Format for ORCA Proposal

Title of Proposal:

Name of Submitter:

Department:

Rank:

Email Address:

Brief Description of Proposal - Provide a brief description of the proposed work and explain how the proposed work will support the goals and/or objectives of the university, college, and/or department, and do at least one of the following: (a) contribute to knowledge in the discipline; (b) have the potential to result in patents or licenses for commercial products; (c) have the potential to generate peer-reviewed publications and/or other deliverables commonly accepted for research and scholarship or creative activities in the Faculty Annual Merit process and the Rank and Tenure process, (d) have the potential to attract additional funding from external funding sources. (Less than 300 words)

Confirmation of agreement to present at the ORCA Symposium at completion of funding

Total of ORCA funding requested:

Additional funding requests: Provide a brief statement concerning efforts to obtain additional funding from other sources to help fund the proposed project.

Additional funding: Provide a list (including sources and amounts) of all funding the proposer has received for this project in the past

Exhibit B: ORCA Compliance: Indicate if your study will include any of the following components. This information is used by the ORSP to track compliance for institutional reporting but is not used in determining ORCA recipients.

Please note that if your research involves any of the following components, your work may be bound by other institutional or external compliance requirements which must be met before university funds can be distributed.

1. Does your project contain human subjects? If yes, attach a copy of your IRB Application (if approval is pending, you can attach the draft of the application for IRB approval)
2. Does your project require animal welfare approval? If yes, attach a copy of your IACUC review form. (If approval is pending, you can attach the draft of the application submitted for approval.
3. Will your project require renovation or construction costs? If yes, attach the cost estimate from Facilities.
4. Does your project involve hazardous waste? If yes, please attach the project hazard assessment form.
5. Does your project include collaborators, partners, or, sub-recipients outside of UHD? If yes, please upload written authorizations by a signatory authority from outside institution.

6. Does your project require Bio-Safety Committee approval? If yes, please attach institution bio-safety form.

These forms and others can be found at: https://www.uhd.edu/provost/office-research-sponsored-programs/human-subjects/

Project Description: Upload a description no more than 3 pages long (excluding references).

Please include the following:

- *Description of Project:* As applicable, describe the relationship of the proposed project to the current state of knowledge or previous work done in the field.

- *Methodology:* Describe the methodology that will be used for the project and, as applicable, the sample sizes to be tested, the statistical methods for analysis, and/or the processes by which the exhibit or performance will be prepared. Include brief descriptions of equipment and materials needed to support the project.

- *Citations or Bibliography:* On a separate page, provide a list of the references that were cited in the "Description of Project" and/or "Methodology" sections above

- *Plan of Work:* Provide a timetable for the completion of the work and a justification for any proposed reassigned time and/or travel essential to the project. Describe the intended use of the results of the proposed project, including a projected outlet for the publication, grant proposal, exhibition, or performance resulting from the proposed project.

- *Qualifications:* Briefly state the proposer's qualifications to conduct this project.

Project Budget: Prepare a proposed budget for the project that includes brief justifications and total request amounts for each category below (2 pages):

1. *Course Reassigned Time* (cost for replacement faculty) ($4,096 for a 3-hour undergraduate course)

2. *Equipment* (items with useful life of more than one year and a unit acquisition cost of $250.00 or more)

3. *Materials and Supplies* (itemize)

4. *Travel Expenses* (itemize and use state accounts allowable expense rates)

5. *Other Expenses* (itemize)

6. *Total ORCA Request:* (provide a total of all expenses listed in 1 -5 above)

Upload a Current CV

Upload any other documentation to support your proposal