

**INSTRUCTIONS FOR COMPLETING THE
APPLICATION FOR RESEARCH SUPPORT
TO THE RESEARCH COMMITTEE OF THE ACADEMIC SENATE
SAN DIEGO DIVISION**

- Applications must be typewritten (i.e. not handwritten) and completed in full and require the signature of the Department Chair. Do Not Staple.
- *All questions should be answered.* If a question does not apply to you, type "NOT APPLICABLE." Incomplete applications will be returned to the applicant.
- Submit the completed application, including supporting documents by one of the following methods:
 - 1) Via campus mail to my attention (Michelle Null) at mail code 0002, or if you wish to hand deliver your applications, directions to the Academic Senate Office can found at:
<http://www-senate.ucsd.edu/location.htm>
 - 2) Electronically (PDF attachment) to mnull@ucsd.edu
 - 3) By fax to my attention at x44528
- Please sign page 1 of the application.
- If your research project involves the use of human subjects (including the use of questionnaires, interviews, body fluids, and tissues), approval from the Human Subjects Committee must be obtained before it can be initiated. Application forms and assistance in filling them out are available in the Human Subjects Committee Office.
- If your research project involves the use of animal subjects, approval from the Animal Subjects Committee must be obtained before it can be initiated. Animal Use Protocol forms and assistance in filling them out are available in the Animal Subjects Committee Office.
- If your research project includes recombinant DNA research or biohazards, University policy requires that you have project approval from the Biosafety Committee.
- If radioactive materials are going to be used, you must receive approval from the Environmental Health and Safety Office. Applications are available from the EH&S Office.
- Please be aware when submitting this application that funds awarded by the Committee on Research *must be expended one year from the inception date of the grant.*

NOTE: *Inadequate responses to questions will invariably lead to delay in review.*

ACADEMIC SENATE: SAN DIEGO DIVISION
GENERAL CAMPUS SUBCOMMITTEE ON RESEARCH
RESEARCH GRANT APPLICATION
 (Rev. 10/09)

Date _____

NOTE: Applications must be typewritten (i.e. not handwritten) and completed in full. **Submit the original application and attachments to the Committee on Research, 0002. DO NOT STAPLE**

Name of Investigator(s) _____	Title _____	Mail Code _____
Department _____	Email _____	Ext. _____
Funds to be Used (from) _____	(to) _____	
Department Fund Manager: _____	Email _____	Ext. _____
Fund Manager Mail Code : _____	Dept or Div Organization No. : _____	

Research is: New Continuing

Title of Project _____

Budget: (Funds must be expended one year from inception date of the grant.)

GRADUATE STUDENT RESEARCHER (GSR): (Sub 0) (half-time rate)

Name of Student _____

Degree Status: Masters Ph.D.

Other (please specify): _____

Duties _____

Rate of Pay _____ Step _____ %time _____ \$ _____

GSR TUITION REMISSION (include benefits): (Sub 6)

Benefits: _____ \$ _____ (Total-Salary & GSRT)

Quarters Applicable: Summer Fall Winter Spring \$ _____

GENERAL ASSISTANCE: (Sub 2) (lab assistants, work study, programmers, clerical, etc.)

Title _____

Duties _____

Rate of Pay _____ \$ _____ (Total-Assistance)

Benefits (if applicable) rate: _____ % \$ _____

SUPPLIES AND EXPENSE: (Sub 3)

Expendable Supplies. Itemize: _____

_____ (Total-S&E)

_____ \$ _____

PERMANENT EQUIPMENT (NONRECURRENT): (Sub 4) Itemize:

(vendor price quotation required)

_____ (Total-Equipment)

_____ \$ _____

TRAVEL: (Sub 5)

Field Expense (library study, museums, microfilm and photostats, etc.)

Itemize: _____ \$ _____

Travel to: _____ \$ _____

(Airmiles: foreign up to \$1500; domestic up to \$800. Written quotation required)

Per diem: \$ _____/day for _____ days (max of 15 days) \$ _____

(UC approved per diem rates)

Other Expenses. Itemize: _____ \$ _____ (Total-Travel)

_____ \$ _____

TOTAL REQUEST \$ _____

Signature of Applicant _____

Signature of Department Chair _____

**GENERAL CAMPUS SUBCOMMITTEE ON RESEARCH
RESEARCH GRANT APPLICATION**

1. Do you have discretionary funds that might be applicable to this project? _____

2. Does this project involve the use of human subjects (including the use of questionnaires, interviews, body fluids, and tissues?)
 Yes No
If so, approval from the Human Subjects Committee must be obtained and a copy of the approval letter must be submitted.
No _____ Date _____
3. Does this project involve the use of animal subjects? Yes No
If so, approval from the Animal Subjects Committee must be obtained and a copy of the approval letter must be submitted.
No. _____ Date _____
4. Does this project include recombinant DNA research or biohazards? Yes No
If so, it must be reviewed by the Biosafety Committee and it is the responsibility of the applicant to provide a copy of the proper authorization form required by Environmental Health and Safety.
5. Does this project involve the use of radioactive materials? Yes No
If so, it must be approved by the Environmental Health and Safety. Please provide the RUA No. _____
6. Describe the project in detail, including: (1) a precise statement of the problem and key objectives, (2) the relation of this work to other research in the field, (3) the plans of the procedures, (4) what kind of publication or creative contribution you would expect to result, and (5) justification for ALL budget items is required indicating your priority for the items requested if only partial support can be granted. [Only 2 additional pages, single-spaced and typewritten, may be added].
7. List research grants received from the Academic Senate in the past 5 years:

8. Future support will be influenced by successful use of previous funds. If you have received an Academic Senate grant in the past, indicate the title of the project and describe the progress made. **Please provide evidence that the monies received resulted in tangible benefits to your research (e.g., list of publications, citations, new extramural support, and specific performances).**
9. Submit an abbreviated c.v. listing your publications covering the last three years, as well as earlier most important papers – maximum two (2) pages.
10. Have you applied to extramural funding agents in support of this particular research project?
 Yes - Please give details, including name of agency, amount of grant applied for, and expected date of grant announcement.
 No – Please explain why you have not applied.
11. Give a list of (a) and (b) below irrespective of the relationship to the work proposed here. In each case, indicate how the grant or application is not related to this application.
 - a. **Current:** all other grants or contracts (extra- or intra-mural, including start-up funds). Give title, source, amount and funding period presently funding your work.
 - b. **Pending:** All extra- or intra-mural research grant or contract applications pending (title, source, amount, and funding period).