

**EAST CAROLINA UNIVERSITY  
2006-2007 FACULTY SENATE**

The second regular meeting of the 2006-2007 Faculty Senate will be held on **Tuesday, October 10, 2006**, at 2:10 in the Mendenhall Student Center Great Room.

**FULL AGENDA**

- I. Call to Order**
- II. Approval of Minutes**  
September 12, 2006
- III. Special Order of the Day**
  - A. Roll Call
  - B. Announcements
  - C. Steve Ballard, Chancellor
  - D. Marilyn Sheerer, Interim Vice Chancellor for Student Life
  - E. Mark Taggart, Chair of the Faculty
  - F. Don Joyner, Interim Director of Admissions  
Breakdown of the freshman class and number of home-schooled student admissions
  - G. Bruce Flye, Chair of the Provost's Committee on a Child Care Facility  
The full committee report is available online at:  
<http://www.ecu.edu/cs-acad/fsonline/customcf/fsagenda/fsa1006childcare.pdf>
  - H. Dee Dee Glascoff, Faculty Assembly Delegate  
Report on the September 29, 2006, Faculty Assembly meeting.
  - I. Brief Moment in History, Henry Ferrell
  - J. Question Period
- IV. Unfinished Business**
- V. Report of Committees**
  - A. Committee on Committees, Henry Ferrell  
First Reading of Proposed Revisions to the Academic Research/Creative Activity Grants Committee Charge (attachment 1).
  - B. Educational Policies and Planning Committee, Dale Knickerbocker  
For information only:
    - 1. Consideration of Adult Nurse Practitioner Concentration, School of Nursing
    - 2. Discontinuation of Sign Language minor and BS Physician Assistant programs, School of Allied Health Sciences
    - 3. Request for Authorization to Establish a DDS degree and School of Dentistry

- C. Faculty Grievance Committee, Gene Hughes  
Overview of 2005-2006 Committee Activities (Attachment 2).
- D. Research/Creative Activity Grants Committee, Seodial Deena  
Proposed revisions to the Guidelines for 2007-2008 Research/Creative Activity Grants  
(attachment 3).
- E. University Curriculum Committee, Janice Neil  
Curriculum matters contained in the [September 28, 2006](#), Committee Meeting Minutes.

**VI. New Business**

**COMMITTEE ON COMMITTEES REPORT**

First Reading of Proposed Revisions to the  
Research/Creative Activity Grants Committee Charge

(Addition is noted in **bold** print and deletions are noted in ~~strikethrough~~.)

1. Name: Research/Creative Activity Grants Committee

2. Membership:

14 elected faculty members.

Ex-officio members (with vote): The Chancellor or an appointed representative, the Provost or an appointed representative, the Vice Chancellor for Health Sciences or an appointed representative, the Vice Chancellor for Research or an appointed representative, the Chair of the Faculty and one faculty senator selected by the Chair of the Faculty.

The membership of the committee shall serve according to their disciplinary expertise. Ideally this would include seven members from the College of Arts and Sciences, with at least two each from Humanities, Social Sciences, and the Sciences/Math, and seven members from the Professional Schools and other academic units, with no more than one from each professional school. Each member shall have demonstrated accomplishment in scholarship, research, or creative activity, as evidenced by data submitted for each person nominated by the Committee on Committees or from the floor of the Faculty Senate.

The chair of the committee may invite resource persons as necessary to realize the committee charge. The chair of the committee may appoint such subcommittees as he or she deems necessary.

3. Quorum: 8 elected members exclusive of ex-officio.

4. Committee Responsibilities:

A. The committee recommends policies and procedures governing the grant application process, criteria for the awarding of grants, guidelines for the use of research funds, and procedures for annual reporting by grant recipients.

B. The committee recommends the funding of meritorious research/creative activity proposals. Members of the committee are **not** permitted to submit proposals for the committee's consideration. ~~No member of the committee may vote on his or her own proposal, but no member is prohibited from voting on any other proposal before the committee. That member of the committee shall not be present when his or her proposal is being considered by the committee.~~

C. The Committee reviews at least annually those sections within the *University Undergraduate Catalog* that corresponds to the Committee's charge and recommends changes as necessary.

5. To Whom The Committee Reports:

The committee submits recommendations of proposals to be funded to the appropriate vice chancellor and reports the final list of funded proposals to the Faculty Senate. The committee makes recommendations concerning the policies and procedures governing research/creative activity proposals to the Faculty Senate.

