**Fall CFR Research Application**

Please be sure to read everything in the application carefully. If you have any questions, please contact the Office of Research and Sponsored Programs at 581-2125 or [eiugrants@eiu.edu](mailto:eiugrants@eiu.edu). Guidelines and instructions for this award can be found at [this link](https://www.eiu.edu/grants/INTERNAL_CFR_Fall_CFR.php).

**Applications must be received by noon, Wednesday, September 3, 2025.** Late proposals will not be reviewed.

Project Details:

Project Title:

Applicant #1 Name:

Applicant #1 Department:

Applicant has received CFR grants prior to this academic year, and previous grant reports are on file in the Office of Research and Sponsored Programs.

Applicant #2 Name:

Applicant #2 Department:

Applicant has received CFR grants prior to this academic year, and previous grant reports are on file in the Office of Research and Sponsored Programs.

This project will involve human subjects

If yes, please provide the IRB # (or “pending”):

This project will involve vertebrate animals

If yes, please provide the IACUC # (or “pending”):

Budget Summary:

Provide the total amount of expenses for each line item and prioritize them (1 – 5, with 1 being the highest priority). The total on this cover sheet should match the grand total in the itemized budget submitted as part of this application.

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| --- | --- | --- |
| Your Ranking | Type | Amount Requested |
|  | Contractual Services | $ |
|  | Travel | $ |
|  | Commodities | $ |
|  | Equipment | $ |
|  | Student Help | $ |
|  | **Total** | **$** |

Application Narrative:

**Directions:** Please answer each question using language as free of jargon as possible. Do not answer a question by simply referring to a previous answer. Some questions may seem redundant, but please respond to all items. **NOTE: Your responses to items 1-10 cannot exceed five (5) single-sided pages** (excluding these directions)**.**

1) Summarize the research project: (1) State the research question, problem, or argument. (2) State your working hypotheses/predictions or your projected possible findings, discoveries, or pieces of evidence. (3) Briefly mention the methodology or approach to achieving the research goal.

2) Describe how this proposed research is situated in the context of existing information on this topic; indicate the anticipated value of the completed project as it will contribute to our knowledge and understanding of this topic. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.

3) Indicate what is innovative or novel about the proposed research. Also describe how the proposed research will be similar to or different from your research that has been previously funded by EIU. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.

4) Explain how you’ll answer the research questions. (1) Describe your methodology or research plan (e.g., information/data gathering and analysis plans). (2) Present an anticipated schedule for completing the research project. Provide a timeline indicating the approximate dates during which you will carry out the different activities of the project.

5) How will the results of this research be disseminated in your field or delivered to the general public? Please be specific. List names of the journals or conferences to which you might submit the results.

6) Describe how the proposed project will develop or strengthen your professional goals. Examples include, but are not limited to (1) an improvement in your professional, technical, and analytic skills; (2) enrichment of your teaching and/or mentoring of students; or (3) strengthening a future application for external funding.

7) Have you received support from the EIU Council on Faculty Research in the last 5 years? If yes, indicate the years you were supported. If yes, how has the research been disseminated?

8) If you have received funding for this project in the past, whether from internal Eastern sources or external sources, please identify these sources of funding, and explain how additional funding will be used.

9) Will you try to obtain external funding for this research? If so, where? Please be specific. For example, rather than listing “NSF” or “NEH,” please list the specific programs for which you plan to apply or have already applied.

10) Do you anticipate being on sabbatical leave anytime within the next year? If so, how long (one semester, all academic year)?

Attachments:

1. **Vita**: Please attach a current vita and indicate ***with an asterisk*** any publications or papers that relate to the proposed project or which provide evidence of your ability to complete the proposed research and that the proposed research is consistent with your professional development. The vita may not exceed five (5) single-sided pages. Joint applicants must **each** include a vita not to exceed (5) single-sided pages.
2. **Supportive Materials**: Please include any supportive materials which can be photocopied for distribution to reviewers (survey questionnaires, diagrams, etc.) that help explain your research. Include no more than three pages of the supportive materials. Explanation of the relationship of these materials should be included in the text describing the project (see above) and must fit within the five-page limit on that material.
3. **Bibliography**: Citations should be in complete bibliographic format.
4. **Proposed Budget:** Separately list expenditures for commodities, contractual services, travel, equipment, and student help. **Itemize** specific expenditures within each category.
5. **Departmental Project Evaluation:** This form is to be completed by your supervisor. It is preferred the Departmental Project Evaluation form be submitted with the proposal. However, if this is not possible, it may be sent directly to the Office of Research and Sponsored Programs (ORSP) **prior to the deadline for receiving proposals**. The form can be accessed at this [link](https://www.eiu.edu/grants/files_cfr/CFR%20Fall%20Departmental%20Project%20Evaluation.docx).
6. **Research Instruments:** Proposals involving written or printed research instruments (such as surveys or tests) must include (a) identification of the population or groups to be studied and (b) copies of the instruments. A research instrument does not count as a proposal page.

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| Application Submission:  Please e-mail your completed application to [eiugrants@eiu.edu](mailto:eiugrants@eiu.edu). Files must be in Word or PDF format. You may submit this application packet and attachments as separate documents within the e-mail.  Please indicate which of the following documents are included in your application package and verify they meet listed guidelines by checking the appropriate boxes below:  Narrative of the proposal  All questions typed and answered fully  Does not exceed the page limitation of **five** single sided pages  Vita  Asterisk placed on relevant items  Does not exceed the page limitation of **five** single-sided pages  Bibliography  Supportive Materials (if applicable)  Does not exceed the page limitation of **three** single-sided pages  Proposed Budget  Proposed expenditures are itemized and totals match amounts in the budget summary  Departmental Project Evaluation:  Included with this submission  Will be sent to ORSP before application deadline  All other application guidelines have been followed |

**Late proposals and/or proposals exceeding the established page limits will not be reviewed.**