



9. **BUDGET AND JUSTIFICATION (FOR RESEARCH PROJECT AND TRAVEL GRANTS ONLY):**

1. <b>Consultation Costs</b>	1. \$ _____
2. <b>Assistants</b>	2. \$ _____
3. <b>Supplies (please specify)</b>	3. \$ _____
4. <b>Equipment (please specify)</b>	4. \$ _____
5. <b>Travel</b> [Note that an applicant for this funding category must exhaust other university funding sources including departmental travel funds.] <b>Registration fees:</b> <b>Airfare:</b> <b>Per Diem:</b> <b>Mileage:</b> <b>Parking fees:</b> <b>Other transportation:</b>	5. \$ _____
6. <b>Presentation costs</b> <b>Brochures:</b> <b>Exhibition or performance:</b> <b>Entry fees:</b>	6. \$ _____
7. <b>Other expenses (please specify)</b>	7. \$ _____
	<b>TOTAL FUNDS REQUESTED: \$ _____</b>

Please include a brief budget narrative that explains and justifies requested budget items.

10. **RESEARCH PLAN. ADDRESS EACH OF THE FOLLOWING ELEMENTS IN DESCRIBING YOUR PROPOSED RESEARCH PROJECT.**
- A. BACKGROUND** (Briefly review previous work, including your own, in this area of study and provide citations where appropriate)
  - B. OBJECTIVES** (Summarize the overall goal(s) and specific objectives of the proposed project)
  - C. METHODS/PROCEDURES** (Provide details of the methods or procedures that you propose to use, including data that will be collected and the means by which the data will be analyzed or interpreted. Please note that if human subjects are involved you must obtain approval from the University's Human Subjects Review Committee.)
  - D. A BRIEF TIMETABLE FOR THE PROPOSED PROJECT**

**ADDITIONAL ITEMS FOR APPLICANTS SEEKING A COURSE RELEASE:**

**11. PLEASE INDICATE HOW YOU WILL USE THIS RELEASE TIME TO ADVANTAGE WITHOUT ADDITIONAL BUDGETARY ASSISTANCE.**

**12. Proposed course release information:**

Course title, number, and credit hours:

Term:

**13. Please have Department Chair forward a brief approval for the course release (without regard to the merit of the proposal) to the Chair of the Research Committee by the November 15<sup>th</sup> deadline.**