



**Mary A. Crenshaw**  
**Endowed Research Fund**  
2023 – 2024 Application Manual and Conditions

Established in memoriam of Mary A. Crenshaw,  
Dean of CHES (1966-1984)

## BACKGROUND

The Mary A. Crenshaw Endowed Research Fund was established by the faculty and friends of Dean Mary A. Crenshaw in recognition of the leadership she provided during her tenure as Dean in the College. It is the intent of the donors that this award provides funding to the College of Human Environmental Sciences (CHES) faculty members for scholarly activity, professional enrichment, or skill acquisition to pursue research. It is the College and Committee's expectations that award monies should lead to external grant applications, peer-reviewed publications, and professional presentations. The CHES Research Committee will review all proposal submitted and will make a recommendation to the Dean for approval.

## ELIBIGILITY CRITERIA

Based on the Memorandum of Agreement, the CHES Research Committee developed the following guidelines for eligibility of the award:

1. Only one (1) proposal will be considered per faculty member during a proposal submission period.
2. Applicants must be full-time tenure-track, tenured, or renewable contract faculty in CHES. All academic ranks (assistant, associate, full) are eligible for consideration.
3. Former award recipients are ineligible for 12 months (one year) following the end of the previous award period.

If a CHES Research Committee Member wishes to submit a proposal, please contact the Chair to have you removed from the review process. If necessary, the Dean will appoint a new faculty member to serve in the review process.

Preference will be given to faculty who:

- Have not previously received the Mary A. Crenshaw Endowed Research Award.
- Have not received other sources of funding for the proposed study. Start-up funding and external/internal funding should be utilized/depleted before considering the use of funds from this award. Please contact the Research Committee Chair to determine eligibility.
- Demonstrate that the proposed project will lead to 1) an external grant application and/or 2) a peer-reviewed journal manuscript submission.

Examples of award money use consists of but is not limited to participant recruitment/payment, equipment, professional enrichment activities (eg. professional workshops, bootcamps) and training, pilot funds. Award money may not be used for faculty salary, consulting fees, attendance/registration at professional meetings as supplement to CHES travel fund, or for course release.

## **PROPOSAL GUIDELINES**

The proposal must include the following components. All components listed below must be included and combined into a single PDF file. Proposals are to be submitted via email to the CHES Research Committee Chair.

1. Grant Application Page (1-page limit, not counting towards page limit; see page at end of application manual). This Grant Application is to be filled out in Adobe and merged into a single document with the sections below.
2. Proposal narrative (5-page limit) and references cited (1 additional page). Budget and budget justification should be included (1-page limit).
3. Current and pending research support (unlimited additional pages) from the past 12 months, including start-up funds, external funding, and internal funding. Please include the title of award, submission/period date, brief description of the support, and a results/status (funded, under review, in development).
4. Current CV or NIH/NSF Biosketch (preferred) (2-page limit, not counting towards page limit.) It is recommended to use SciENcv, a free application through the NCBI/NLM to format your CV/Biosketch, at <https://www.ncbi.nlm.nih.gov/sciencv/>.

Note - Institutional Review (IRB/IACUC) Approval is not needed at the time of proposal submission. However, since the funding cycle runs from January 1 – September 15, IRB/IACUC submission is strongly recommended prior to or at the time of this award submission.

### **Formatting:**

Proposals should be no more than five (5) double-spaced pages, with 12-point font, and 1" margins around. Additional pages are allowed for Grant Application Page, references, and CV/Biosketch.

### **Proposal Narrative Components:**

1. Title of proposal
2. Purpose/Objectives
3. Proposed Methodology
4. Significance of the project: both as the proposal applies to the applicant's particular field of study and how the project will lead to external funding, peer-reviewed publication, and dissemination of findings at professional meetings.
5. Anticipated Outcomes
6. Budget and Justification: requested funding should not exceed \$2,000.

## **APPLICATION DUE DATE AND SUBMISSION**

Proposals must be submitted by 5:00pm on Wednesday, November 15<sup>th</sup>, 2023, for the 2023-2024 funding cycle.

Applications are to be submitted via email to the CHES Research Committee Chair, Dr. Ryan N. Moran ([rnmoran@ua.edu](mailto:rnmoran@ua.edu)), as one (1) single, merged, PDF document. The following file naming convention must be:

- LastName\_Crenshaw-Application-2023
- Example: Usdan\_Crenshaw-Application-2023

Decisions will be made by December 1, 2023, and award money will be available beginning January 1<sup>st</sup>, 2024, and must be used by September 15<sup>th</sup>, 2024.

If awarded, the faculty member is required to submit a final report outlining the outcomes of the project, plans for external funding submission, publication, and presentation, and a summary of expenditures. More information will be provided to award recipients.

**Please direct any questions, comments, or concerns to the CHES Research Committee Chair.**

**Mary A. Crenshaw Grant Application**

**Date of Application:** \_\_\_\_\_

Full Name: \_\_\_\_\_

Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Division: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Degree: \_\_\_\_\_ Institution: \_\_\_\_\_ Date of Degree: \_\_\_\_\_

Date of Appointment at UA: \_\_\_\_\_ Tenured? Yes \_\_\_\_\_ No \_\_\_\_\_

Title of Project: \_\_\_\_\_

Form in which results will be made public: \_\_\_\_\_  
(for research only)

**Breakdown of your request for funds in even dollar amounts:**

Technical Help	\$ _____	Transportation to:	_____
Other Help	\$ _____		_____
Total for Help	\$ _____	Per Diem:	

Number of Days:	_____	\$ _____
Total for Travel:		\$ _____

Operating Expenses (supplies, etc.):	Equipment:
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
_____ \$ _____	_____ \$ _____
Total for Operating Expenses	Total for Equipment
\$ _____	\$ _____
	Total Amount Requested
	\$ _____

Have you applied for funds for this project elsewhere? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where? \_\_\_\_\_ Amount: \_\_\_\_\_

For other projects: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, where? \_\_\_\_\_ Amount: \_\_\_\_\_

Current level of funding for this project: \_\_\_\_\_

Other projects? \_\_\_\_\_

Source of such funding: \_\_\_\_\_