***Proposal Guidelines***

The College of Arts and Sciences announces funding opportunities to promote research and creative activities of faculty members and increase extramural research funding and the number of scholarly publications, refereed exhibits, and artistic performances of the college. Any tenured or tenure-track faculty member in the College of Arts and Sciences is eligible, excluding the A&S Associate Dean of Research and Innovation. The initiative will support proposals that contain any one of the following elements: (i) novel/ground-breaking ideas, (ii) exploratory research in an emerging field or extending the frontiers of an established field, or (iii) inter-disciplinary/collaborative research. The maximum amount for an individual grant is $2,000. For inter-disciplinary/collaborative research projects involving two or more A&S investigators, the maximum award amount is $4,000. Any proposal requesting more than the maximum dollar amounts cited above will be returned without review.

This solicitation will give preference to the following cases:

* Tenure-track faculty members who did not receive substantial start-up funds or have expended their start-up funds.
* Tenured and Tenure-Track faculty members who require support to access significant research facilities unavailable at UofL or in their unit.
* Tenured and Tenure-Track faculty members whose extramural grants have been approved but require funds to bridge the period before the funds are transferred to the University (the award letter must be enclosed).
* Proposals with a high potential to attract extramural research grants or refereed publications, refereed exhibits, etc.
* Tenured and Tenure-Track faculty members who did not receive A&S funding in the previous academic year.

***Instructions for Proposal Preparation***

1. Applications should contain a project summary (half-page), no more than three pages of project description, a clear, detailed budget specific to the project, including budget justifications, and a list of publications and creative works during the last five years, as well as current and pending grant support. The project description section should be typeset using font size 12 and double spacing between lines. A template for preparing the proposal follows for your convenience. You may use your template, but the complete application must contain all pertinent information, especially if your research involves the use of human subjects, animals, pathogens, and other activities requiring certification. **The project summary should be in lay language. When writing the project description, assume that at least one of the reviewers' expertise will be outside your discipline.**
2. Research-related expenses covered under this grant include small equipment, materials, and supplies (excluding office supplies), user fees for accessing major research facilities or library archives, software (excluding word-processing software), student wages, and research-related travel costs. Conference travel costs are allowable if work that was generated during the award period is being presented. Furthermore, conference travel expenses cannot be the most significant cost in the proposed budget. Proposals aimed to cover only conference travel will not be evaluated. A detailed justification for each item requested must be provided.

1. Support for the following will not be provided:
   1. Funds to organize a conference.
   2. Funds to purchase computers for word processing needs.
   3. Funds for teaching time release.
2. Applicants must provide all available information on the following:
   1. Extramural grant support in the last five years (title, agency, amount, budget period).
   2. Extramural grant applications pending (title, agency, amount, budget period).
   3. Intramural grant support in the last five years (title, agency, amount, budget period).
   4. Publications and creative works during the last five years.

e. If you are requesting support for this project from any other UofL unit or program, give the name of the unit or program and the amount requested. Also, should you receive additional UofL support, explain how any funds provided by an Arts and Sciences grant will be spent in relation to the other funding.

1. Tenure-track faculty members must furnish information about their start-up funds (amount of funding, date, duration of the funding, etc.).
2. Please specify what each investigator brings to the project and how a collaborative effort will improve the proposed work for interdisciplinary grants.
3. **Before submitting their proposals, junior faculty members are encouraged to consult with more experienced colleagues in building and submitting grant applications.**

The College Research Committee will review all applications and make their recommendations to the Associate Dean of Research and Innovation. The College Research Committee carefully reviews the project description and the budget justification. The final decision on awards will be made in consultation with the Dean.

***Annual Report***

Activities and findings from the funded projects must be submitted to the Associate Dean of Research and Innovation by **Monday,** **July 31, 2025.**

***Deadline for Submission***

The submission deadline is **5 pm on Monday, September 23, 2024**. Applications must be submitted electronically to the A&S Research service account [asresoff@louisville.edu](mailto:asresoff@louisville.edu) to the attention of the Associate Dean for Research and Innovation, Michael Menze.

| CONTACT INFORMATION |
| --- |
| **Applicant name:** Click here to enter text. |
| **Department:** Click here to enter text. |
| **Phone:** Click here to enter text. **Email:** Click here to enter text. |

| **PROJECT TITLE** |
| --- |
| Click here to enter text. |

| **PROJECT SUMMARY** (half page) |
| --- |
| Click here to enter text. |

| **PROJECT DESCRIPTION** (no more than three pages) |
| --- |
| Click here to enter text. |

|  |  |  |
| --- | --- | --- |
| COMPLIANCE | **Approval number\*** | **Approval date\*** |
| **Indicate if project will involve use of :**  Humans as subjects |  |  |
| Experimental animals |  |  |
| Ionizing radiation, isotopes |  |  |
| rDNA |  |  |
| Toxic, carcinogenic, mutagenic agent |  |  |
| Pathogenic organisms |  |  |
| \*Approval is required only if the project is funded | | |

|  |  |  |  |
| --- | --- | --- | --- |
| BUDGET DETAILS | | | |
| **Budget period** (NOTE: funds will not be available until after July 1 and must be expended by June 30 of the following year) |  |  |  |
| Student Stipend | Hourly rate  Hours per week  Number of weeks |  |  |
| **Materials and Supplies** | |  |  |
| **Equipment**  **Software**  **Travel**  **Other items** | | | |
| TOTAL | |  | |

| BUDGET JUSTIFICATION (add lines as necessary) |
| --- |
| Click here to enter text. |

| **PUBLICATIONS AND CREATIVE WORKS** (add lines as necessary) |
| --- |
| Click here to enter text. |

| **CURRENT AND PENDING SUPPORT** (add lines as necessary) |
| --- |
| Click here to enter text. |