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**Released Time for Research and Creative Works (RTR)**

**APPLICATION for 2022-2023 Academic Year**

1. **APPLICANT INFORMATION**

Name:

Department:

Years at Kean:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Professor |  | Associate Professor |  | Assistant Professor |  | Librarian |
|  | Professional Staff |  |  |  |  |  |  |

1. **PROPOSAL INFORMATION**

**Proposal Title (100 characters)**

**Field of Research:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Architecture/Design |  | Atmospheric Sciences, and Ocean Sciences |  | Business |
|  | Computer and Information Sciences |  | Engineering |  | Geosciences |
|  | Humanities |  | Life Sciences |  | Mathematics and Statistics |
|  | Physical Sciences |  | Psychology |  | Social Sciences |
|  | Other Sciences |  | Non-S&E Fields |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Is the project research related?**  |  | YES |  | NO |

 (If yes, please identify the research type below)

|  |  |
| --- | --- |
|  | Basic Research |
|  | Applied Research |
|  | Experimental Development |

 **Proposal Abstract -** MAXIMUM ONE PAGE

(*Must include a concise statement of the proposal goal; importance and significance of project; and broader impacts and/or benefits to Kean University)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total Days or Credits Requested: |  | Fall Semester |  | Spring Semester |

1. **PROPOSAL DESCRIPTION**

 Objectives and Outcomes - MAXIMUM TWO PAGES

 *(Clearly state the objectives and expected outcomes for this project)*

 Procedures and Methods

 *(Describe in detail the procedures and methods you will use)*

 Timeline

*(Discuss how you will complete your project within the grant period, and how it fits within the larger context of your research)*

 Qualifications/Publications - MAXIMUM of 5 most closely related to the proposed project

*(Discuss your qualification for carrying out this project. Please list your publications, exhibitions, presentations, etc. which are most closely related to proposed project)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Is this proposal related to another pending proposal?**
 |  | YES |  | NO |

 If yes, explain:

1. **PROPOSAL BUDGET**

If direct cost is needed, fill in the budget shown below. ***Please note that the budget total cannot exceed $400***

|  |  |
| --- | --- |
| Printing/Office Supplies |  |
| Educational Supplies |  |
| Travel |  |
| Professional Services |  |
| **TOTAL (cannot exceed $400)** | **$400** |

1. **Budget Justification** *Explain how the requested items will be used in the execution of this project*)
2. **Student Information:** *(If a student is involved in your project, please provide the information below. The student must not be involved in more than two research projects in a semester)*

Student Name:

Email:

Academic Program – Major(s) and Minor(s):

GPA:

Class Level:

1. **HUMAN SUBJECTS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Does this project involve the use of human subjects?  |  | YES |  | NO |

(If yes, provide the date you submitted or plan to submit your study protocol for IRB review)

Date:



1. **ADDITIONAL INFORMATION**

 Will you provide any additional documents to be shared with, and reviewed by the Committee?
(*If yes, please note that it is the applicant’s responsibility to deliver the additional materials to ORSP one week prior to the meeting date*).

|  |  |  |  |
| --- | --- | --- | --- |
|  | YES |  | NO |



1. **STATEMENT**

 *If awarded support through Released Time for Research, I understand that an interim report is due by December 15 of the award year and a final report is due by June 15 of the following year.*

|  |  |
| --- | --- |
|  |  |

Name Date