6. How Often The Committee Reports:  
The committee reports to the Faculty Senate at least once a year and at other times as necessary.
7. Power Of The Committee To Act Without Faculty Senate Approval:  
The committee is empowered to make recommendations regarding the funding of research proposals.
8. Standard Meeting Time:  
The committee does not have a standard meeting time.

**FACULTY GRIEVANCE COMMITTEE REPORT**  
 Overview of 2005-2006 Committee Activities

Number of Grievants in Grievance Process for Academic Year 2005-2006  
 (April 30, 2005 through May 1, 2006)

	<b>Time in Step</b>			
	Less than One Month	One-Two Months	Two-Three Months	More than Three Months
<u>Step One</u>	0	0	0	0

**Number of Grievances Filed (Completed Step One) by:**

Fixed Term Faculty 0      Probationary Faculty 0      Tenured Faculty 4

<u>Step Two</u>	0	0	0	1
<u>Step Three</u>	0	0	0	0
<u>Step Four</u>	1	0	0	0

**Step Five Hearing**

Scheduled for Hearing: 0    Hearings Completed: 1    In Report Stages: 0    Reports Issued: 1

Reports Issued in Favor of: Grievant 0    Respondent 0    Both Grievant and Respondent 1

Number Appealed to Chancellor: 0

Reports Issued by Chancellor: 1

Number at Faculty Governance: 0

Reports at Rewrite or Reissued by Faculty Governance Committee: 0

Number Successful at Mediation: 0

Number Successful at Chancellor Review: 0/1

Number Terminated by Grievant: 0

Number Terminated by Committee: 1

**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE REPORT**

Proposed Revisions to the Guidelines for 2007-2008 Research/Creative Activity Grants

The presentation of the guideline information has been modified in hopes of making it easier for applicants to determine what they may or may not do.

1. We have changed the funding cycle so that the award period conforms to the fiscal year, allowing recipients to spend their money over the full year. Recipients will also have the option of receiving their summer stipend in the second summer session during the early part of the fiscal in which they receive their award, or in the first summer session of the next academic year.
2. In the call for proposals, we have stressed that the committee seeks research proposals that are meritorious stand alone projects and applicants are not required to demonstrate that they will use the money to develop a proposal for outside funds.
3. Following a motion sent to the Senate by the Committee on Committees, we have indicated that members of the RCAG Committee are not eligible to apply for grants while they are members of the committee. If they have a project they wish to submit to the committee they must resign from the committee for the year during which their project will be evaluated.
4. We have emphasized that grantees must wait at least two years between awards from this committee
5. We have emphasized that applicants who receive awards from other East Carolina University sources may not receive funds from this committee unless they demonstrate that they have declined those other awards.
6. We have reduced the reporting requirements to a single final report due by September 1 immediately following the end of their funding period.
7. We have more precisely provided formatting requirements for the proposal.
8. We have added an option to submit multimedia materials relevant to the proposal on CD so that resolution or presentation format can be preserved in as high a form as possible. This is particularly important to applicants in the arts.
9. We have emphasized that appeals will be handled internally by the committee as a whole and have provided a process for the filing of appeals.

The new grant submission deadline will be Tuesday, January 16, 2007. The evaluation process will take place during the Spring semester instead of the Fall. The awarding of grants will be made for the full fiscal year July 1, 2007 – June 30, 2008, and announced by May 1, 2007. The changes will allow faculty receiving stipends to select either 2<sup>nd</sup> summer session 2007 or 1<sup>st</sup> summer session 2008 to receive the stipend.

The proposed revised Guidelines for 2007-2008 Research/Creative Activity Grants are available online at <http://www.ecu.edu/cs-acad/fsonline/customcf/committee/rg/proposal.htm>.

East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

**Guidelines for 2007-2008 Research/Creative Activity Grants**

Available online at: <http://www.ecu.edu/cs-acad/fsonline/rg/research.cfm>

There have been changes made to the granting process. The new grant submission deadline is Tuesday, January 16, 2007, with the evaluation process now taking place during the Spring semester instead of the Fall.

The awarding of grants will be made for the full fiscal year July 1, 2007 – June 30, 2008, and announced on or before May 1, 2007. This new system will allow faculty receiving stipends to select either 2<sup>nd</sup> summer session 2007 or 1<sup>st</sup> summer session 2008 to receive the stipend.

Proposals are due in the Faculty Senate office, 140 Rawl Annex by 12:00 noon on Tuesday, January 16, 2007.

