

EASTERN ILLINOIS UNIVERSITY
COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES
CEPS Development Grant Application Guidelines
For Faculty Research or Creative Activity
2010-2011

1. Grants are limited to \$1000 or less per research/creative activity project per fiscal year beginning December 1, 2009 (or when grant is awarded) and ending March 31, 2011.
2. While grants are limited to faculty in the College of Education and Professional Studies, the research/creative activity project may be a collaborative effort with individuals outside of the college. However, the CEPS faculty member should be the principal investigator.
3. For the purpose of awarding these grants, “research /creativity activity” will be defined as **ANY ACTIVITY INCLUDED ON APPROVED DEPARTMENT APPLICATION OF CRITERIA FOR RESEARCH OR CREATIVE ACTIVITY**. CEPS Development research grant funds may NOT be used for travel to, or registration at conferences, workshops, meetings, etc. Any work for which royalties or other remunerations are forthcoming during the grant period will not be funded.
4. Grant recipients will receive reimbursement in a manner consistent with EIU fiscal policies and after submission and approval of the Institutional Review Board. Request for reimbursement must be submitted by February 28, 2011. The Research/Grant Committee will provide grant recipients a copy of the Budget Guidelines/procedures.
5. Grants will be awarded twice a year. Applications deadlines for 2010-2011 will be:
Fall semester deadline ... 4:00 PM, Friday, November 13, 2009
Spring semester deadline ... 4:00 PM, Monday, March 1, 2010
6. The CEPS Research and Grants Committee will conduct the selection process for awarding of grants.
7. No individual who applies for a grant may participate in the selection process of the awarding of his/her grant. Therefore, a CEPS Research and Grant Committee member submitting a grant proposal will abstain from evaluation his/her grant proposal application. CEPS Research and Grant Committee member’s grant application will be evaluated by other committee members.
8. Recipients of each grant must deliver an informal presentation of their results to the College of Education and Professional Studies faculty, usually at the CEPS Research Fair. Research and Grants committee will make necessary arrangements for these presentations.

GRANT APPLICATION CHECKLIST AND FORMAT

1. One electronic and one hard copy grant application must be submitted no later **than 4:00 PM, Friday, November 13, 2009 for fall deadline** and **4:00 PM, Monday, March 1, 2010 for spring deadline**.
2. The grant application must not exceed three **(3) doubled-spaced pages, 12 pt text size**.
3. The grant application must include the following information:
 - Applicant Name(s)
 - University Department
 - Date of Application
 - Project Title
 - Narrative of Research/Creative Activity (see the next page for details)
4. 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.
5. Where applicable, a **copy of the survey instrument/questionnaire** must be attached. The instrument/questionnaire does not count toward the three pages maximum.
6. 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:

Mike Mulvaney, PhD
Chair, CEPS Research/Grant Committee
Department of Recreation Administration
mamulvaney@eiu.edu

**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 December 1, 2009 and March 31, 2011.
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. The CEPS research committee recommends applicants consider technology that is available on campus (e.g., CATS, ITC, Booth Library, and individual academic departments) when technology is needed for your project. 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 (e.g., 200 envelopes with surveys mailed @ .48per 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.