1. Grants are limited to $1000 or less per research/creative activity project per fiscal year beginning December 1, 2010 (or when grant is awarded) and ending March 31, 2012.

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, 2012. 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 p.m., Friday, November 12, 2010.
   Spring semester deadline: 4:00 p.m., Friday, March 4, 2011.

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 grant application must be submitted no later than 4:00 p.m., Friday, November 12, 2010 for fall deadline and 4:00 p.m., Friday, March 4, 2011 for spring deadline. A email confirming receipt of the application will be sent by 5:00 p.m., Friday, November 12, 2010 or 5:00 p.m., Friday, March 4, 2011.

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 page 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 grant application as an e-mail attachment to:

   Amy Rosenstein, Ph.D.
   Chair, CEPS Research/Grant Committee
   Department of Special Education
   arosenstein@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/sampling, 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, 2010 and March 31, 2012.

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 data collection or production of creative activity; describe the necessity of travel in relationship to completion of the researcher project). CEPS Development research grant funds may not be used for travel to, or registration at conferences, workshops, meetings, etc.
   - 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 @ .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.