**Cover Sheet**

|  |  |
| --- | --- |
| Primary Investigator |  |
| Department/College |  |
| Kean Email |  |
| Title of Proposal |  |
| Type of Award (*If applicable*) | \_\_ Internal Award \_\_ External Award |
| Research/ Non-Research |  |
| Research Category *(Basic, Applied, experimental)* |  |
| For External Award, Identify the name of Funding Agency |  |
| For External Award, Identify the Funding Type *(Federal/state/Business/Nonprofit)* |  |
| Brief Description (50 words)*(Job description for requested student)* |  |
| Role of the Student (Researcher, R&D technician, R&D support/Administrative) |  |
| Name of Requested Student |  |
| Student ID |  |
| Kean Email |  |
| Major |  |
| Department/School |  |
| College |  |
| Start Date: |  |
| End Date: |  |
| Hours Required/ Hourly rate |  |
| Total Amount Requested (*please check standard rate)* |  |

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept. Chair/Exec. Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Supervisor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office Use Only**

Research Support Package review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ORSP

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Provost and Vice President for Academic Affairs

Approved:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Human Resource

**Proposal**

Attach your proposal here, limited to a ***maximum of three pages***. Include the following sections:

1. **Title**
2. **Narrative**

Describe the nature of the research or scholarly support requested, the reason for the request, and the expected outcomes if support is granted.

1. **Link to University Mission, Program Goals, and Student Learning Outcomes (SLOs)**

Describe how the expected outcomes of this proposal support University mission outcomes and how this proposal is linked to specific Program Goals and Student Learning Outcomes.

1. **Project Evaluation/Assessment Process**

Describe the assessment process you will use to determine whether the outcomes have been achieved, including the assessment measures that will be used and the timeline. Note that, if funded, you will be required to submit an assessment report.

1. **Budget**