



Academic Year: _____

Applicant Information:

Applicant Name: _____ Department: _____

I. Proposal Information:

Proposal Type: Research Instructional Development Amount Requested: \$ _____

Title of Proposal (concise and descriptive): _____

Should your project not receive funding during the initial review, would you be able to complete your project in five (5) months, from February 1st through June 30th? Yes No

Is this proposal subject to approval from either of the following?

*Protocols and approvals must be completed prior to submitting the FRID application.
 A copy of the Committee's approval is required by the Office of Sponsored Projects for your grant file.*

Human Subject Protection? Yes No IRB Approval #: _____
 Institutional Animal Care and Use (IACUC)? Yes No IACUC Protocol #: _____

Note: If human subjects and/or animal subjects are involved, approval from the respective committee, the Human Subjects Committee and/or the Institutional Animal Care & Use Committee (IACUC), is required **before** starting the project.

Applicant's Signature _____ Date _____ Department Chair's Signature _____ Date _____

II. Request for Proposal Checklist:

Indicate "X" when complete, or "n/a" if it does not apply.

Completed or Not Applicable	No.	Item
	I	Cover/Signature Page Complete
	II	Checklist (Included and marked appropriately)
	III	Abstract (200 words or less) Or, justification for a continuation of an existing ENMU FRID
	IV	Narrative (1000-word limit, all subcategories addressed)
	V	Budget
	VI	Budget Justification
	VII	References
	VIII	Internal ENMU Grant History
	IX	External Grant History
	X	Vita

All proposal sections must be in Arial font, 12-point font, 1-inch margins, and double-spaced. The **ONLY** exception is the Vita.

NOTE: A proposal is incomplete if the faculty member does not mark the checklist (all areas) before submission. Failure to complete the checklist in full will reduce (or eliminate) your chance of receiving funding.

III. Abstract (200-word limit)

Empty box for abstract text.

V. Budget (See “Guidelines for Preparing a

Budget”) NOTES:

- Funds requested are limited to \$5,000.00, including fringe.
- Equipment requested cannot replace already-assigned or existing ENMU equipment, i.e., computers, tablets/laptops, and office equipment.
- Expendable supplies, such as folders, pens, paper, should be provided by the department.
- Equipment, travel, and services must adhere to ENMU purchasing policies.

Student Personnel – Student Hire Funds		
#__ Undergraduate Student(s) (\$ 12.00 @ _____ hours total)		\$
#__ Graduate Student(s) (\$15.00 @ _____ hours total)		\$
Fringes (10% of Personnel expense)		
Total Personnel		\$
Supplies		
		\$
		\$
		\$
		\$
		\$
		\$
Total Supplies and Expenses		\$
Equipment		
		\$
		\$
		\$
Total Equipment		\$
Services, Consultation, Participant Compensation		
Specialized Services:		\$
Other:		\$
		\$
Total Services		\$
Travel (data collection and student travel)		
Mileage (_____ miles @ \$0.54 per mile):		\$
Airfare:		\$
Hotel (actual cost):		\$
Food (at actual rate):		\$
Other:		\$
		\$
Total Travel		\$
Total Requested		\$

V. Budget Justification (address the reason for **each** of the budget requests)

***Note:** If this proposal is a continuation of a previously funded project, clearly explain why the additional funding is necessary and what the relationship is to the previous project.

Student Personnel:

- Student involvement is encouraged.
- Faculty and/or staff salaries and/or release time are not allowed.

Supplies and Expenses:

- Expendable supplies such as folders, pens, paper, and such should be provided by the department.

Equipment: (see University guidelines)

- All three must be true:
 - A single item whose cost exceeds \$1,000,
 - An item that has a shelf life of at least one year, and
 - A University inventory tag can be affixed to the item.

Services, Consultation, Participant Compensation:

- Consultants' fees cover external professional services that are not readily available at the University.
- Consultants may not be ENMU employees.
- Gift cards are not an allowable expense as participant compensation.

Travel:

- Travel is allowable for student conferences, and for faculty requiring travel for data collection.
- Faculty conference fees and/or travel are not allowed.

VI. Narrative (1000-word limit, excluding graphics/images. Address the five (5) subcategories)

1. **Background** – relevant research, this section should provide a clear and thorough context for the proposed project that is understandable to someone outside of the field of study.
2. **Objectives/Goals** – the proposal should clearly explain the project objectives and goals. Describe and provide the rationale for each.
3. **Methodology and Feasibility** – the narrative should provide a clear explanation of the proposed methodology and feasibility. The proposal should document the required resources are available or attainable.
4. **Significance and Impact** – the proposal should clearly define the importance and impact of the project to the field of study (discipline).
5. **Expected Outcomes** – the proposal should clearly identify the potential of the activity to enhance or create a minimum of two of the following: external funding, scholarly or creative product, or instructional innovation. Please state in relation to proposed outcomes how two of these would be completed.

VII. References

VIII. Internal ENMU Grant History

- 1. Internal (Complete history with title, year, and the amount awarded)
Attached additional documents if necessary.

Year	Title of Awarded Grant	Amount Awarded

IX. External Grant History

Provide a history of external grant submissions and pending proposals. Include the grant title, submission year, proposed amount, funding source, and awarded or declined, or if the submission will support this project.

External Grant Submission and Awards				
Year	Title of External Grant	Requested Amount	Funding Source/ Agency	Awarded/ Declined
Submissions Pending Decision				
Year	Title of External Grant	Requested Amount	Funding Source/ Agency	Support for this Project

XI. Vita (submit in PDF format)

Submission Instructions

Save the file to your computer after uploading or attaching the required documents. Email the file to SPOffice@enmu.edu and esthela.banuelos@enmu.edu.