

**LAUC Research & Professional Development (R&PD)
Research Grant
Application Form**

NOTE: Grant proposals are confidential until funding decisions are made.

INSTRUCTIONS:

A. Email **PDF copies** of the following item(s) to your local campus R&PD Chair:

- 1) **Application Form:** Submit a completed copy of this form (retain the fillable fields);
 - File should be named: [Last Name]_[Campus]_[Research_Form]_[Academic Year]
 - Example: Green_UCLA_Research_Form_2020-2021
- 2) **Release Time:** If the grant funds will help cover activities that will require time away from your ordinary work responsibilities (for example, traveling to an archive), include evidence of approved release time (signed memo, copy of an email, etc.);
 - File should be named: [Last Name]_[Campus]_[Research_Release]_[Academic Year]
- 3) **Facilities Use:** If your project involves the use of UC Library facilities or other site(s) requiring prior approval, include evidence of such approval (signed memo, copy of an email, etc.);
 - File should be named: [Last Name]_[Campus]_[Research_Facility]_[Academic Year]
- 4) **IRB Approval or Exemption:** If your project involves the use of human subjects, include the appropriate university form;
 - File should be named: [Last Name]_[Campus]_[Research_IRB]_[Academic Year]
 - The process of obtaining IRB approval or a determination of exemption from subject protection regulations does not have to be completed prior to submitting your grant proposal. However, the grant cannot be awarded without evidence that the approval or exemption has been obtained.
- 5) **Budget:** If your funds will cover per diem or travel costs, include the Supplemental Budget Information Form (located on the LAUC R&PD webpages).
 - File should be named: [Last Name]_[Campus]_[Research_Budget]_[Academic Year]

B. Within the sections of this form, type your answers into the prepared fields. You do not need to fill the entire space provided, particularly when the field is over a page in length. All references/citations should be contained within the fields, rather than as a separate document. Do not modify this form other than filling in the fields, and do not attach additional pages without an exception from the LAUC R&PD Chair.

C. Consult the LAUC R&PD webpages for additional guidance on the information required in this form's sections.

Applicant(s)

Primary Applicant

Name:

Signature:

Title:

Campus:

Telephone Number:

Email Address:

Represented or Non-Represented

Academic Rank (Assistant, Associate, Librarian):

Do you owe any outstanding reports from previous LAUC grants? Yes No

Will you need release time for the project/activity described in this proposal? Yes No

Additional Applicant

Name:

Signature:

Title:

Campus:

Telephone Number:

Email Address:

Represented or Non-Represented

Academic Rank (Assistant, Associate, Librarian):

Are you applying for separate funding for this same project? Yes No

Additional Applicant

Name:

Signature:

Title:

Campus:

Telephone Number:

Email Address:

Represented or Non-Represented

Academic Rank (Assistant, Associate, Librarian):

Are you applying for separate funding for this same project? Yes No

Additional Applicant

Name:

Signature:

Title:

Campus:

Telephone Number:

Email Address:

Represented or Non-Represented

Academic Rank (Assistant, Associate, Librarian):

Are you applying for separate funding for this same project? Yes No

Application

Date of Submission:

Total Amount Requested from LAUC Statewide (\$5,000 maximum): \$

Fiscal Year of Application: 20 - 20

New Project: Yes No

List previous LAUC grant proposals (divisional and Statewide) that any applicant has received. Include only the project title, year, and amount (or as much information that fits below).

Project/Proposal

Title:

Expected Length of Project:

Will you use UC Library facilities or other site(s) requiring prior approval? Yes No

Will your project involve the use of human subjects? Yes No

Proposal Abstract (1800-character limit)

This abstract should include a summary of the major portions of this application, specifically: Need for the Research Proposed, Design and Methodology, Personnel, and Timetable for Completion.

Need for the Research Proposed
(5000-character limit)

Need for the Research Proposed, continued
(5000-character limit)

Design and Methodology
(5000-character limit)

Design and Methodology, continued
(5000-character limit)

Personnel
(5000-character limit)

Timetable for Completion
(5000-character limit)

Budget

Budget Summary

\$ Salaries

\$ Supplies

\$ Transportation

\$ Conference Registration

\$ Hotel (day(s) at \$ per day)

\$ Meals (day(s) at \$ per day)

\$ Other Expenses (describe in Detailed Budget section)

\$ Total Expenses

\$ Total Amount Requested from LAUC Statewide funds (\$5,000 maximum)

Note: Round your requested amount to the nearest whole dollar

\$ Total Amount Requested from LAUC divisional funds

\$ Other Funding Obtained or Expected (amount and source)

Detailed Budget

Provide detailed budget descriptions on the following page.

Detailed Budget
(5000-character limit)

LAUC Research & Professional Development Committee
Revised 10/2021 reg