

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

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

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**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.

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 any previous LAUC grant proposals (divisional and Statewide) that any applicant has received. Include the project title, date of completion, and amount funded.

**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** (approx. 250 words)

*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**

[Empty rectangular box for content]

**Design and Methodology**

[Empty rectangular box for content]



**Personnel**

**Timetable for Completion**

**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**

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LAUC Research & Professional Development Committee  
Revised 01/2021 reg