****

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

**APPLICATION for 2020-2021 Academic Year**

1. **APPLICANT INFORMATION**

Name:

Department:

Years at Kean:

\_\_\_\_\_Professor \_\_\_\_\_Associate Professor \_\_\_\_\_ Assistant Professor \_\_\_\_\_Librarian

\_\_\_\_\_Professional Staff

1. **PROPOSAL INFORMATION**

**Proposal Title**:

**Proposal Abstract -** MAXIMUM ONE PAGE

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

Total Days/Credits Requested: \_\_\_\_\_Fall Semester \_\_\_\_\_Spring Semester

1. **PROPOSAL DESCRIPTION**

**Objectives and Outcomes -** MAXIMUM TWO PAGES

*(Clearly state the objectives, activities 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 qualifications for carrying out this project. Please list your publications, exhibitions, presentations, etc. which are most closely related to proposed project*)

**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 |  |
| Student Stipends |  |
| **TOTAL (cannot exceed $400)** |  |

**Budget Justification**

(*Explain how the requested items will be used in the execution of this project*)

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