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| Pace University  **Scholarly Research Application**  **Grant Support for Research Related Expenses** | | | | | | | | | | | | | | | |
| 1. | Name |  | | | | | | | Rank |  | |
|  | Department | | |  | | | | | School |  | | Campus | |  |
|  | Email Address | | | |  | | | | Date |  | |
| 2. | Semester for which you are applying Fall     Spring     Year | | | | | | | | | | | | | |
| 3. | Project Title/Purpose of Application: | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| 4. | Have you arranged for publication or exhibition? | | | | | | | | | Yes |  | No |  | | |
|  | If Yes, with whom? (append invitation to the end of this application) | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | |
| 5. | Expected date of completion of project: | | | | | | | | | | | | | | |
|  | Expected date of publication or exhibition: | | | | | | | | | | | | | | |
| 6. | Please list previous Scholarly Research Committee awards you have been granted within the last two years: | | | | | | | | | | | | | | |
|  | Append a progress report at the end of your application. Describe the outcomes of the previously funded project. | | | | | | | | | | | | | | |
| 7. | If requesting funding for items or services that the Department, School, or the Provost’s office could potentially provide, faculty are asked to explore internal funding resources. Please indicate whether you have applied for internal sources of funding for this project. | | | | | | | | | | | | | | |
|  | | No | |  | Yes |  |  | | | | | | | |

If Yes, provide documentation of your application and the decision.

8. A) Faculty requesting funds to pay student assistants must explain why the many opportunities that already exist at Pace University to pay students for research are not sufficient. Some of the these opportunities include: engaging students from a research course, funding from the Center for Undergraduate Research; Pace Path Conference Funding; Student-Faculty Research Center; Provost’s Student-Faculty Research; Center for Student Success; Honors College, and other school-based sources.

8. B) If you are seeking funding for outside services, please justify why you, Pace students, or other collaborators cannot perform, or be trained to perform the work.

9. Have you secured partial funding for the proposed project? If yes, please append documentation.

10. For faculty hired in the last 5 years: Do you have unused startup funds? Yes No

If yes, please explain the need for additional funding?

Notes:

1) The committee does not provide funding for equipment or materials normally provided by the university such as computers, standard software packages, or books available through inter-library loan.

2) Faculty requesting funds for equipment should be aware that any equipment purchased from University funds belongs to the University. As such, if faculty leave, the equipment must be returned. In addition, reasonable accommodations should be made, if practical, for other faculty requesting to use said equipment**.**

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| Pace University  **Scholarly Research Application**  **Grant Support for Research Related Expenses** | | | | | | | | | | |
| Name |  |  | | |  | | |  |  |  |
| Project Title |  | | | |  | | | | | |
|  | | | | | | | | | | |
| Please itemize what the funds will be used for. Provide documentation of cost estimates (provide quotes or cost screenshots).  Items whose purpose is not clear for the text of the application may be deducted. | | | | | | |
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| Equipment and research-related materials: | | |  | Requested | |  |
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| Office supplies, reproduction, mailing, etc: | | |  |  | |  |
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| Other expenses: | | |  |  | |  |
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| Total | | | : |  | |  |

**ECHOSIGN SIGNATURES:**

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|  |  | | |  |
| 1. Department Chair Date |  | | | 2. Associate Dean (for Dyson) or Dean Date |
|  | | |
| 3. SRC Chair signature Date | |
| SUBJECT TO FINAL APPROVAL BY THE PROVOST’S OFFICE. | | | | |
|  | | | | |

In the space provided, describe the proposed study. Your presentation should be clear and precise; technical details should be kept to a minimum to allow evaluation by committee members from diverse disciplines. In no more than 1000 words provide the following:

1. Provide a brief introduction for the field of study.
2. The significance of the study to your field (i.e., how your project relates to extant scholarship and research in your field).
3. The specific program of study or research planned, including the basic thesis or queries to be explored, how this will further your field of study, and the ways in which the study will be pursued. Ensure that each item requested in the budget is justified. Items requested and that are not justified or discussed will be deducted from the budget. If travel is requested, it is critical to explain why the work cannot be done locally or remotely. Furthermore, lodging and transportation must be appropriately modest.
4. The relationship of the proposed study to your immediate and long range study and research objectives.
5. The present state of the proposed study: whether it is just beginning or in progress; the progress to date; and the stage yet to be completed. Include a schedule.
6. Quotes and documentation of cost estimates must be provided. For example, provide quotes or website screenshots for equipment/supplies purchase or rental, hotel or flight quotes if travelling to collect data, etc.
7. If applicable, please append a Progress Report for your most recent award(s) from the Scholarly Research Committee within the last two years, as listed in #6 above.