**GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)**

**2014-2015 GRANT APPLICATION**

**Proposal Format- Single Spaced with 1 inch margins**

**11 point font- Times New Roman**

**Please print to PDF (File – Print – Adobe PDF) before submitting on PeopleSoft**

**Please see GUR Guidelines here:**

[**http://www.udel.edu/research/pdf/gur-guidelines.pdf**](http://www.udel.edu/research/pdf/gur-guidelines.pdf)

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**DELETE THIS PAGE PRIOR TO SUBMISSION**

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| --- | --- | --- | --- | --- |
| **University of Delaware Research Office** **2014/2015 General University Research (GUR) Grant Application** **Cover Page** | | | | |
| **PI NAME:** Click here to enter text. **RANK:** Click here to enter text.  **PROPOSAL TITLE:** Click here to enter text. | | | | |
| education | | | | |
| Degree: | Click here to enter text. | | Year: | Click here to enter text. |
| Discipline | | Click here to enter text. | | |
| Honors | | | | |
| Click here to enter text. | | | | |
| Applicant's relevant publications | | | | |
| Click here to enter text. | | | | |
| Professional and/or research experience (including postdoctoral) | | | | |
| Click here to enter text. | | | | |
| Significance of the proposed work (½-page maximum) | | | | |
| Click here to enter text. | | | | |
| Description of proposed research or scholarly activity(1½-page maximum) | | | | |
| Click here to enter text. | | | | |
| Benefits expected (who would benefit, why, and when) Include specific reference to whether and how the research will contribute to the educational mission of the university (i.e., student involvement/theses, course development, etc.) | | | | |
| Click here to enter text. | | | | |
| Indicate plans for submission of this project to other funding sources | | | | |
| Click here to enter text. | | | | |
| Research support--current and pending (amount, agency, and dates)If you have submitted a proposal on the same topic or on a closely related topic to an external funding organization, append one copy of the proposal to the application | | | | |
| Click here to enter text. | | | | |
| Previous GUR grants (date, title, and amount) Previous grants resulting in either a publication equivalent artistic work when appropriate, or leading to a successful application for external funding, will be considered most favorably in considering applications from past awardees. Please append any progress reports from prior GUR awards to this application. | | | | |
| Click here to enter text. | | | | |
| Results obtained on previous GUR grants | | | | |
| Click here to enter text. | | | | |
| Additional information in support of proposal (1-page maximum) | | | | |
| Click here to enter text. | | | | |

**ATTACHMENT 1**

**GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)**

|  |
| --- |
| **2014-2015 BUDGET** |

|  |  |  |
| --- | --- | --- |
|  | **A**  **Direct GUR** | **B**  **Dean or Dept Match** |
| ***Personnel*** | | |
| PI (max. $5,000 or one-ninth of the academic year salary, whichever is less) | $enter | $enter |
| Graduate student(s) | $enter | $enter |
| Other (list)  Click here to enter text. | $enter | $enter |
| Click here to enter text. | $enter | $enter |
| Fringe Benefits(other than for PI) |  |  |
| ***Equipment (list)*** | | |
| Click here to enter text. | $enter | $enter |
| Click here to enter text. | $enter | $enter |
| ***Supplies (describe)*** | | |
| Click here to enter text. | $enter | $enter |
| Click here to enter text. | $enter | $enter |
| ***Travel (describe)*** | | |
| Click here to enter text. | $enter | $enter |
| Click here to enter text. | $enter | $enter |
| ***Other*** | | |
| Click here to enter text. | $enter | $enter |
| Click here to enter text. | $enter | $enter |
| ***Total Cost*** | | |
|  | $**enter** | $**enter** |
|  |  |  |
| ***Total Project Cost (Sum of Total Cost from Column A & Column B)*** | | |
|  | $**enter** | |

**ATTACHMENT 2**

**GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)**

|  |
| --- |
| **2014-2015 BUDGET JUSTIFICATION GUIDE** |

Please find below, information to help develop the required one page budget justification.

**PERSONNEL**

All personnel – Include a brief description of their role in the project. Include the amount of effort in person months and the amount of salary that is being requested.