The Research/Creative Activity Grants Committee solicits proposals for meritorious research or creative activities from eligible East Carolina University faculty members. Proposals should clearly show that the activity (a) is in the general area of the applicant's field, (b) is of scholarly importance, (c) promises permanent worth, and (d) will not be directed toward graduate thesis research. The proposed research may be a pilot project to be used as a precursor to a proposal to be submitted to an external agency or it may be a stand-alone project. Funds are limited, so only those that are exemplary in all aspects are likely to be funded.

**Eligibility**

Applicants must be full-time tenured or full-time tenure track faculty.

Faculty from the Brody School of Medicine and faculty on fixed-term or part-time appointments are not eligible for grants to be awarded by this committee.

Members of the Research/Creative Activities Grants Committee are not eligible to submit proposals for funding from this committee. Members who wish to submit proposals must resign from the committee before submitting their proposal.

Recipients of awards from RCAG or any other comparable University resources (e.g. Research Development Awards, Harriot College Awards, College of Business Awards) may not apply for new funding during the year in which their grant is active.

**The Research/Creative Activity Grants Committee funds the following expenses:**

*Stipends for Research/Creative Activity*

Stipends will be equivalent to the prevailing compensation for full-time teaching in one summer session. Applicants cannot teach during the Summer Session in which he/she receives a stipend. These stipends are not available to faculty who hold 12-month contracts.

*Project Expenses*

These funds are for expenses related to the proposed project. Project Expense Grants cannot exceed \$10,000. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds do not carry over to the following fiscal year. Guidelines for budget preparation and the justification for requested funds are included in the application packet.

*Stipend for Research/Creative Activity and Project Expenses (dual)*

Applicants who are eligible may apply for a grant that will award money for a stipend plus project expenses. Project expense funds should be expended or encumbered by the end of the funding fiscal year. Funds are not available in the following fiscal year. Guidelines for budget preparation are included in the application packet.

**Review Criteria**

That the research/creative activity has the probability of leading to significant contributions in the field, or leading to publication, presentation, performance, exhibition, and to the individual's professional enrichment and growth.

- That the research/creative activity is based on knowledge in the field, and the proposal clearly shows how the proposed effort extends, expands, and/or explores new directions, techniques or processes.
- That the research/creative activity possesses evidence of scholarly importance, consists of more than mere data collection or confirmation of easily anticipated results.
- That the research/creative activity is methodologically sound and within the competency of the applicant.
- That the research/creative activity of this project clearly justifies financial support by this University.

Proposals will be evaluated by the diverse group of faculty that make up the committee. Consequently, it will be to the advantage of applicants to prepare abstracts and proposals in language that can be understood by individuals who are outside the applicant's discipline.

### Grant requirements

Grantees are *required* to submit to the Research/Creative Activity Grants Committee a *final report* detailing the results of the funded work. Final reports are due no later than September 1 of the fiscal year following that of the grant. Reports should be delivered by hand or email to the Faculty Senate office, 140 Rawl Annex. Report forms are available on the committee section of the Faculty Senate web site.

### Other Restrictions

- The final reports from any previous awards must be on file in the Faculty Senate office before a new application will be considered.
- The publication of the results of projects supported by an award from the Research/Creative Activity Grants Committee should carry a printed acknowledgment of financial assistance from the Committee.
- There can be no co-project directors or co-principal investigators.
- RCAG applicants are eligible to receive support from only one university funding source in any single year. Persons receiving funding from other such sources (e.g. Teaching Award, Research Development Award) must inform the RCAG committee of the award and will need to decline other awards in order to receive their RCAG grant.
- Individuals may not submit more than one proposal per funding period.
- After an award is made, any changes must be submitted in writing to the Chair of the Research/Creative Activities Grants Committee for presentation to the Committee for approval.
- Applicants for projects involving research on human subjects or animals must file the appropriate forms with the University Medical Center Institutional Review Board or the Institutional Animal Care and Use Committee prior to submission of the RCAG proposal. Funding will be contingent on approval from the appropriate committee.
- Failure to adhere to the formatting requirements for proposal will result in the elimination of a proposal from consideration.
- Following the evaluation and awarding of grants, the Committee will handle all appeals internally and their decision is final.

### Application Process

Each grant proposal **MUST** include the attached application form signed by the applicant and the chairperson (or dean, as appropriate) of any unit involved. The original and 20 copies of the proposal (**total of 21 copies**) should be submitted to the Research/Creative Activity Grants Committee, c/o Faculty Senate Office, 140 Rawl Annex by **12:00 noon on Tuesday, January 16, 2007.** No proposals will be accepted after this deadline.

