

CLASS Book Completion Grant Application

The purpose of the Book Completion Grant Program is to assist CLASS faculty with the publication of scholarly research. The purposes covered from this program are expanded from the past, and include the “last data acquisition trip,” or other research purposes needed to complete an ongoing project. Normally funds under this program will be directed toward book projects within about two years of publication. Applications are accepted at any time. The maximum award under this program is \$4,000, but larger amounts may be possible with sufficient justification. The Research Committee is expected to review applications at least twice a year, about on December 15th and March 15th. If timing is an issue, please include an explanation.

To apply please complete the project description as well as budget justification below. The project description is expected to emphasize the academic merit of the project, and thus should include documentation available from the publisher including contracts, and reviews if available. The budget justification should describe how the listed expenses will assist in completion of your project. Scan and submit your application on-line to Dr. Anadeli Bencomo, Associate Dean for Faculty and Research at abencomo@uh.edu. Or, send a hard copy to 402 AH, Class Dean’s Office, Mail Code 3000.

CLASS Book Completion Grant Application

Name:	Rank	ID #:
Contact Info e-mail	Phone	Alt phone
Department:	Amount Requested:	
Internal Grants Received in last five years	Internal sources (attach extra sheet if needed)	
Title of Project:		
Publisher:		
<p>Attach project description. 2 page max, double spaced, 12 point font. Emphasize academic merit, include supporting documentation including contracts and reviews (if available).</p> <p>Attach a 2 page cv.</p> <p>Fill out the budget form below. All research/performance expenses are allowed except faculty salary. List the expense, and how it will assist in project completion.</p>		
By signing below, I agree to provide an annual report by May 31 of each year until publication:		

Submittal Signatures

_____ Faculty Member	_____ Date	_____ Department Chair	_____ Date
-------------------------	---------------	---------------------------	---------------

II. Budget and Budget Justification

	Funds Requested	Other Funds	Total
SALARIES & WAGES <small>(identify function)</small>			
Research Assistants			
Student Wages			
Non-Student Wages			
FRINGE BENEFITS			
MAINTENANCE & OPERATION <small>(e.g . supplies, services, copying, postage)</small>			
TRAVEL <small>(may be subject to State of Texas guidelines)</small>			
Equipment <small>(specify)</small>			
TOTAL PROJECT COST			

BUDGET JUSTIFICATION (attach additional sheet if necessary):