it supports the project
Materials & Supplies	(e.g., Survey printing)	\$	#	\$	Direct link to research activities
Software/Data	(e.g., Software license)	\$	#	\$	Specific analysis/data needs
Travel	(e.g., Field work travel)	\$	#	\$	Purpose, location, and necessity
Other (Specify)	(e.g., Transcription)	\$	#	\$	Why this service/material is required
Total				\$	

B. Budget Justification (Provide brief narrative for each budget category):

- **Participant Costs:**  
*Example:* Incentives at \$X per participant for Y participants to encourage survey completion.
- **Equipment:**  
*Example:* Digital recording device (\$X) is required to record interviews; will become college property after project completion.
- **Materials & Supplies:**  
*Example:* Survey printing (\$X) covers estimated number of pages for field distribution.

- Software/Data:  
*Example:* NVivo software license (\$X) for qualitative coding; data purchase (\$Y) for additional data analysis.
- Travel:  
*Example:* Mileage and per diem for field site visits, following KSU/USG rates, to collect data at [locations].
- Other:  
*Example:* Transcription costs (\$X) cover external transcriber for N number of hours.

Instructions:

- Modify rows/categories as needed to suit your project.
- The total should not exceed \$12,500.
- Justify every item requested, connecting it directly to your project's needs and objectives.

**VI. Curriculum Vitae/Biographical Sketches**

- For PI(s): (2 pages maximum each; NSF/NIH formats accepted)
- Key Personnel (optional): (1 page maximum)

**VII. Plans for Obtaining Extramural Funding (1 page maximum)**

1. Targeted Funding Agency/Program: (names and URLs)
2. Title of Funding Program:
3. Relation of Your Project to the Funding Program/RFP:
4. Estimated Request Amount:
5. Summary of Past or Planned Interactions with Agency/Program Officers: (if any)

**VIII. Statement on Human Subjects**

If your project involves human subjects:

- Confirm IRB approval OR indicate status and plan for obtaining approval prior to starting the project.
- Note: Funds will not be released without IRB approval.

**IX. Acknowledgment on Concurrent Internal Funding (if applicable)**

- Describe any other current internal awards and confirm that this proposal is for a distinct project.

Submission Checklist:

- All sections above included, max page limits observed
- Attach any supporting documentation required (budget spreadsheet, etc.)
- Application saved as MS-Word compatible file

Submit completed applications via [InfoReady@KSU portal]. Questions may be directed to [RCHSSresearch@kennesaw.edu](mailto:RCHSSresearch@kennesaw.edu).

## **Sample Deliverables (For Faculty Applicant Use)**

### 1. Research Documentation and Reporting

- Submission of a comprehensive final report summarizing project objectives, methodologies, findings, and recommendations to the funding agency.
- Preparation of interim progress reports at six-month and twelve-month milestones, detailing all activities completed, challenges encountered, and adjustments made.

### 2. Scholarly Output and Dissemination

- Submission of at least one abstract for presentation at a national or international academic conference.
- Preparation and submission of one manuscript to a peer-reviewed journal related to the project's scope.

### 3. Pilot Data and Prototyping

- Development and documentation of a prototype system or application, including user guides and technical specifications.
- Generation and curation of a preliminary dataset, to be shared with project collaborators or deposited in an institutional repository.

### 4. Outreach, Engagement, and Training

- Organization and facilitation of one public workshop or seminar to disseminate project outcomes to relevant stakeholders (e.g., partner institutions, community organizations).
- Development and delivery of a training session for graduate or undergraduate students, with accompanying instructional materials provided.

### 5. Foundation for Future Work

- Submission of at least one external grant application to a major funding agency (e.g., NSF, NIH, Mellon Foundation) leveraging data and results generated from the seed project.
- Establishment of a formal partnership or Memorandum of Understanding (MOU) with an external collaborator, evidenced by a signed document.

## 6. Evaluation and Impact Assessment

- Completion of an evaluation report assessing project outcomes relative to initial objectives, including analysis of participant feedback and performance metrics.

Faculty should select and customize deliverables based on their project's discipline, objectives, scope, and the specific grant guidelines to demonstrate clarity, accountability, and the potential for long-term impact.