

DATE: July 1, 2008

TO: Faculty, College of Human Development and Education

FROM: Virginia Clark Johnson, Dean, College of Human Development and Education

RE: **Support to Build Research Capability from the Dean's Office during 2008-2009 (all expenditures must be completed by June 15, 2009)**

We are pleased that we can provide an opportunity again this academic year to apply for funding from the Dean's Office that is focused on building the research capacity of the College, and increasing our ability to obtain external funding through grants and contracts.

To submit a proposal (form is also available on the web site: http://www.ndsu.nodak.edu/ndsu/hde/aboutthecollege/faculty_staff_info.html), provide the following information using the format below:

INFORMATION TO PROVIDE

- 1) Your name: _____
- 2) Brief description of the request and how it will increase your ability in grant writing and research. The description of the requests should explain how this is a unique opportunity for you to either increase your expertise and/or broaden your research network. **Priority will be given to proposals that contribute to your grant writing success and/or obtaining external funding for your research or academic program.**
- 3) Anticipated outcomes; how will this help you become a more successful grant writer and/or researcher?
- 4) Funding needed/budget, and department match as well as any other sources for funding assistance (be specific). The budget **must show** a significant contribution from the department and any other appropriate sources of funding, such as the President's fund, etc. The amount of funding **will not** exceed the amount of match from your department or a related funding source, such as a grant.
- 5) Statement of support with justification from unit head (if on e-mail, they should e-mail a statement to Peggy.Cossette@ndsu.edu and indicate it is for your proposal). The statement **must** indicate how this will contribute to building research capacity.

Signature of Head and date signed

The information listed above must be provided in the format specified; your proposal will not be considered if the information is incomplete. ALL REQUESTS ARE DUE IN THE DEAN'S OFFICE **NO LATER THAN FRIDAY, May 1st, 2009.** Requests can be for support of your work if it occurred after July 1st, 2008. Requests can be e-mailed to Peggy.Cossette@ndsu.edu or hard copy will also be accepted. All requests will be acknowledged by e-mail, so that you will know your proposal has been received.

NO LATER THAN June 30, 2009, A BRIEF STATEMENT OF THE OUTCOMES THAT WERE A DIRECT OR INDIRECT RESULT OF YOUR PROPOSAL MUST BE PROVIDED TO THE DEAN'S OFFICE THROUGH E-MAIL (Peggy.Cossette@ndsu.edu) OR HARD COPY. Failure to provide this statement will mean that you will not be eligible for support from the Dean's Office in the 2009-2010 academic year.

Please let me know if you have any questions.