Research Project Submission Guideline

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Room CC340

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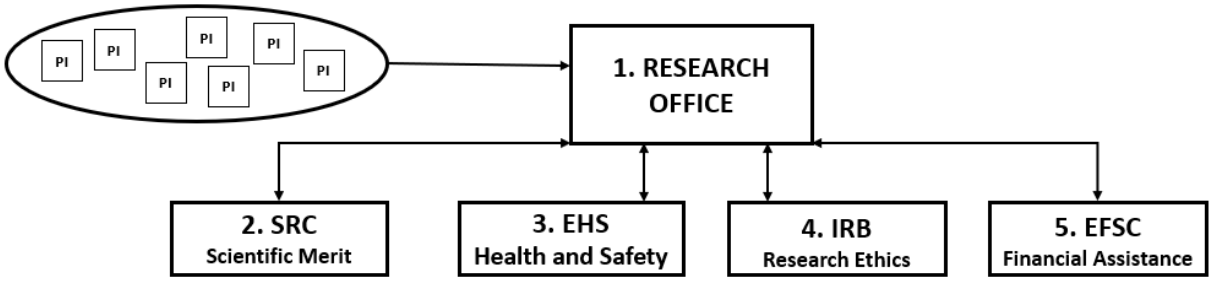
1. AHU Web-based Research Project Submission Process and Timeline

The Adventist University of Health Sciences (AHU) Web-based Research Submission Process involves several approving committees and offices including:

1. Research Office (RO): to manage applications for registration of research projects, submit application forms for approvals from appropriate committees, and serve as a resource to investigators and other interested individuals.
2. Scientific Review Committee (SRC): to grant approvals on the scientific merits of proposed studies.
3. Environmental Health and Safety Office (EHS): to assure environmental protection, fire and life safety, emergency management, laboratory, chemical, biological and radiation health and safety.
4. Institutional Review Board (IRB): to grant approvals on the ethical merits of projects involving human subjects.
5. External Funding Steering Committee (EFSC): to grant approvals for requested funds deemed necessary for study completion.

The AHU Research Office (RO) manages the AHU Web-based Research Project Submission Process linking Scientific Review Committee (SRC), Institutional Review Board (IRB), External Funding Steering Committee (EFSC), and Environmental Health and Safety Office (EHS) committee's reviews and approvals, with notifications to investigators.

There is an open submission system which means that any investigator may submit an application at any time.



- Applications for SRC, IRB, and EFSC review must be submitted to RO through the AHU Web-based Research Project Submission Process posted at https://my.ahu.edu/academics/university-research/research-project-submissions
- The RO will notify all investigators involved in the study about the requirements, including the confirmation of the need of approval from all the appropriate resources as SRC, IRB, EHS, EFSC, and CITI Certification.
- RO will be responsible to submit the study proposal to SRC and EHS office if necessary within five working days after submission.
- RO will notify the investigators about the summary of the SRC and EHS reviews within 13 working days.
- Following the SRC review, RO will be responsible to submit the study proposal to IRB and will notify the investigators about the summary of the IRB review within 18 working days.
- Following the IRB, if EHS office approval is necessary (if Graduate Student Grant or Faculty Research Seed Grant submission had been selected during the completion of the application),
- the RO will be responsible to submit the study proposal to EFSC and will notify all investigators about the summary of the EFSC review within 18 working days.

The total time to complete the "AHU Web-based Research Project Submission Process" with SRC and IRB approvals is 36 working days.

If the submission includes grant requests, the total time to receive the approvals from the three committees is 54 working days.

Research will not commence until the IRB approval letter is provided as well as all other required approvals, such as EHS approval, CITI documents, and approvals of departments or divisions that require approval of the use of their resources.

2. Requirements for application to AHU Web-Based Research Project Submission Process

- Research projects conducted by AHU student;
- Research projects conducted by AHU faculty bearing the University name / logo;
- Research projects conducted at AHU facilities;
- Research projects conducted involving AHU personnel;
- Research projects being conducted at another entity. The submission to AHU process must be prior to submission to any external entities.

3. Research Project and Professional Project Definitions

3.1 Research Project Criteria

For a project to be considered as research, the following criteria must be met:

1. There is a problem statement providing the background conditions that propel and justify the project.
2. Literature review is conducted by summarizing a review of scientific articles, books and other sources (dissertations, conferences, etc.) to provide evidence-based context for the project.
3. There is a hypothesis or study question expressing the anticipated outcome or problem to be addressed by the study.
4. A description of the methodology or study design describing how the study will be conducted.
5. The critical integration and analyses of compiled information or data gathered by using appropriate methodology.

6. Results and findings are reported, including their significance, if appropriate, to support study conclusions.
7. Implications of findings are disseminated so that others may provide feedback, benefit from the results, as well as stimulate further ideas for future studies or projects. The findings are disseminated upon each program's discretion and approval. (Adapted from: AHU Faculty Handbook, Appendix F)

3.2 Professional Project Criteria

For any project that does not meet all the research project criteria listed above, it should be considered a Professional Project. However, the criteria for a Professional Project are determined at the discretion of each academic program. It may adopt some of the criteria for a research project or it could require other criteria more pertinent to the educational goals of the program. It will be generally understood that a Professional Project seeks to use critical thinking skills by integrating theory or classroom learning and apply to a real-life situation or solution.

3.3 Requirements for Research Projects and Professional Projects

The table below seeks to differentiate the requirements for both types of projects.

Research Projects	Professional Projects
The criteria of what constitute a Research Project are listed above. Students and faculty will incorporate the seven criteria into their project.	The criteria of what constitute a Professional Project criteria will be determined by the graduate program.
Must be submitted through the AHU Web-based Research Project Submission Process to RO.	Each department will track their Professional Projects in electronic format and make this information available to RO as needed.
A faculty will guide and mentor students throughout the project. A faculty supervisor is required when the PI is a student.	A faculty will guide and mentor students throughout the project.
SRC approval is required.	SRC approval is not required.
IRB approval and CITI Certification are required when the project involves human subjects, drugs, biological products, medical devices, food supply, cosmetics, or radiation.	IRB approval and CITI Certification are not required.

Projects that involve blood, tissues, bodily fluids, chemical, biological products or other potentially infectious materials or risk assessment must receive approval from the Environmental Health and Safety Office.	The Program Department determines the need for review from Environmental Health and Safety Office.
It is eligible for Graduate Student Grants or Faculty Research Seed Grants.	It is eligible for Graduate Student Grants as a second priority to Research Projects. It is not eligible for Faculty Research Seed Grants. They may be eligible for other types of available grants.

4. Required Application Documents

4.1 Instrumentation:

Any survey, questionnaire, or other instrumentation to gather data. It is expected that instrumentation is properly validated as much as possible.

4.2 Consent Form:

All prospective research involving human subjects must provide a document to elicit agreement from participants with full knowledge of their voluntary participation, study purpose, study procedures, any potential discomfort, risk, and benefits, confidentiality, costs and compensation for participation, and contact information.

4.3 Study Site Director Approval Letter:

This letter acknowledges that the investigators have received approval to conduct the research at the identified study site. This letter needs to have the Principal Investigator's name, project title, facility's name, facility director's name, contact information, and signature. The Study Site Director Approval Letter is necessary:

- When the study is collecting data outside of AHU, for example Cardiology Center of FH.

- When the study collection of or analyses data takes place in an AHU Center, Laboratory, or PI's external department.

4.4 Quotes for Grant purposes:

All itemized grant application must be accompanied by rationale and documented quotes of costs.

4.5 Collaborative Institutional Training Initiative (CITI) Certification:

AHU participates in the Collaborative Institutional Training Initiative (CITI). The four main courses are described as "questions". Question 1, 2, and 3 are required courses for every AHU personal submitting a project involving human subject. External Co-investigators may submit their affiliated institution CITI Certificates.

Below is some general information in reference to CITI:

- To conduct research with human participants at AdventHealth University, the Institutional Review Board (IRB) requires that all investigators (Principal Investigator and Co-investigators - faculty, students, staff or external investigator) to be certified via the CITI Program prior to IRB approval. The CITI Program provides research ethics education to all members of the research community.
- Animal and biohazard studies are not within the University capacity currently.
- CITI certification must be renewed every five years and must be maintained throughout any human subject's research.
- To be certified at AHU, a set of modules must be completed via the CITI website with an overall score of 80%. The modules "required" and "Supplemental" for AHU researchers will appear automatically once you have registered.
- The "Supplemental" modules required for CITI approval will be indicated during the AHU Web-based Research Project Submission Form completion process.
- Once completed, CITI will issue you a "completion certificate" that you will upload during the online submission process.

4.6 How to Complete the CITI Certification

- Returning users may simply log in to the CITI web page and complete their training or refresher courses. If prior login information has been forgotten, click on the "forgot login" link to recover login information.
- If you are a new user, you will be asked to register. Here are the steps to follow in creating a CITI log in and to complete the course requirements in the Human Research Curriculum.
- To begin the CITI registration process, the user must open the CITI website by using the following https://www.citiprogram.org/default.asp

1. Click on the 'Register' link
2. Under 'Select Your Organization Affiliation," type and select "AdventHealth University" as your participating institution. Go to the next step
3. Type in your Personal Information. Go to the next step
4. Create your Username and Password. Go to the next step
5. Complete the sections on Gender, Ethnicity, and Race. Go to the next step
6. Complete the CEU page. Go to the next step
7. Complete the Information requested by AHU. Go to the next step
    a. If you already have an account created with another institution, log in to your account and go to the Main menu.
    b. In the bottom of the page, click on [Click here to affiliate with another institution].
    c. You will then identify AdventHealth University as your participating institution.
8. In the "My Learner Tools for AdventHealth University" box, please click on "Add a Course or Update Learner Groups". Choose the course option and continue. Click 'Next'
    - You will find four types of main courses with its required and supplemental modules. The four main courses are described as "questions". **Question 1, 2, and 3 are required courses** for every type of project submission involving human subject.
    - **Question 1** – Human Subjects Research. You are required to complete **only one** of the following modules:
        - Biomedical Research Investigators
        - Social & Behavioral Research Investigators

- IRB Members

➢ **Question 2 –** Health Information Privacy and Security (HIPS). Click on: Health Information Privacy and Security (HIPS) Course – information for Investigators

➢ **Question 3 –** Responsible Conduct of Research. You are required to complete only one of the following modules:

- Faculty
- Staff
- Students
- IRB members

➢ **Question 4** – Good Clinical Practice: is required only if your study is related to drugs, biological products, medical devices, food supply, cosmetics, and/or products that emit radiation.

➢ **Question 5** - Biosafety/Biosecurity: is required only if your study involves one of the following: human-derived blood, body fluids, tissues, cell-lines, recombinant-DNA, microorganisms (bacteria, archaea, fungi, protozoa, algae, viruses), chemical, potentially infectious materials, radioactive materials, risk assessment, toxins, animal, plant, or biological products from human, animal, and microorganism. Your study will be submitted for the Environmental Health Safety Office review and decision of the necessity of Question 5 Certificate from the investigators.

9. Click the [Submit] button.

10. You will receive a confirmation email from citiprogram-noreply@med.miami.edu which will include the next step in finalizing your registration. Please check your spam folder for this email and if you have any questions or need assistance, contact ahu.research.office@ahu.edu or directly CITI Support at citisupport@med.miami.edu

4.7 Investigators Eligibility and Obligations in Research

Principal Investigator (PI) is the primary individual responsible for the preparation, conduct, and administration of a research project, grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable federal and state laws and regulations and institutional policy governing the conduct of the approved research. Students

at AHU are not eligible for designation as principal investigator. Faculty and staff at AHU are eligible for designation as principal investigator, as well as, external faculty or researcher.

Co-Investigator(s) (Co-Is) are key personnel who have responsibilities similar to that of a PI on research projects. While the PI has ultimate responsibility for the conduct of a research project, the Co-I is also obligated to ensure the project is conducted in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research. Faculty, staff, and staff at AHU are eligible for designation as principal investigator, as well as, external faculty or researcher.

Each PI and Co-PI certifies with every proposal submission that all information provided is true and complete and that the proposal conforms to the University policies and procedures applicable to sponsored activities.

The obligations of all Investigators conducting research at AHU are:

A. Research will not commence until the IRB approval letter is provided as well as all other required approvals, such as SRC and EHS approval, and approvals of departments or divisions that require approval of the use of their resources.
B. Comply with all requirements and determinations of the IRB.
C. Ensure that there are adequate resources to carry out the research safely. This includes, but is not limited to, sufficient investigator time, appropriately qualified research team members, equipment, and space.
D. Ensure that research staff are qualified (e.g., including but not limited to appropriate training, education, expertise, credentials, protocol requirements and, when relevant, privileges) to perform procedures and duties assigned to them during the study.
    1. Investigators and research staff are required to complete CITI training and continuing training at least every five years.
E. Personally conduct or supervise the research.
F. Conduct the research in accordance with the relevant current protocol approved by the IRB.
G. Protect the rights, safety, and welfare of subjects involved in the research.
H. Submit proposed modifications to the RO prior to their implementation.
    1. Do not make modifications to the research without prior IRB review and approval unless necessary to eliminate apparent immediate hazards to subjects.

I. Submit progress report or final report as requested by RO.

J. Do not accept or provide payments to professionals in exchange for referrals of potential subjects ("finder's fees.")

K. Do not accept payments designed to accelerate recruitment that were tied to the rate or timing of enrollment ("bonus payments") without prior IRB approval.

L. Unless the IRB affirmatively approved a protocol to include the following populations, such subjects may not be enrolled:

1. Adults unable to consent
2. Children
3. Neonates of uncertain viability
4. Nonviable neonates
5. Pregnant women
6. Prisoners
7. Individuals unable to speak English

M. When consent, permission, or assent are required by the IRB ensure that they are obtained and documented in accordance with the relevant current protocol as approved by the IRB.

N. Retain research records (including signed consent documents) for the greater of:

1. Seven years after completion of the research;
2. The retention period required by the sponsor;
3. The retention period required by local, state, or international law; or
4. HIPAA requires signed authorizations to be retained for six years from the date signed or the date when it last was in effect, whichever is later.

O. Employ sound study design in accordance with the standards of a discipline and design studies in a manner that minimizes risks to subjects.

P. Update the IRB with any changes to study personnel.

Q. Lead investigators of a multi-site study to ensure there is a plan to manage information that is relevant to the protection of subjects and submit that plan to the IRB.

5. Withdraw of a Research Project

Research Office (RO) has the authority to withdraw a research project submission after 30 days of not receiving information or document required directly by the RO or any other committee involved in the approval process (SRC, IRB, EHS, and EFSC). The investigators have up to 14 days to claim for reconsideration. The RO has 10 working days to review the request and issue a response.

6. Web-Based Research Project Submission Steps

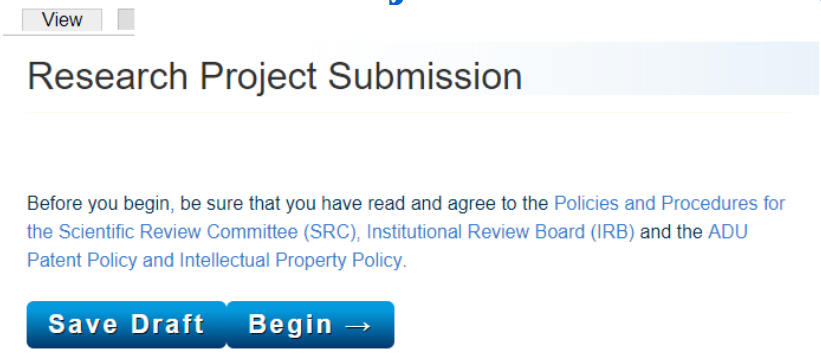
Before starting filling out the form, Research Office advices you to read this Web-Based Research Project Submission Guideline.

You may download the working document of the web-based form to build a draft for your online submission. You may use it to communicate with your supervisor and co-investigators.

To start your Web-Based Research Project Submission, please go to the www.my.ahu.com – Academics – University Research – University Research Submission or directly at the webpage https://my.ahu.edu/academics/university-research/research-project-submissions

At the bottom of the page, click at Begin.

6.1 Research Project Submission Page



You can view and download your previous submission. Click on the green box at View your previous submissions.

Are you submitting an application for a new research project, or are you submitting a grant application for a previous research project submission?

If you are submitting a new research project for AHU research team review, please select:

- New project application
- Grant application for previous project submission.

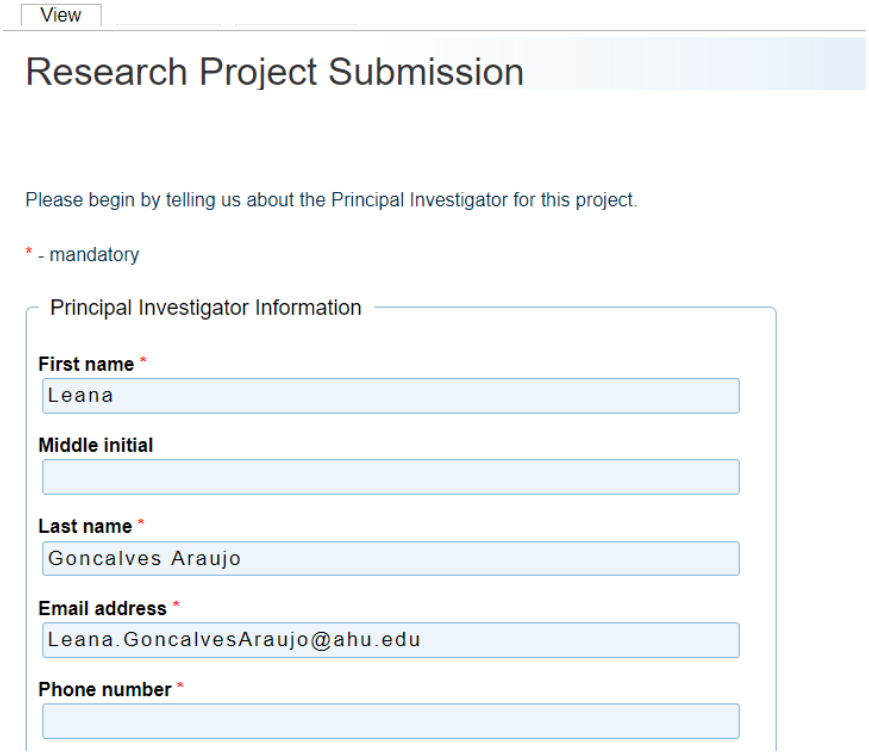
You will be directed to the Principal Investigator page.

If your project has AHU SRC and/or IRB approval and you are submitting only a grant application (Faculty Research Seed Grant or Graduate Research Student Grant), please find the guideline on Pages (22-31)

Be aware that you can go back and forth during the process of completing the form using the arrows. Don't forget to click on "Save Draft" every time that you decide to logoff.

6.2 Principal Investigator Page

Your name and email address will appear automatically. Complete all the mandatory boxes.



Status *
- Student
- Faculty
- Staff

Faculty Status *
- Full-time
- Part-time
- Adjunct
- Affiliated

Faculty Rank *
- Instructor
- Assistant
- Associate
- Professor

Degrees *
List of degrees (Ex: Ph.D., M.D., etc.)

Department *

Will you be working with any Co-Investigators? *
- No
- Yes

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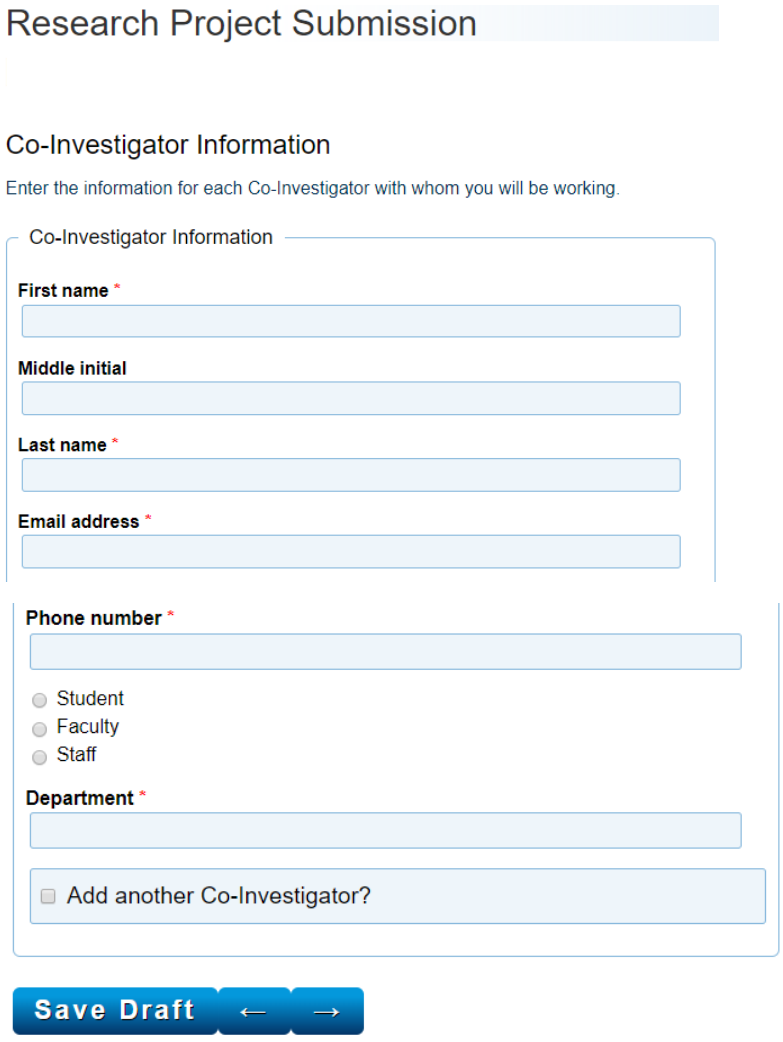
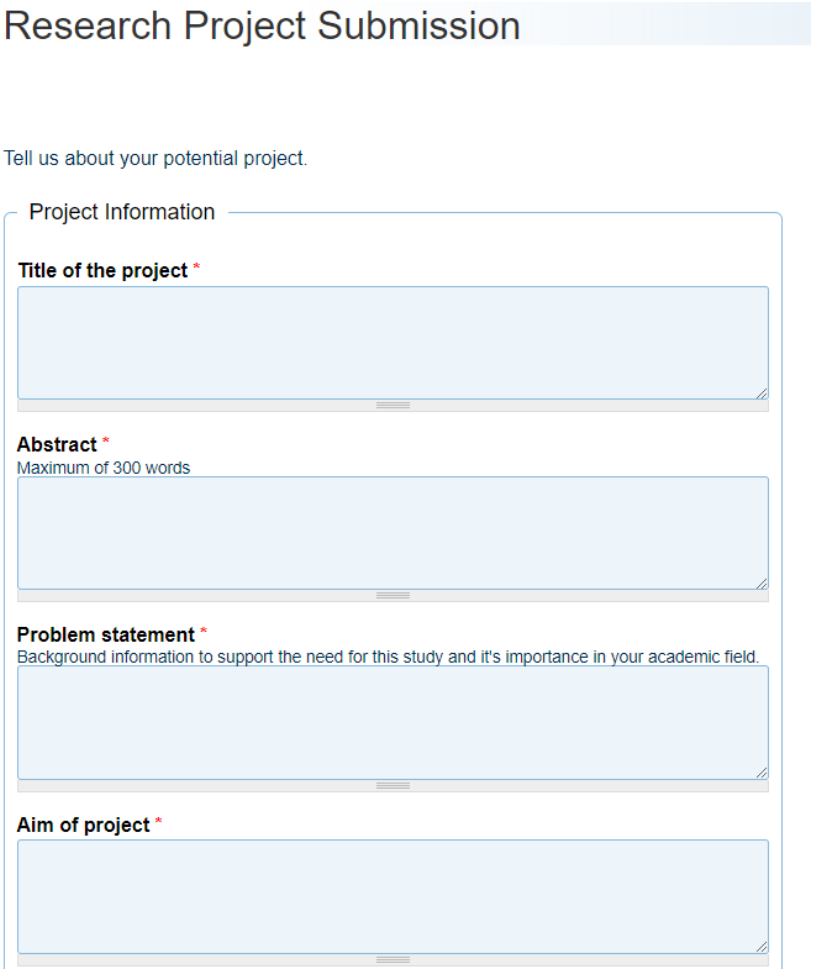
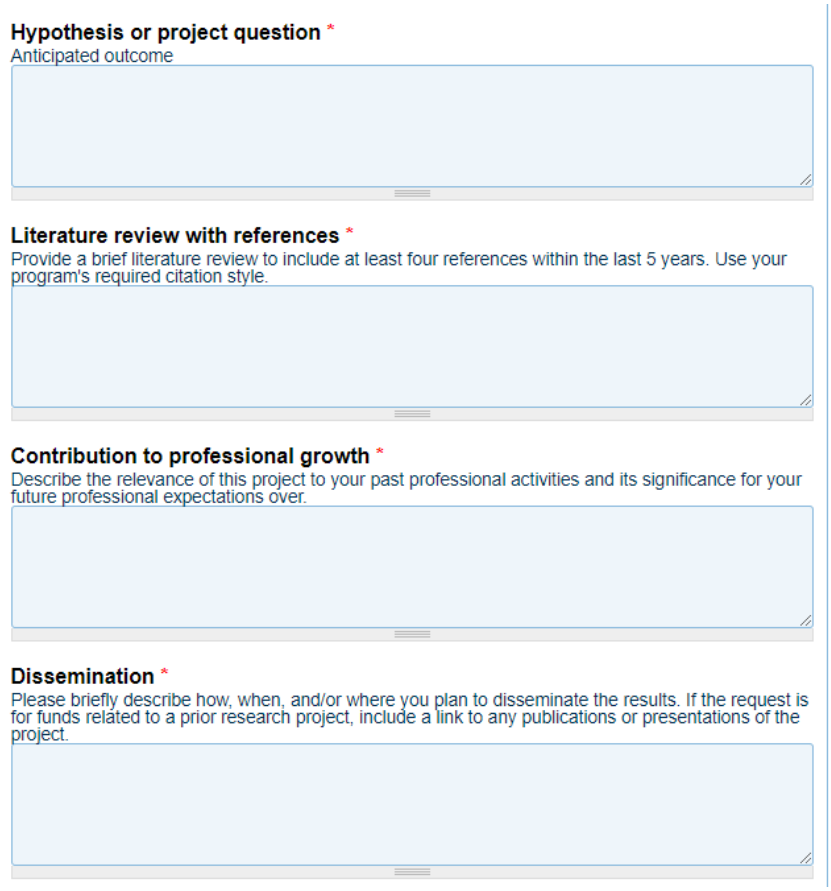
6.3 Co - Investigators Page

You can add as many Co-Investigators as you need.



6.4 Project Information





Hypothesis or project question *
Anticipated outcome

Literature review with references *
Provide a brief literature review to include at least four references within the last 5 years. Use your program's required citation style.

Contribution to professional growth *
Describe the relevance of this project to your past professional activities and its significance for your future professional expectations over.

Dissemination *
Please briefly describe how, when, and/or where you plan to disseminate the results. If the request is for funds related to a prior research project, include a link to any publications or presentations of the project.

You will be asked to select all the options below that apply to your study:

Based on your selections, your project will be indicated whether it will need approval from SRC, IRB, and/or completion of your CITI certification. ***For a project to be considered as research, all seven criteria must be met and selected. A research project will need approval from SRC, IRB, and completion of your CITI certification.***

If you selected less than seven criteria, your project will be considered a Professional Project. However, the criteria for a Professional Project are determined at the discretion of each academic program.

Based on your selections below, you will receive notification as to whether or not your project will need approval from SRC, IRB, and/or completion of your CITI certification. **For a project to be considered as research, all seven criteria must be met and selected.** A research project will need approval from SRC, IRB, and completion of your CITI certification. If you selected less than seven criteria, your project will be considered a professional project. However, the criteria for a professional project are determined at the discretion of each academic program. For more information, download the document Research Project Submission Guideline.

- ☐ There is a problem statement providing the background conditions that propel and justify the project.
- ☐ There is literature review summarizing scholarly articles, books and other sources (dissertations, conferences, etc.) to provide evidence-based context for the project.
- ☐ There is a hypothesis or study question expressing the anticipated outcome or problem to be addressed by the study.
- ☐ There is a description of the methodology or study design describing how the study will be conducted.
- ☐ There will be critical integration and analyses of compiled information or data gathered by using appropriate methodology.
- ☐ There will be a report for results and findings, including their significance if appropriate, to support study conclusions.
- ☐ There will be an implication of findings that will be disseminated so that others may provide feedback, benefit from the results, as well as stimulate further ideas for future studies or projects.