Applicants are strongly urged to attend any information sessions given by the committee to verify that their proposals are appropriate for consideration. Applicants should also consult proposals that were funded in the past three years that are kept on file in the Faculty Senate office.

### Appeals

Applicants may appeal the decision of the committee. The entire committee reviews appeals and the decision regarding the appeal is final. Applicants wishing to appeal the decision must explain in a detailed email to the committee chair their reasons for appealing the decision. The chair must receive appeals within two weeks of the announcement of the initial decision. Appeals will be reviewed within two weeks of receipt by the chair. Applicants will be informed of the final decision by email.

### Completing Application Cover Pages

All items 1-9 on the cover sheet must be completed and submitted together with the narrative.

Items 1 through 4: Complete as requested.

Item 5: Complete IRB and Animal Care filings, if appropriate. These forms must be filed when submitting the application. Approval of the research by the IRB must be demonstrated before funds are made available to the grantee.

Item 6: Acknowledge and sign Application Cover Page.

Item 7: Signature of Unit Head.

Item 8: List of *all* previous Research/Creative Activity Grants received from this committee, indicating if the final report was submitted for each. Describe the publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each grant. Applicants should provide the committee with some indication of the ranking/prestige of specific journals, shows, or performances in which these grant funded work was published, performed, or displayed.

Item 9: List current grant/contract support and pending applications. Include project title, sponsor, and funding level. If previous proposals not funded by this committee received support from another University program, indicate the nature of that support, including the program that provided the funding, the amount of the award and the period covered by the award.

### **Completing Narrative**

Give a brief description of the project. Each part of this narrative must be included in the order listed and will be used to evaluate your proposal. The proposal's narrative should follow directly behind the Application Cover Page.

**All of the information listed below should be included and specific guidelines followed. Failure to adhere to the restrictions for the following items will result in the proposal's rejection.**

- A. Abstract: The abstract should not exceed 250 words.
- B. Proposal Description: Conciseness is encouraged. Because faculty from different disciplines will review your proposal, it should be clearly written and free of specialized jargon. The Proposal Description should include:
  - Problem statement: Develop a clear and sound basis for the project that includes supporting references that establish the context of the research or creative activity.
  - Specific aims: Present clear and attainable objectives and clearly describe potential results and benefits.
  - Methodology: Describe how the project will be carried out, how the results will be analyzed or evaluated, and the proposed schedule of activities. For those proposals where this approach is not possible this section should then present a clear set of specific tasks and activities that will produce the specific results expected.
  - Expected outcomes and benefits: How your work will contribute to the advancement of your field.
- C. Literature Cited: Items referenced in the narrative or abstract. Use a citation format that is appropriate for your discipline.
- D. Appendices: Supporting documentation such as contracts from publishers, letters of invitation, award notices, letters of support from school principals or medical centers involved in the project. Please provide English translations of foreign documents. It is inappropriate to include in the appendices any information critical to the description of the project, such as that pertaining to the methodology to be used. Proposals will be excluded from consideration if applicants appear to be attempting to circumvent the proposal page limit by including such material in the appendices.
- E. Project Expenses: Itemize expenses on the *Budget for Project Expenses* form.
- F. Justification for Support: Briefly justify each item from the *Budget for Project Expenses* form.
- G. Vita: Submit a one or two page vita. Include degrees earned, institutions and dates, and academic employment history. Include a list of representative publications and/or creative activities. Do NOT submit copies of publications, reports, endorsements, or brochures.
- H. Checklist.

### **Format Requirements (strictly enforced)**

Font: minimum 12 pt Arial or Helvetica;  
Line spacing: double-spaced;

1 inch margins left/right and top/bottom;

All pages paginated;

The abstract, proposal description and literature cited together may not exceed eight (8) pages in length; any figures or tables included in the proposal description must fit within the eight-page limit.

The appendices may not exceed four (4) pages in length

The budget and accompanying justification may not exceed two (2) pages in length;

The Vita may not exceed two (2) pages in length.

### **Multimedia Content**

Multimedia content can be submitted on compact disc (CD). One multimedia CD must be submitted with each copy of the proposal. Examples of acceptable multimedia content include high-resolution photographs of sculpture, musical recordings, and animations of a vibrating object. The multimedia CD cannot include traditional graphs, tables, photos and illustrations that should appear in the body of the proposal. If multimedia files are included in the proposal, each file must be described in the body of the proposal. The multimedia files will be reviewed by people from diverse backgrounds using different computer platforms and should be platform- and specialized application- independent. The CD should contain file types that can be viewed on a standard Web browser with normal plugins installed. An HTML navigation page for the multimedia files on the CD is encouraged but not required. Examples of these file types include the following.

Still Graphics: JPEG, PNG, GIF, PDF

Animated Graphics: Flash, Animated GIF, Quicktime movie, MPEG movie

Sound: WAV, AIFF, MP3, non-streaming Real Audio

### **Budget and Budget Justification**

The maximum possible funding is a summer stipend plus \$10,000 for project costs. Stipends are available at the rate of 16.67% of the applicant's salary, up to a cap equal to the prevailing cap on full-time teaching in one summer session. Applicants must use the *ECU Business Manual* (copies are available in all departments) in preparing the budget to determine which budget line is appropriate for requested funds and what current rates are allowable.

**Budgets should be carefully and reasonably constructed. The need for each item should be clearly established, with sources indicated where appropriate. Budget excesses or budgets lacking essential details and justification will be considered negatively in evaluating the proposal.**

Where appropriate, indicate any direct contribution from your department or from any other University office or individual that has been made or will be made toward subsidizing your project. Specify the kind and amount of contribution or support on the budget page.

The budget may request money for:

- **Research Assistants/Student Wages:** Compensation for graduate and undergraduate students should be consistent with the standard compensation offered to these students in your department. Proposals for the sole purpose of support for graduate research assistants must be strongly justified.
- **Travel:** Applicants may only request funds for travel that is clearly be essential to completion of the project, such as data collection/observation that is site-specific. Attempts to obtain international travel funds from other (non-ECU) sources should be indicated. Travel for the purpose of presenting results at meetings will not be funded. Applicants requesting payment for use of a personal car must explain why ECU cars cannot be used. Multiple, short-distance trips must be justified. Travel will be reimbursed at state-approved rates.
- **Research/Creative Activity Supplies:** Itemize all supply requests.
- **Printing:** Activities involving organizing, presenting, and/or publishing or disseminating the results of completed research/creative activities will not be funded.
- **Communications:** Itemize.
- **Equipment:** Requests for equipment or software purchase will not be supported if: a) the needed equipment or software exists elsewhere on campus and is accessible to the applicant, b) the item is to be for general departmental use, or c) the item appears to represent one-time use by one person. Applicants are encouraged to determine the availability of desired equipment in other locations on campus. This is particularly true for computer equipment such as laptops.
- Other documented purposes necessary to the successful completion of the proposed activity and within the general policies of the University should be clearly specified and justified.

### **Completing Checklist**

Complete the attached checklist and submit it as the *last page* of your proposal after the narrative.

Grant #2007- \_\_\_\_\_

Amount \_\_\_\_\_

East Carolina University

Faculty Senate

**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

Application Cover Page for a 2007-2008 Research/Creative Activity Grant

**Proposals are due in the Faculty Senate Office on Tuesday, January 16, 2006.**

1. a. Name \_\_\_\_\_

b. Department \_\_\_\_\_

c. Academic Rank \_\_\_\_\_  
\_\_\_\_\_

2. Proposal Title \_\_\_\_\_  
\_\_\_\_\_

3. Type of Grant:
- a. Stipend for Research/Creative Activity
  - b. Project Expense
  - c. Stipend and Project Expense (dual)
  - d. Amount of project expense money requested \_\_\_\_\_

- Type of Faculty Position (check all that apply)
- a. Full-time tenured/tenure-track
  - b. 12-month contract
  - c. Clinical

5. Where applicable, indicate which forms have been filed.

	Filed	Date Filed
University Medical Center Institutional Review Board	<input type="checkbox"/>	
Institutional Animal Care And Use Committee	<input type="checkbox"/>	

6. I understand and accept the term and conditions set forth in the Research/Creative Activity Grants Committee guidelines.
- a. I understand that I must file a final report of the results of the project with the Faculty Senate office no later than September 1, 2008.
  - b. I understand that publication, presentation, performance, or exhibit of work resulting from support of this project by ECU must carry a printed acknowledgment of this financial assistance by the University.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

7. The applicant is a full-time tenured, tenure-track, or clinical faculty member who, I believe, can complete the proposed project.

\_\_\_\_\_  
(Signature of Unit Head)

\_\_\_\_\_  
(Date)

8. Dates of previous grants, final reports filed, publications, presentations, performances, external funding proposals, or related activities, including citations or publications directly resulting from each grant. (section may be expanded in length)

9. List current grant/contract support and pending applications. Include project title, sponsor, and funding level. Include in particular any current or pending funding related to the proposed research. (section may be expanded in length)

East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

Budget for Project Expenses with a 2007/2008 Research/Creative Activity Grant

Proposals are due in the Faculty Senate Office on Tuesday, January 16, 2006.

Item	Line Number	Requested Funding	Funds from Other Sources
1) <b>Research Assistants (University personnel only); Student wages</b>	1450	\$	\$
Description:			
2) <b>Travel (Mode/Sources, etc.)</b>	3100	\$	\$
Description:			
3) <b>Research/Creative Activity Supplies</b>	2300	\$	\$
Description:			
4) <b>Printing</b>	3400	\$	\$
Description:			
5) <b>Communication</b>	3200	\$	\$
Description:			
6) <b>Equipment</b>	5300	\$	\$
Description:			
7) <b>Other (Specify)</b>		\$	\$
Description:			
<b>Total</b>		\$	\$

\*Identify Other Sources of Funding:

**A BRIEF JUSTIFICATION (ONE PAGE MAXIMUM, SINGLE SPACED) IS NEEDED FOR ALL PROJECT EXPENSES.**

East Carolina University  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**  
Checklist for a 2007-2008 Research/Creative Activity Grant

This required checklist must be submitted with the proposal as the last page.

I. Please check that you qualify for a Research/Creative Activity Grant:

- full-time tenured, tenure-track, or clinical faculty member at ECU
- not currently a candidate for an advanced degree
- not from the School of Medicine
- not a fixed-term or part-time faculty member
- completed all previous Final Report forms (If unsure, please call the Faculty Senate office at ext. 6537 for verification.)

II. Please check that you qualify for a stipend for research/creative activity if requested.

- do not hold a 12-month contract

III. Please check the following proposal requirements:

- Application Cover Page, including:
  - Applicant's name, school department, academic rank (Item 1)
  - Proposal title (Item 2)
  - Type of grant (Item 3)
  - Amount of project expenses, as applicable (Item 3)
  - Tenure status (Item 4)
  - 9-month or 12-month (Item 4)
  - IRB/animal use signatures (Item 5)
  - Applicant's signature and date (Item 6)
  - Applicant's unit head's signature and date (Item 7)
  - List of prior research/creative activity grants received (Item 8)
  - List of current/grant contract support and pending applications (Item 9)
- Narrative formatted along guidelines
- Abstract (Item 10 A)
- Description of proposal, noting the restrictions of (Item 10 B)
- Literature cited, if appropriate (Item 10 C)
- Appendices (4 pages max), if appropriate (10 D)
- Budget, if appropriate (Item 10 E)
- Justification for support (2 page maximum) (Item 10 G)
- Vita (2 pages) (Item 10 H)
- Proposal checklist

IV. Please explain briefly any suggestions you have concerning the proposal guidelines and application format.

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

**Final Report for a 2007/2008 Research/Creative Activity Grant**

Due September 1, 2008 in the Faculty Senate office (140 Rawl Annex)

Future grant proposals will not be considered unless Final Reports have been filed on all previous year grants.

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

Academic Unit: \_\_\_\_\_

Grant Number: #2007- \_\_\_\_\_

Grant Amount: \$ \_\_\_\_\_

Grant Title: \_\_\_\_\_

Project Summary: Concisely describe the activities undertaken, addressing the goals and aims presented in your proposal. Include citations to any presentations, publications, performances, external proposals or related activities which have resulted from this project. Indicate any activities of this sort that are planned in the near future. (Use the reverse side if necessary.)

\_\_\_\_\_  
(Signature of Applicant)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Unit Head)

\_\_\_\_\_  
(Date)

East Carolina University  
Faculty Senate  
**RESEARCH/CREATIVE ACTIVITY GRANTS COMMITTEE**

**Comments on a 2007/2008 Research/Creative Activity Grant**

This page will be used by the committee to capture substantive and constructive comments about the grant proposal from the reviewers. This page will then be transmitted to the applicant following the awarding process.

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

Academic Unit: \_\_\_\_\_

Grant Number: #2007- \_\_\_\_\_

Grant Title: \_\_\_\_\_

\_\_\_\_\_

Reviewer Comments: