

Collaborative Faculty-Student Project Award  
Full Project Proposal Guidelines 2024-25  
Due: 4:30 PM October 21, 2024

The faculty member submits a proposal narrative of not more than three single-spaced pages (12-font) that includes the purpose and significance of the research/creative project, review of literature, outcomes, procedures, timeline, and references cited list. Additionally, the faculty member provides budget, personnel and IACUC/IRB (applicable) information as noted below in the guidelines. Please clearly identify each of these sections.

**\*PLEASE NOTE THAT PROPOSALS NOT FOLLOWING THESE GUIDELINES WILL NOT BE CONSIDERED.**

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Cover page      Project Cover Page (including all participants both faculty and student(s), chair's signature), and 100 word abstract

Proposal Narrative – not more than three single-spaced pages

- c) **Maximum faculty stipend** is \$3,000 to be paid during summer months, which includes FICA taxes. If two or more faculty collaborate, then the combined total stipend and FICA may not exceed \$6,000.
  - i. Include the number of weeks estimated for summer effort for each faculty member.
- d) **Travel**
  - i. Include estimated travel costs per person for airfare, ground transportation, lodging, food, and other pertinent costs. For example, Round trip to Chicago (Doe, Smith) Airfare \$600; Transportation \$120; Lodging \$400; Food \$60.
  - ii. All planned travel must conform to NKU travel policies.
- e) **Other**
  - i. Include a description and estimated cost for each item in this category.

2. **Budget Justification:** Provide a detailed budget justification for the items listed in the budget form.

3. **Other Support or Commitments:** Identify supplemental funds that you have received or may receive from NKU and/or other institutions/sources (both committed and applied for)