

CLASS Research Outreach Grant Application

The purpose of the CLASS Research Outreach Grant Program is to assist faculty with the production of research that will promote the University, our College, and the researcher. This Program will provide funds up to \$4,000 for research assistance, travel, data and information collection, or other activities that will result in a book or other project from which an application can be made for national recognition. We will consider a wide variety of applications for national recognition, including but not necessarily limited to a national prize, a fellowship, a grant award from a government or foundation, or a creative exhibition or performance.

Applications will be reviewed by the CLASS Research Committee, and final selections will be made by the Dean and Associate Dean in consultation. Awards will be based on the academic merit of the project and the probability of attainment of national recognition. It is expected that major research products (books, major articles, exhibitions, performances, etc.) will receive first priority, but other forms of projects will be considered as funds availability permits.

The proposal narrative should be no longer than two pages. The narrative should explain the academic merits of the project to a general academic audience, as well as illustrate why funds are needed to complete the project. The narrative should further include evidence as to why the researcher believes the national award will be made.

The application needs to identify the award and the date application will be made. In addition to the narrative, the proposal should include a budget and a justification as to how Grant funds will be used. The researcher should also append a current c.v. The maximum award is \$4,000. **The deadline for submission is 5pm, April 11.**

Scan and submit your application on-line to Dr. Steven Craig, Associate Dean for Faculty and Research at scraig@uh.edu. Or, send a hard copy to 402 AH, Class Dean's Office, Mail Code 3000.

I. Cover Page

Name:		Employee ID#:	
Department:		Phone:	
Email:			
Project Title:			
Total Funds Requested:			
National Recognition Award Name:			
External Award Due Date:			

Check List

1. Identify external award and date of expected application
2. 2 page narrative
3. Budget
4. Budget justification
5. C.V.

Submittal Signatures

_____	_____	_____	_____
Faculty Member	Date	Department Chair	Date

II. Proposal Narrative

Limit to two double-spaced, single-sided pages and at least 12-point font. Be concise.

III. Budget and Budget Justification

Limit to one page.

	Funds Requested	Other Funds	Total
SALARIES & WAGES (identify function)			
Faculty Salaries			
Research Assistants			
Student Wages			
Non-Student Wages			
FRINGE BENEFITS			
MAINTENANCE & OPERATION (e.g . supplies, services, copying, postage)			
TRAVEL (may be subject to State of Texas guidelines)			
Equipment (specify items over \$1,000 each)			
TOTAL PROJECT COST			

BUDGET JUSTIFICATION: