

APPLICATION INSTRUCTIONS FOR HAMPTON UNIVERSITY RESEARCH FUNDS

Purpose: Hampton University Research Funds aims to promote and encourage faculty members to engage in creative projects and scholarly research, contributing to an environment of research excellence. The primary goal of this award is to promote new creative ideas and research initiatives with the expectation that these projects will secure external grant awards for ongoing research.

Application Guidelines: To ensure a comprehensive review process, please adhere to the following application guidelines:

Application Components:

1. **Faculty Application for Hampton University Research Funds**
2. **Proposal Narrative:** A three to five-page document addressing the following:
 - Significance of the proposed study.
 - Objective and hypothesis.
 - Research Methods: type and design of research plan (i.e., descriptive, historical, experimental, exploratory or creative efforts).
 - Facilities, equipment, and feasibility of the project.
 - Planned detailed timetable for related tasks.

NOTE: The award will be for a duration of one year with a start date of July 01 each year. Please allow for this period when designing the timetable for your research project.
3. **Bibliography** of pertinent literature.
4. **Budget:** Detailed budget with detailed justification for each item. The budget for the proposed study should not be less than \$2000.00 and cannot exceed \$10,000.00 for one year. The following items are not an allowable cost:
 - Salary support for faculty
 - Sub-awards
 - International travel
5. A one (1)-page **vita-resume** with no more than the five (5) most recent publications.

Note: All documents must be in the PDF format.

Additional Requirements:

PI is responsible for submitting all compliance protocols (use of human subjects, use of animal subjects, use of radioactivity, bio-hazardous or hazardous materials) required for their project. For e.g., if human subjects are involved, Institutional Review Board approval and consent forms must be approved. Copies of instruments to be used must be included (e.g., questionnaires, surveys, etc.). PIs must receive official compliance approval before they can be given access to their internal grant funds and begin work on their project under the award.

Compliance: Awardees (PIs) are responsible for ensuring that activities conducted under this grant are in compliance with all applicable federal, state, and university policies.

Eligibility: Only full-time faculty are eligible to apply for Hampton University Research Funds. Faculty funded externally during the time of application are ineligible to apply. Also, faculty who receive Hampton University Research Funds are ineligible to apply for three years from the start date of their award.

Application Deadline: The deadline for the application is **5:00 PM ET on March 15** or the following Monday if the date falls on a Saturday or Sunday. All applications should be submitted to the Office of the Vice President for Research located in Suite 114 of Wigwam Building or emailed at vpforresearch@hamptonu.edu. Applications must have all the signatures to be considered by the Committee.

Review Process and Criteria: The Vice President for Research awards funding to proposals based on the recommendations of the Committee on Faculty Research. This interdisciplinary committee is composed of faculty scholars from across the university, thus proposals should be written to be understood by faculty who are not experts in the applicant's field of study. Reviewers assess strengths and weaknesses in the following five categories to evaluate each application:

- Significance
- Innovation
- Approach
- Investigator
- Environment

Timeline: The Vice President for Research, in agreement with the Committee Chairperson, will notify the principal investigator within 45 to 60 days after submitting their application. Awards will be announced during the Spring Faculty Institute week. (Rev. 2/24)