

HRT (HUMANITIES TEACHING RELEASE TIME AWARD) APPLICATION TEMPLATE

Applicant Information

APPLICANT INFORMATION

Principal Investigator

Name: auto filled

NetID: auto filled

Department: auto filled

Any individual, whether PI or co-PI, is allowed to submit only one application per funding round. PIs and co-PIs cannot receive more than \$30,000 of funding from the Campus Research Board within any two-year period from the PI's project start date. HRT awards are excluded from the \$30,000 funding limit.

PI Responsibilities

- Only the PI can submit the application.
- The PI is fully responsible for any overages if the funding request is calculated incorrectly.
- For activities involving IRB, IACUC, and/or other research protocols, the PI is responsible for consulting with the relevant offices and meeting all requirements.
- To the best of the PI's knowledge, all the information provided in the application is correct.

☐

I have read and accept these responsibilities.

If you have any questions, please contact Kelley Frazier by telephone at 333-6771 or e-mail at ovcr-researchboard@illinois.edu.

Peer Review Request Inquiry

Your peer review history is as follows:

No items found.

PI Proxy

Only the PI can assign a proxy to access/edit the proposal.

No persons have been assigned.

Find a person:

Name or NetId:

Co-PI/s

Only the PI can assign co-PI/s.

Co-PIs must be full-time Illinois tenured/tenure-track faculty members.

In the case of multiple investigators, the PI is responsible for the administration of any funding.

No persons have been assigned.

Find a person:

Name or NetId:

Project Information

PROJECT INFORMATION

Project Title

Please do not use "request for research assistant support" or "request for equipment" as a title.

A text input field with a light gray border and a white background. It includes a vertical scrollbar on the right side and horizontal scrollbars at the bottom.

Initial Funding Request

Is this application the initial request for Campus Research Board funding? (If the applicant has requested prior support from the Research Board *for this project* - i.e., either declined or partially or fully funded - select "no.")

☐ Yes ☐ No

Please describe what phase of the project this application supports. *[100 word limit]*

A text input field with a light gray border and a white background. It includes a vertical scrollbar on the right side and horizontal scrollbars at the bottom.

Is this application a resubmission of a previously declined Campus Research Board application?

☐ Yes ☐ No

If you received reviewer feedback on your application, please describe how that feedback has been addressed in this resubmission. *[200 word limit]*

A text input field with a light gray border and a white background. It includes a vertical scrollbar on the right side and horizontal scrollbars at the bottom.

If your application was declined because of funding limitations or an especially competitive application round, please indicate here.

A text input field with a light gray border and a white background. It includes a vertical scrollbar on the right side and horizontal scrollbars at the bottom.

Managing Department/Unit

Please select the department/unit that will manage the award funding, if the application is funded.

A dropdown menu with a light gray border and a white background. The text "OVCRI Admin" is displayed, and a small downward-pointing arrow is visible on the right side.

Key Words

Enter up to five key words or phrases that can be used to identify the focus of the proposed research/creative activity.

A text input field with a light gray border and a white background. It includes a vertical scrollbar on the right side and horizontal scrollbars at the bottom.

Peer Reviewers

Enter the names of up to three campus faculty members qualified to give an objective peer review of the proposed activity. While it is fine for PIs to suggest faculty colleagues they know, those colleagues should not be directly involved in the proposal research. Listing an individual does not assure that person will be a reviewer.

No persons have been assigned.

Find a person:

Name or NetId:

Project Start Date

Enter the date that the proposed activity is scheduled to start. For an on-going activity, enter the start date for this requested funding.

Pick a date

Please note that funding is not retroactive: the project start date cannot be before the results release date of the submission deadline date of the application. Any awarded funds are available for use up to 18 months from the project start date. Applicants may also request one twelve-month extension. Justification for an extension must be received before the account expiration date. The justification must be sent to ovcr-researchboard@illinois.edu.

Project Involves

The PI must indicate if the proposed activity involves any of the following.

Does this application involve a request for student support (RA, graduate hourly or undergraduate hourly)?

☐

Yes

☐

No

The PI is responsible for consulting with the relevant offices and meeting all requirements.

☐

Biological Hazards

☐

Biotoxins

☐

Human Animal Plant Pathogens

☐

Human Primate Cell Lines

☐

Human Subjects

☐

Recombinant DNA

☐

Vertebrate Animals

Project Abstract

PROJECT ABSTRACT

Summarize the objectives and significance of the proposed research/creative activity for which Research Board support is sought. Where relevant, situate the activities proposed for the funding period in relation to the larger project.

As of August 2010, the Research Board began posting the abstracts of all funded Research Board proposals. The Board hopes that this database will serve as one means of communicating the breadth of faculty research and also provide a way for faculty to locate colleagues with similar research interests.

Please limit the abstract to 200 words.



Funding Profile: Proposed Activity

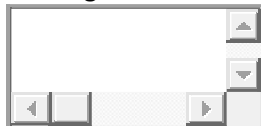
FUNDING PROFILE FOR THE PROPOSED ACTIVITY: FUNDING HISTORY, CURRENT FUNDING AND FUTURE FUNDING PLANS

Provide a funding history for the activity and outline future funding plans (i.e., plans for internal and/or external grant submission). Within the context of the history and plans, explain why Research Board support is sought at this time (e.g., external funding unavailable, insufficient, delayed, etc.).

When listing awarded and/or pending funding, please include:

- Project title
- Submission date
- Funding source
- Application status

If external funding has been declined for this proposed activity, include copies of all available reviewer comments and priority scores. The Board is interested in assisting applicants in strengthening their applications for external funding. This information should be uploaded through the Supplemental Information page of the application.



Proposal Narrative

PROPOSAL NARRATIVE

A proposal narrative sufficient for peer review is required.

The narrative should be no longer than 5 single-spaced pages, 12 pt. font.

The bibliography does **not** count toward the 5-page limit.

The narrative should clearly indicate the research/creative activity that would be supported during the requested funding period.

The narrative should also:

- Situate the activity proposed for the funding period in relation to the larger project, for applications in which the proposed activity is part of a larger effort.
- Indicate the objectives and significance of the proposed activity.
- Summarize the applicant's relevant previous work and/or work by others in the field and the contributions of the proposed activity.
- Describe how the objectives will be accomplished – include methodology and the roles of all personnel involved. In the case of student(s) (RA, graduate hourly, undergraduate hourly) involvement in the project, clearly explain the relationship of their work to the PI's research.

The narrative should make reference to all items, activities, and services included in the requested funding. Reviewers should be able to anticipate and account for what is requested in the budget and budget justification.

If the application is an equipment request to upgrade existing research capabilities, the proposal narrative must include a complete description of at least one planned project utilizing the new equipment.

{Attach Proposal Narrative}

Publications List

PUBLICATIONS LIST

Publication lists are required for all investigators on a Research Board application.

The list should include publications and/or performances and creative activities for the last **three** years.

Please do **not** upload a CV.

Investigators should upload their own publications list.

PI Publications List

{Attach PI Publications List}

Co-PI/s Publications List/s

{Attach a co-PI Publications List}

Current Research/Creative Activities

SUMMARY OF CURRENT RESEARCH/CREATIVE ACTIVITIES

Provide a brief summary of current research and/or creative activities, whether or not they are related to the proposed activity.

Please limit the summary to 200 words.

If this is a multi-investigator proposal, the summary should also include the current research/creative activities of the co-PI/s. In this case, **please limit the summary to 400 words.**



Funding Profile: Internal/External

INTERNAL AND EXTERNAL FUNDING PROFILE (FOR ALL ACTIVITIES)

Applicants must indicate their available internal and external current research funding including:

- Approximate total of currently available university funds remaining from start-up packages and/or other allocations from departments or other campus units that support the applicant's research/creative activities.
- Approximate total of currently available university funds that have been awarded to support the applicant's research associated with academic appointments either in administrative positions or in named faculty positions (i.e., endowed chairs or professorships).
- All current and/or pending research funding from external sources.

Applicants should describe this funding request in relation to existing and pending internal and external research funds. Applicants are welcome to contextualize the request in relation to other projects to which funds might already be committed.

*The Board has an expectation that applicants will make a good faith effort to report the approximate amount of their currently available research funding. Significant lapses in reporting may affect future Research Board funding and may also constitute a violation of the campus' Research Integrity policy. **Applications that do not adhere to the existing funds disclosure policy will not be sent for peer review.***

If applicant has access to internal research funds, indicate "yes" and provide a detailed account of the planned efforts to which these funds are dedicated. The Board will apply the Funds Disclosure Policy found at <https://crb.research.illinois.edu/policies/research-support-awards-policies> to review of all proposals; applicants with access to more than twice the amount requested of the Research Board must provide special argumentation, and will only be funded in rare exceptions.

Internal Funding

Is Internal funding available? ☐ Yes ☐ No ☒ -not set- Amount:

External Funding

Is External funding available? ☐ Yes ☐ No ☒ -not set- Amount:

Executive Officer Form

EXECUTIVE OFFICER APPROVAL FORM

HRT applications must be accompanied by an approval form signed by the relevant executive officer/s. For faculty with percentage appointments (but not zero-time appointments) in other departments/units, the approval form must also be signed by the executive officer of the secondary department/s or unit/s.

Applicants should download the [EO Approval Form](#). Applicants can save data typed into this form. Enter the requested information, then print for the executive officer/s (the department and/or unit head) to sign.

Please **upload a PDF** of the signed form with your application for released time.

{Attach Completed EO Approval Form}

First year Exception Letter

FIRST YEAR EXCEPTION LETTER

Application should not be made in the faculty member's first year unless exceptional circumstances exist. Applicants choosing to apply in their first year must provide a letter of verification of exceptional circumstances from their unit Executive Officer.

Attach signed exception letter.

{Attach HRT Exception Letter}

Supplemental Information

SUPPLEMENTAL INFORMATION

Upload the following documentation here:

- Funding history: reviewer responses and priority scores (if applicable)
- Budget justification: publication subvention letter from publisher (if applicable)
- Publication Subvention Executive Officer Support/Verification Letter for edited volumes

Please do **not** upload CVs, article reprints, or book chapters.

Additional supplemental information is not required.

{Attach Supplemental Documents}