Columbus State University
University Grants Application and Accountability Report

Must be typed or word-processed; handwritten applications will not be considered

Faculty Name _____

Check all that apply: part time ___ / full time ___ / non-tenure track ___ / tenure track ___ / tenured ___

Rank _____

Department _____

Phone _____   E-mail _____

Project Title _____

Proposed Start Date _____

Department Chair's Name Printed_____

Comments (or attach letter): _____

Chair's Signature _____

Dean's Name Printed _____

Dean's Signature_____

Requested Grant Amount _____

Department funds designated to this project (dept. and amt.) _____

*College funds designated to this project (college and amt.) _____

*External funds designated to this project (source and amt.) _____

 *Other funds designated to this project (source and amt.) _____

Grant Total for Project (all funding sources) _____

*NOTE: Obtaining funds from other sources is desirable.

Part I: Application

1. Provide a one-paragraph overview of your project. The applicant must demonstrate how the project results in one or more specific, tangible products of a **research**, **scholarship**, or **professional development** project.

2. Describe what is intended to be the specific final product of your project.

3. Explain the merit of your project, specifically how it advances your professional development and how it contributes to the mission and appropriate goals of the department, college, and/or university.

4. Describe your project's method or process in layman's terms, when possible. The applicant should provide detailed description to support the requested expenditure of funds.

5. Demonstrate that your project has a feasible path to completion by a target date within one year of the award. Explain how the funds requested will be used during the project timeline.
   - If there is a request for materials or equipment, provide explanation of how the equipment or materials will be used.
   - If it is a multi-year project, identify tangible benchmarks for each year of the project.

6. Include a detailed budget keeping in mind the importance of cost effectiveness. It is most advantageous to provide documentation of quotes. If not available, estimates should be provided. All budget items should be justified.

7. Append a *University Grants Accountability Report* for the most recent completed University Grant. In the event that you have not received a university grant or the deadline for the submission of your accountability report from your previous grant is after the deadline for this grant cycle, then clearly state this in Part II of the application.

Part II
University Grants Accountability Report

To be submitted to the Provost (with copies to dean and chair) no more than 60 days after the project's target completion date.*

    a. Include a copy of the University Grants application (Part I only).
    b. Include a detailed budget of actual expenses.
    c. Include a statement describing the project's actual outcome.

* If the project is not completed by the target completion date, an interim report must be submitted prior to the final report deadline. The interim report must provide a project update, explain what aspects of the project will not be completed by the original target date, and provide a new target date for project completion.

Required Statement

Affirmation of Information Provided in Application: By the applicant's signature below, the applicant represents and warrants that he/she has read this document and attests that all the information and documentation furnished in connection with the application process is true, accurate, and complete to the best of his/her knowledge and that any regulations relative to the funding will be followed.

Signature: _____   Date: _____