

**Hampton University  
Committee on Faculty Research**

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An application for a grant from the Committee on Faculty Research should include the following: (1) the completion of a Faculty Application for Hampton University Research Funds (2) a three to five-page proposal narrative addressing the following items:

<b>Criteria</b>	<b>Points</b>
a. Nature of proposed study and product anticipated; purposed objective and hypothesis	10
b. Relation to the present state of knowledge to the field; significance field internationally, nationally and to Hampton University	15
c. Research Methods: type and design of research plan (i.e., descriptive, historical, experimental, exploratory or creative efforts).	25
d. Facilities, equipment, feasibility of project, and availability of subjects, etc.	5
e. Planned detailed timetable for related tasks; plan or work; status of research (i.e., if research is already in progress, state the accomplishments to date).	10
f. Bibliography of pertinent literature	5
g. Detailed budget with detailed justification for each item	15
h. Style, grammar, quality of report, format (e.g., APA, MLA, etc. See Reference below) the following items should also be included: 1. If human subjects are involved, Institutional Review Board approval and consent forms must be approved. Copies of instruments to be used must be included (e.g., questionnaires, surveys, etc.). 2. A one (1)-page vitae-resume with no more than the five (5) most recent publications. An appendix of current and pending supported research.	15

The anticipated deadlines for the applications are November 10<sup>th</sup> and April 4<sup>th</sup> or the Monday following these dates should they fall on a Saturday or Sunday. (Note: dates are subject to change. Contact the Chairperson, Committee on Faculty Research about amendments to these dates). All applications should be transmitted to the Chairperson. Applications must have all of the proper signatures to be considered by the Committee. The amount for an award is generally \$2,000.00-\$5,000.00 for each proposal submitted during a Fall or Spring Competition.

**TIMELINE FOR GRANT PROPOSAL SUBMISSION**

\*The Vice President for Research, in agreement with the Committee Chairperson, will notify the principal investigator within 45 to 60 days after submitting their application. Please allow for this period when designing the timetable for your research project. (Rev. 2/19)

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**TERMS OF RESEARCH AWARD**

I acknowledge that all statements presented by me in this application are true. I am prepared to fulfill the obligations set forth herein.

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In addition, I agree to submit progress reports on or before April 15 and October 15 outlining my research activities to the Faculty Research Committee. Upon completion of my research, a final narrative report and a financial report will be submitted to the Committee, the Vice President for Research, and the Vice President for Business Affairs and Treasurer, respectively. The narrative report will include a summary of the project undertaken, as well as results.

Failure to complete the project and/or separation from the University will result in immediate repayment of this research grant. Specifically, I agree to repay the research funds if I leave during the academic year or one year following the award.

Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**REQUIRED SIGNATURES OF APPROVAL**

**Amount Requested:** \_\_\_\_\_

**Department Chair:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**School Dean:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Vice President for Research:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**OFFICIAL USE ONLY**

**FUNDED:** YES \_\_\_\_\_ NO \_\_\_\_\_

**AMOUNT AWARDED:** \$ \_\_\_\_\_

**START DATE:** \_\_\_\_\_ **END DATE:** \_\_\_\_\_

**FACULTY APPLICATION FOR HAMPTON UNIVERSITY RESEARCH FUNDS**

**DATE:** \_\_\_\_\_

1. Applicant's Name \_\_\_\_\_

2. University Affiliation (Department, School/Division): \_\_\_\_\_

3. Academic Rank: \_\_\_\_\_

4. Date Appointed to Present Rank: \_\_\_\_\_

5. Number of Years at Hampton University: \_\_\_\_\_

6. Tenure Status: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

7. Contract Status (Check Appropriate Space)

- |       |  |
|-------|--|
| _____ | Instructional Faculty Contract                 |
| _____ | Academic Support Contract                      |
| _____ | Special Program/Project Contract (Restrictive) |
| _____ | Laboratory School Contract                     |
| _____ | Library Contract                               |
| _____ | Other (Specify)                                |

8. Hampton University Funding Source (Committee or fund granting organization):

9. Have you requested research funds from Hampton University in the past?

\_\_\_\_ Yes \_\_\_\_ No (If yes, describe outcome). \_\_\_\_\_ Date Requested

10. Give title of the project for which funds are being requested.