**Illinois State University**

**College of Applied Science and Technology**

**University Research Grant FY 2025**

*To be submitted electronically as an MS Word document (no pdf files).*

**Section I: General Information**

Applicant/Investigator Name(s):

* For proposals with multiple CAST investigators, each is eligible for $5000 in funding. Applications must clearly demonstrate a justifiable contribution from each investigator. The URG will be evaluated in the category of the most senior investigator.

Academic Unit:

Type of URG (highlight choice):

Pre-Tenure Research Development

Pre-Tenure Grant Development

Post-Tenure Grant Development

Title of Project:

Type of Research (highlight choice):

Traditional methodology (procedures, participants, instrumentation, design and analysis)

Product/Process testing (innovation, data collection, feasibility, design and evaluation)

How many URGs have you received previously?

Total Budget: $

List the expected outcome(s) (i.e., presentations, proceedings, articles, posters, grants and products, etc.) of this URG briefly and clearly. Be specific regarding the number. **Outcomes must be completed and submitted by January 19, 2026.**

Concurrence with your unit head. Forward the proposal to your unit head who will then forward the proposal to the Associate Dean for Research ([cerabe@ilstu.edu](mailto:cerabe@ilstu.edu)).

**Section II. ABSTRACT (limited to 300 words in length)**

**Section III. NARRATIVE (limited to six single-spaced pages)**

Introduction

* Avoid jargon/technical language; Be concise and relevant; Define the research problem, the rationale for the project and the significance to the discipline.

Objectives

* Be sure the research questions/hypotheses are clear and measurable/observable.

Methodology

* For a traditional methodology, include information about: procedures/data collection, participants/recruitment, instrumentation, design and analysis; for product or process testing, include information about: innovation, data collection, feasibility, design and evaluation.

**Section IV. SPECIAL ITEMS**

Bibliography:

Summary of Applicant’s Line of Research

* Show how this project fits into a focused line of research.

Timeline

* The use of diagrams is encouraged to demonstrate the timeline.
* Please include the professional outcomes in the timeline.

Refereed Scholarly Publications (last *five* years only)

Refereed Scholarly Accomplishments (last *five* years only)

Previous External Funding:

* Outline your past record in seeking and obtaining external funding.

Previous Internal Funding:

* Outline your past record in seeking and obtaining internal funding.

Potential source of external funding

* Please identify and briefly describe at least onesource of external funding at a level above $10,000.
* Indicate how the URG will enable the submission for external funding.

**Section V. BUDGET**

|  |  |
| --- | --- |
| **Personnel Services** | Your Requested Budget |
| Salary | \*\* |
| Student Help |  |
| Graduate Assistant(s) |  |
| Civil Service |  |

|  |  |
| --- | --- |
| **Operations** | Your Requested Budget |
| Contractual Service |  |
| Commodities |  |
| Travel |  |
| Equipment |  |
| Other |  |

|  |  |
| --- | --- |
| **Total Budget of URG** |  |

\*\*Salary: For applicants applying under the category of *Post-Tenure Grant Development*, not more than 50% of the budget may be applied to salary for the applicant(s).

Budget Justification Instructions: Each budget item **must** be clearly and completely justified. *Please note: for salary, please list everyone who will be paid by the URG and their role in the project.*