

Office of the Dean
WellStar College of Health & Human Services

FY18 Request for Funding: Faculty Research Proposal

Project ID: FY18-

Faculty members can apply for professional development funds from the Dean’s office for completing research projects that will enhance their scholarship agenda. *NOTE: if you received FY17 professional development funding but have NOT submitted a final report, you will not be eligible for FY18 funding until your FY17 report is received by Beverly Maddox.*

Section 1: FACULTY INFORMATION

Name:	Home Department:
Dept. Chair:	Admin. Assoc. for Project:
Project Name:	
Project Start Date:	Project End Date (no later than 05/30/18):

Section 2: RESEARCH PROPOSAL DETAILS

a) What is the research focus and how does it relate to the WCHHS strategic goals, if at all?

b) How does it build on your current research trajectory?

c) How will the proposed research result in applying for external funding or build into a larger research project?

Section 3: OPERATING EXPENSES

- Be sure to follow DOAS/BOR/KSU policies and procedures regarding the use of state funds for purchases.
- Prior approval from the appropriate University department(s) is required BEFORE PROJECT FORM SUBMITTAL (i.e. incentives for participants, technology & software, etc.). Please visit our WellStar Financial Resources webpage for more information: <http://wellstarcollege.kennesaw.edu/about/financial-resources.php>
- Admin. Associate(s) for your home dept. must be notified prior to all purchases being made so they can assist with securing any necessary approvals as well as monitor the spending and availability of funds.
- ***Expenses exceeding the approved funds will be charged to the home department budget.***

OPERATING EXPENSE:	ESTIMATED COST:	DETAILS OF PURCHASE:
Lab Supplies	\$	
IT/Computer Purchase(s)*	\$	
Software*	\$	
Printing	\$	
Postage	\$	
Incentives (please specify)*	\$	
Per Diem (consultant, transcription svc, etc.)	\$	
TOTAL	\$	

Section 4: PAYROLL EXPENSES – GRA, Graduate Assistant, and/or Student Assistant

Guidelines for payroll (research) expenses:

- **Expenses exceeding the approved funds will be charged to the home department budget.**
- Completed/signed payroll forms must be provided to the Bus. Mgr. well in advance!
- Last day of work for students for Spring Semester 2018:
 - Student Assistants/Grad. Assistants (bi-weekly): Sat., May 19, 2018
 - GRAs (monthly): Thursday, May 31, 2018

SPRING SEMESTER 2018:	COST:	PAYROLL DETAILS (REQUIRED):
GRA	\$	
Student Assistant/Grad. Assist.	\$	

Section 6: Memorandum of Understanding

- Funds are available for the current fiscal year only.
- Expenses should be submitted in a timely fashion (**all expenses by May 30th** or as they are incurred).
- University year-end deadlines will ALWAYS apply. Please be sure to check with your Admin. Associate for fiscal year-end dates.
- All expenses are subject to compliance with all purchasing policies and procedures of Kennesaw State University, the Board of Regents of the University System of Georgia, and the Dept. of Administrative Services (DOAS).
- **Any overages for submitted expenses will be charged to the faculty member’s home department.**
- Once the project is awarded from the Dean’s office, a final report on the project will be due to the Dean’s office by June 30, 2018. Completion of the report is MANDATORY.
- The Admin. Associate for the home department shall be notified in a timely manner of all potential purchases, and other items in relation to this project.
- The Business Manager should be notified in writing of any changes in the budget items submitted. Failure to do so could result in loss of funds (ex: using requested operating funds for payroll).

This MOU shall become effective upon signature by all parties listed below:

Faculty Name:	Signature:	Date:
Admin. Assoc. Name:	Signature:	Date:

APPROVAL SIGNATURES (each signature below indicates endorsement of proposal/research)		
Dept. Chair:	Signature:	Date:
WCHHS Dean: Dr. Mark Tillman	Signature:	Date:
Business Manager: Sandy Parr	Signature:	Date: