

## 2016 MDECOE Research Grant Proposal Guidelines

**MDECOE Research Applications will soon be online. If selected you will receive 3 units of release time for Fall 2016 or Spring 2017, as well as up to \$1000 for budgeted expenses per project if approved. Up to five proposals will be awarded. Collaborative proposals may be submitted with up to two faculty members requesting 3 units of release time each.**

**Submit your application by 5pm on Monday, April 4, 2016.**

Your submission requires uploading a:

- 1) Maximum **5-page double-spaced narrative document**
- 2) Separate reference list
- 3) Separate budget (optional)
- 4) 200-word abstract

The instructions for the narrative document are:

Attach a narrative, maximum 5 pages formatted in 12 point font and double-spaced. Please include your CSUN ID number on the top right corner of the document for purposes of blind review.

Your name should not appear in the document. If you are referring to your own work, use: AUTHOR (YEAR) instead of your own name to maintain the integrity of blind review.

**Proposals must address the following sections in the narrative to be considered for this award.**

**I. Purpose.** Include a statement of problem, research questions, hypothesis, and justification, including literature citations, if appropriate.

### **II. Methodology**

**Option 1. Research Plan.** Include a brief description of type of study, sample, how selected, research setting, data collection methods, and data analysis methods.

**Option 2. Writing for Publication Plan.** Include a summary of completed research methodology findings, and justification for release time needed to complete this project. This description should include:

- Type of scholarly publication with outline of sections or chapters, if available;

- Publisher or journal commitment to your project, if applicable;
- Your role in writing/publication if submitting as a co-author;
- Current status of draft or revision; and
- Any other relevant aspects of completing this project for publication.

**III. Timeline/Feasibility of Completion.** Identify when each step of the research or writing activities will occur during the semester of reassigned time as well as any activities prior to or after the awards.

**If a collaborative proposal,** please clearly indicate who from your team will be completing which tasks on the timeline.

**IV. Contribution/Significance/Impact.** How will your work make a significant contribution to the field? Include literature citations, if applicable.

**V. Merit for Future Publications/Dissemination of Results.**

**Reference List** (separate page)

**Itemized Budget and Justification, if relevant (separate page)** (Optional - up to \$1000) Provide an itemized budget indicating the breakdown of estimated costs for specific research materials and items related to your project. Budget is not part of the 5-page description limit.

Examples of appropriate expenses include:

- Conference travel
- Transcription/translation service
- Research assistant(s)
- Software

Budgets may **not** include:

- Equipment
- Donations to charities (although stipends for services are acceptable)
- Gift cards
- Additional information on budget restrictions will be provided soon.

*Upon granting a proposal, final approval of the budget will be confirmed by the Manager of Academic Resources in the Dean's Office.*

**The sections of the research grant proposal will be weighted as follows:**

- Purpose 25%
- Methods 30%
- Timeline/Feasibility, including budget if applicable 15%
- Contribution to the Field 10%

- Merit for publication 20%

*Pre-tenured faculty proposals will receive priority when scores are equivalent.*