

**Provost's Academic Excellence Initiative
Dominican University of California
Grant Application
Cover Form and Instructions**

Deadline: Monday, October 3, 2005

Name(s): _____

E-mail: _____

Name (s) of Faculty Participants: _____

Name(s) of Student Participants: _____

Program/Division/Department: _____

Project Title: _____

Project Starting Date: _____

Project Ending Date: _____

Budget Information

Resources (if any):

Department's/Division's/Department's/ Program's Contribution _____

School's/Dean's Contribution _____

Other Contribution (please specify) _____

Expenses Requested from Provost's Academic Excellence Initiative

Supplies _____

Travel _____

Printing/Copying _____

Wages for Student Help _____

Postage/Telephone/Fax _____

Other (Please specify) _____

Clarification of budget:

Have you submitted this proposal to other funding sources? Yes No

If "Yes", please note sources and funding status:

Administrative Section: Approved Not Approved

Provost's Academic Excellence Initiative

2005-2006 Grant Application

Instructions

Description

Funds may be used to support collaborative research/class/scholarships/creative activity projects between a student (a group of students) and a faculty member (a group of faculty members) in which the outcome may be a co-authored paper/article, creative performance, or visual art project involving student(s), or a project providing active learning experiences in the classroom or outside the classroom.

Proposed projects may request up to \$1000 for one year. Funds may be used for travel, supplies, photocopying, long distance calls, or wages for student help or other (please specify).

Eligibility

1. Each application must include at least one full-time faculty member and be endorsed by the program/division/department chair and the Dean.
2. Projects must involve undergraduate students.

Guidelines

1. Faculty investigator(s) receives no salary/wages from the project. Books, software, small equipment, and other materials purchased with grant funds belong to the University. Funds must be spent following University guidelines and invoices must be paid in full by the end of the fiscal year. Funds remaining at the end of the fiscal year revert to the University.
2. Funds may be used for dissemination of project results, including travel to a professional meeting.
3. Use of human subjects or animals in the research must receive approval by the appropriate University committee (IRBPHS). While Dominican is not licensed to conduct research with live animals, collaborative work with other institutions is acceptable following research approval by review boards at both institutions.
4. A final report on the project, signed, and approved by the Principal Investigator must be submitted to the Provost's Office by April 14, 2006.

Expectations

Principal investigators and their students are expected to present results at a special Academic Excellence Initiative Presentation in April. This event will be associated with the annual Academic Showcase activities. Presenters will be expected to conform to Showcase oral presentation requirements.

Review Criteria

1. Project description is clearly written, well-designed, and cost-effective.
2. Project must involve students as significant participants.
3. Project must fit into the program/division/department's goals.
4. Project is realistic for the time frame.
5. Project is likely to result in a paper, creative performance, visual art project/product, or academic project (including course development with an active learning component) that may be presented to a professional audience and published in a scholarly publication.

Application Procedure

In addition to the Grant Cover Form, applications must include:

A maximum of **TWO** pages (typed, **single** spaced, **1 inch** margins, **Times New Roman 12** fonts) and include the following:

1. A statement of goals and objectives for the project.
2. An outline of the protocol or design for carrying out the project.
3. A schedule for completing the project.
4. An explanation of how results will be evaluated.
5. A description of the role of students and faculty in carrying out the project.

An Appendix must be attached that includes the following:

1. A one-page letter of endorsement from the program/division/department chair or Dean (in the case of application by department chair), evaluating the scholarly merit of the project.
2. A current biographical sketch of the Principal Investigator (**ONE** page current curriculum vitae).

Send **SIX** copies of the complete application to:

Kenneth Porada, Provost
GUZMAN HALL
Dominican University of California
San Rafael, CA 94901 (415) 257-0148

Deadline: 4:00 p.m. on Monday, October 3, 2005