
To be completed by Administrator
Discretionary Number _____
Awardee _____
Award Amount _____

**COLLEGE OF SCIENCES AND MATHEMATICS
DISCRETIONARY RESEARCH GRANT-IN-AID
APPLICATION**

1. Applicant _____ Office Phone Number _____
Office Address _____ Department _____
E-mail Address _____
Faculty Rank/Title _____ Years on Faculty _____
2. Purpose of Grant (Check one) _____ Publication/page charges Travel _____
_____ Research Project _____ Other Research Activity

Provide a brief explanation for requested support or project:

Amount requested from Discretionary Program: \$ _____

3. Requests require cost-share match. For each dollar requested from this program another dollar must be provided. Departmental or other funds are to be used to support 1:1 cost share.

Source _____ Amount \$ _____
Source _____ Amount \$ _____

INSTRUCTIONS:

The completed Outline for Discretionary Application, and the original and one copy of each purchase order, voucher, Request for Authority to Travel, etc., are to be included. The Discretionary Application must be submitted in original and three (3) total of four (4) complete stapled sets to the Associate Dean for Research. **NOTE: All Foreign Travel Must be Approved by the Provost's Office BEFORE submitting application. Failure to have Provost approval will result in application being returned to applicant. Only one application per year will be considered.**

APPROVALS:

Faculty Applicant

Department Head

OUTLINE FOR DISCRETIONARY APPLICATION

1. Provide complete description of proposed activity, including project objectives.
2. Where will the project be executed? What is the anticipated time schedule to complete this work?
3. What are the anticipated contributions or value of the project (scientific, creative, scholarly, and/or practical significance)?
4. List previous and current financial support received by applicant for this or related work:
5. Detail the budget required for this work. List by major expenditure category: salary and employee benefits (please check with the administrative assistant for current benefits%), wages (hourly rate and number of hours requested), expendable supplies (provide examples of this category), and travel required to conduct project (number of trips planned, where, when, etc.). List all equipment requested and provide description and estimates for each item. If application is submitted for publication assistance or to purchase reprints and you are not attaching an itemized invoice, explain the basis on which you estimated costs.