OFFICE OF THE VICE PRESIDENT FOR RESEARCH (OVPR)
2013-14 AUBURN UNIVERSITY INTRAMURAL GRANTS PROGRAM (AU-IGP)
AU-IGP APPLICATION FORM

Please submit your original research proposal to the
Office of the Vice President for Research, 309 Samford Hall by 4:45 p.m. on November 4, 2013.

Submission of Proposals (Two options are available):
(1) One original hard copy with signatures (not stapled) delivered to the OVPR's office 309 Samford Hall, or
(2) In the interest of expediting the intramural grant approval process, saving time and paper, the application may be submitted to the OVPR's office electronically.

a. The application is filled out and taken to the Department Chair and Dean for signatures. Once the application has been signed by the Dean, it should be scanned into a single PDF document and e-mailed to the OVPR's office to (odonndj@auburn.edu) for electronic distribution to the appropriate committee.

1. **Please check** the appropriate grant mechanism. **Check only one.**

☐ Level 1, Initial or Seed Research/Scholarship Proposal
☐ Level 2, Exploratory Interdisciplinary Research/Scholarship Proposal
☐ Level 3, Developmental Interdisciplinary Research/Scholarship Proposal
☐ Level 4, Interdisciplinary Equipment Proposal

Interdisciplinary strategic initiative if applicable (see page 1):

Amount of request from OVPR: $

Total Available Cost-share (Matching): $

Participating Schools/Colleges:

2. Identifying Information

Principal Investigator E-mail

Address Phone Number

Faculty Rank Yrs. on Faculty at AU

Department

Title of Project (80 character limit)

Identify co-PI and co-I's by Name, Faculty Rank, Department (add additional co-PI and co-I's as appropriate on a separate sheet). Circle co-PI or co-I as appropriate, note definitions on page 6 of guidelines.

Co-PI/Co-I #1:

Co-PI/Co-I #2:

Co-PI/Co-I #3:

3. **Project Abstract:** Provide a 350 word abstract of your project. Describe overall objective, specific aims, a concise description of the project design/methods or relevance/importance of the project, and specify outcome measures. Outcome measures include identification of a specific grant or contract application, and/or other creative scholarship outcome (e.g., performance, exhibition, etc., heightening the visibility of the endeavor). Minimum: Times New Roman or Arial 11 point font with one inch margins.

4. **Current/ Past Research:** Please list all sources and amounts of research support currently available to you (use additional pages if needed) including University sources within the past five (5) years. List the name of the sponsor or source, dates of project, amount of funding, title of project and specify any overlap of activity with this proposed project. Be sure to include all grants submitted over the past two (2) years (if not funded – indicate such and attach any relevant grant reviews). Indicate if you have received a grant from the OVPR in the last five (5) years. If yes, give the date, amount, and title of the award. Also indicate whether the project is still active. Application(s) for extramural funds, especially if you have been supported previously from internal funds, will be considered in the decision to fund the current project. Funding of a new grant will also be contingent on evidence of satisfactory progress on previously funded work. Timely publication in appropriate refereed journals of results from previous grants will be considered favorably.

5. **Budget**: Please use the following outline (Level 3 applications – use separate forms for each year and one for an aggregate budget sheet for all years totaled):

FY___ Expenses	**Requested from OVPR**	**Matching Funds (if applicable)**
Salaries & Wages		
Tenured & Non-tenured Faculty	$	
Research Fellow/Associate/Assistant	$	$
Post Doctoral Fellow	$	$
Graduate Research Assistant	$	$
Undergraduate Student	$	$
Benefits (See the OSP fact sheet for current information)	$	$
Operating Expenses		
Supplies	$	$
Travel	$	$
Equipment	$	$
Temporary Employee	$	$
Other (specify in justification)	$	$
Total Project Costs (This total must agree with "Amount Requested" on Page One.)	$ 0.00	$ 0.00

FOAP	**Amount**	**Department/ College**	**Department Chair/Dean/ADR (Please type)**	**Signature**

6. **Budget Justification:** Describe the specific functions of personnel and why they are critical to the completion of the project. Explain the purchase of all supplies and equipment and the need for all proposed travel. If there are any proposed "other expenses," specify what they are and explain their importance to the completion of the project. Specify other sources of support for the project and the contributions of each. For **Level 1 and Level 2** applications - do not exceed one page. For **Level 3 and Level 4** applications, provide sufficient detail for reviewers to evaluate likelihood of success.

7. **Curriculum Vitae:** Include a two page curriculum vitae for each member of the applicant team that includes education, skills and experience. In addition to this information, the CV should include research and teaching experience, up to 10 citations (up to five citations relevant to the project (if any) and up to five citations of the most recent publications authored by the applicant(s)), grants and fellowships, professional associations and licenses, awards and other information relevant to the funding for which you are applying. Ensure dates are listed on all citations, awards etc.

8. **Compliance:** Please check the appropriate boxes if any of the following is involved in this project. Provide documentation as requested. Note, if compliance documents are not in hand – they will only be due following notification of award for release of funds (i.e., just in time processing).

Subject or Substance	**YES**	**NO**	**Relevant Date(s) ***	**Status of Review** **A = Approved**	**P = Pending**	**E = Exempt**
Human Subjects	☐	☐		A ☐	P ☐	E ☐
Animal Subjects	☐	☐		A ☐	P ☐	E ☐
Radioactive Materials	☐	☐		A ☐	P ☐	E ☐
Potential Biological Hazards (viruses, recombinant DNA, etc.)	☐	☐		A ☐	P ☐	E ☐

*List date reviewed or to be reviewed by relevant committees or list approval dates and attach approval or pending letter(s).

9. **Instruments/Equipment:** For any instrument/equipment purchases, please provide an equipment sharing plan.

10. **Certification and Approval**

I understand and accept that the terms and conditions set forth in the application guidelines. *Department Head/Chairs and Deans/Associate Deans: sign just once if multiple investigators from their units. ** Co-investigators, please circle Co-PI or Co-I as appropriate.

Principle Investigator (Typed Name)	Principle Investigator (Signature) Date
Department Head/Chair (Signature) Date	Dean/Associate Dean (Signature) Date

Head/Chair E-mail: _____ Dean/Assoc. Dean E-mail: _____

Co-PI/Co-I #1 (Typed Name)	Co-PI/Co-I #1 (Signature) Date
Department Head/Chair (Signature) Date	Dean/Associate Dean (Signature) Date

Co-PI/Co-I #2 (Typed Name)	Co-PI/Co-I #2 (Signature) Date
Department Head/Chair (Signature) Date	Dean/Associate Dean (Signature) Date

Co-PI/Co-I #3 (Typed Name)	Co-PI/Co-I #3 (Signature) Date
Department Head/Chair (Signature) Date	Dean/Associate Dean (Signature) Date

Add additional co-investigators as appropriate on a separate sheet.

For Level I and Level II proposals – your application is complete.

For Level III and Level IV proposals, please append the *Proposal Narrative* as appropriate.