**Example** -

Jane Smith, PI, will serve as project director & will oversee the entire project. Additionally s/he will do XYZ for the project. S/he will devote XX months effort and is requesting $$$$ salary. On GUR grants, faculty are not charged fringe benefits.

**If no salary is requested then this needs to be stated** - Jane Smith, PI, will serve as project director & will oversee the entire project. Additionally s/he will do XYZ for the project. No salary is requested.

**Undergrad Students** – Include a brief description of their role. The hourly rate is approximately $8-10/hr X 10-20 hrs/wk X the # of months. If it is anticipated that the student will be enrolled less than half time, fringe benefits (at the miscellaneous wage rate) should be budgeted and the rate should be stated here.

**Graduate Students** – Include a brief description of their role, the amount of time they are committing (their effort), salary rate, and current fringe rate. If there will be a salary increase, state the % of the increase.

**EQUIPMENT**

This includes items of equipment equal to or greater than $5,000 & having a useful life of more than 1 year. Details such as the type of equipment, cost, and a brief narrative on the intended use of the equipment for project objectives are required. Each item of equipment should be listed with the corresponding cost.

Software is not considered to be Equipment and should not be listed here. It is more appropriately listed under Materials and Supplies.

* **Fabrication of Equipment** – When the project calls for an item of equipment to be developed vs. purchasing the item, the budget narrative should include a description of the item and its purpose as well as a total cost of the item.

**MATERIALS AND SUPPLIES**

This includes items such as software, educational or field supplies, and laboratory supplies such as chemicals, reagents, and glassware. For those items that aren't typical materials & supplies, a brief narrative or justification of how the item fits the program should be included. Indicate the types of materials and supplies in general terms with estimated costs. Supplies should be itemized with their respective dollar amounts.

**TRAVEL**

Include all travel to be paid directly by the GUR, including whether it’s Foreign or Domestic travel. Provide the following information used in estimating the travel costs: the destination, if known, purpose, number of travelers, airfare, ground transportation, lodging, and meals/per diem (e.g., St. Louis, Missouri to attend a conference, 2 persons, registration $135, airfare $350, ground transportation $40, lodging $125/night/2 nights, meals $75/day/3 days - $1,000 ea.). For vehicle travel identify the number of miles & current mileage rate along with the destination and reason for travel. (e.g., Dover DE, one day conference, 50 miles @ .56/mile = $28.00).

**OTHER**

For other costs not specifically listed above. Identify and provide details of the costs involved. Some of the more common items included in this category are:

**Communications** - Mailings, postage, express mail, faxes, and telephone long distance charges that are directly related to the project and are above and beyond normal business use.

**Photocopying** - In-house photocopying of materials that are directly related to the project and are above and beyond normal business use.

**Service or Maintenance Contracts** - Costs should be in direct correlation to the use of the equipment for the project (i.e., if a particular machine is used 50% of the time for the project, the project should only be charged 50% of the service/maintenance costs). Provide details of the type of equipment and the amount of the service contract to be paid from Federal funds.

**Conferences/Meetings** - Costs of holding a conference or meeting are included in this category. Some examples are the rental of facilities and equipment for the meeting, honorariums or fees for trainers or guest speakers, travel, and per diem for speakers. Details of costs for each conference or meeting should be broken out and provided in the budget narrative.

Meals may not be charged as project costs when individuals decide to go to breakfast, lunch, or dinner together when no need exists for continuity of a meeting. Such activity is considered to be an entertainment cost. In contrast, it is generally allowable that a formal group meeting being conducted in a business atmosphere may charge meals to the project if such activity maintains the continuity of the meeting and to do otherwise will impose arduous conditions on the meeting participants. Breakfast meals are generally not allowable because no continuity of the meeting exists.

\*Please not that participant support costs do not belong in this category, those cost should be in the Participant Support Costs category.

**Speaker/Trainer Fees** - Information on speakers should include the fee and a description of the services they are providing.

**Honorariums** - Honorariums to persons providing a service are allowable. Provide information regarding the honorarium amount (rate of pay) and a brief statement regarding what the person is doing to earn the honorarium.

**Cost Sharing/Matching (if applicable)**

The same level of detail required for GUR funds should be provided for any required cost-sharing/matching.