CEPS Development Grant Application
For Faculty Research or Creative Activity
2008-2009

Please refer to the CEPS Development Research Grant Application Guidelines before completing this request for funding.

Grant Application Checklist and Format

1. One electronic and one hard copy grant application must be submitted no later than 4:00 PM, December 7, 2007.
2. The grant application must not exceed three (3) doubled-spaced pages, 12 pt text size.
3. The grant application must include references/citations embedded in the text and an attached reference list. The reference list does not count toward the three page maximum.
4. Where applicable, a copy of the survey instrument/questionnaire must be attached. The instrument/questionnaire does not count toward the three pages maximum.
5. If proposal is accepted the Institutional Research Board Application must be completed. Funding will be awarded upon receipt of IRB approval to the CEPS Grants Office.

Failure to meet these guidelines will result in the grant application being denied without committee review.

Submit one hard copy and one copy as an e-mail attachment to: Sham’ah Md-Yunus, Chair, CEPS Research/Grant Committee, Department of Early Childhood, Elementary and Middle Level Education at smdyunus@eiu.edu

Include the following information:
Applicant name
University department
Date of application
Project title
NARRATIVE OF RESEARCH/CREATIVE ACTIVITY TO INCLUDE THE FOLLOWING INFORMATION:

1. Explain the purpose of the proposed research/creative activity. State the hypothesis you plan to test or the question you hope to answer.
   - Research: State the research question(s) or hypothesis.
   - Creative activity: State the objective/purpose of the creative activity.

2. Theoretical basis or background of proposed research, historical background of creative activity.
   - Research: Summarize related literature
   - Creative Activity: Summarize theoretical basis and rationale of the creative activity.

3. Research method or creative design process
   - Research: Research design/method, including instrument development, population/sample, data collection, and data analysis
   - Creative Activity: creative activity development and/or process.

4. Outline the time frame for completion within the limits of January 1, 2008 and March 31, 2009.

5. What do you believe will be the major benefits of this research/creative activity project?

6. How will the completion of this project be demonstrated to CEPS colleagues and other colleagues? (e.g., presentations, manuscripts, and video tapes).

7. List budget details for each item, itemize total, and explain the major expenditures planned for each of the line items (commodities, contractual service, etc.) of your proposal budget. If there are other funding sources, state source and amount. All budget items must be purchased in compliance with State of Illinois guidelines.
   
a. Contractual Services (duplication, postage, telephone, computer, consultant, equipment rental*).
   b. Commodities (office supplies, paper, lab, material, instructional materials*)
   c. Travel (may include expenses directly related to conducting the research or creative activity and describe the outcomes of the travel in necessity of completion of the research)
   d. Equipment**
   e. Student help (must be as detailed as possible, such as hourly pay and how many hours required)

*Must be as detailed as possible indicating number and projected expenses (i.e., 200 envelopes with surveys mailed @ $.48 per mailing)
** All equipment purchased is property of CEPS. The Research/Grant Committee should be given complete information for all equipment purchased.

8. In some cases only partial funding may be available. Please indicate your willingness to continue the research should this occur.