Based on your selections above, your project does not need approval from SRC, IRB, or completion of your CITI certification.

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6.5 Project Design Page

Project Design

Study Site *
Institution, laboratory, or hospital where the data collection takes place. You will need to select the Study Site Contract or Study Site Director Approval Letter at the document page.

Sample Group and Sample Size *
Describe the characteristics and number of subjects. Include inclusion and/or exclusion criteria.

Sampling method *
Describe how you select your subjects.

Research design and methods *
Describe the instrumentation and type of data, and how the study will be conducted. Please indicate whether instrumentation has been validated (include citation).

Data analyses and rationale *
List study variables and describe the specific method(s)/tests for your study data analysis along with their underlying justification.

Limitations of the project *

Does your study involve human subjects? *
Please find the human subjects definition in the IRB P&P at my.adu.edu/academics/university-research/guides-and-forms. Observational or experimental studies. Examples: Survey, face-to-face, correspondence by mail or telephone, or any other type of data collection from humans

- ○ No
- ◉ Yes

Your project needs approval from SRC, IRB, and completion of your CITI certification.

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Does your study involve human subjects? *
Please find the human subjects definition in the IRB P&P at my.adu.edu/academics/university-research/guides-and-forms. Observational or experimental studies. Examples: Survey, face-to-face, correspondence by mail or telephone, or any other type of data collection from humans

- ◉ No
- ○ Yes

Your project needs approval from SRC but not from IRB. CITI certification is not required.

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6.6 Collaborative IRB Training Initiative – CITI PAGE

Research Project Submission

Editorial Access: *Marketing*

All investigators involved in this project must to complete CITI courses identified as "Required" in the CITI website.

For more information, download the Research Project Submission Guideline at my.adu.edu/academics/university-research/guides-and-forms.

Please, answer the questions below to verify other modules that are additional requirements for your study. Those will be shown as "Supplemental" in the CITI website.

Genetic Research

Are you conducting genetic research? *

- ○ No
- ◉ Yes

You must complete the required CITI Certification Module Human Subject Research: Biomedical Research Investigator AND the Supplemental Module: Genetic Research in Human Populations (ID: 6)

Vulnerable Subjects

Does your sample include vulnerable subjects? *
Please find the definition of vulnerable subjects in the IRB P&P at my.adu.edu/academics/university-research/guides-and-forms.

- ○ No
- ◉ Yes

Vulnerable subjects selection *

- ☑ Research involving prisoners
- ☑ Research involving children
- ☑ Research involving pregnant women, human fetuses, and neonates
- ☑ Research involving worker/employees

You must complete the CITI Certification Module Human Subject Research: Biomedical Research Investigator – Supplemental Module: Vulnerable Research Involving Prisoners (ID: 8) OR Social & Behavioral Research Investigators - Optional Module: Research with Prisoners - SBE (ID: 506).

You must complete the CITI Certification Module Human Subject Research: Biomedical Research Investigator - Supplemental Module: Vulnerable Subjects - Research Involving Children (ID: 9) OR Social & Behavioral Research Investigators - Optional Module: Research with Children - SBE (ID: 507).

You must complete the required CITI Certification Module Human Subject Research: Biomedical Research Investigator. Also, you must complete the Supplemental Module: Vulnerable Subjects - Research Involving Pregnant Women, Human Fetuses, and Neonates (ID: 10).

You must complete the CITI Certification Module Human Subject Research: Biomedical Research Investigator - Supplemental Module: Research Involving Worker /Employees (ID: 483) OR Social & Behavioral Research Investigators – Optional Module: Research Involving Worker /Employees (ID: 483).

Is your study related to drugs, biological products, medical devices, food supply, cosmetics, and products that emit radiation? *

- ○ No
- ◉ Yes

You must complete the CITI Certification Module "Human Subject Research: Biomedical Research Investigator - FDA-Regulated Research (ID: 12) and Good Clinical Practice: all 14 courses."

Does your study involve any of the following: *

Human-derived blood, body fluids, tissues, cell-lines, recombinant-DNA, microorganisms (bacteria, archaea, fungi, protozoa, algae, viruses), chemical, potentially infectious materials, radioactive materials, risk assessment, toxins, animal, plant, or biological products from human, animal, and microorganism?

- ○ No
- ◉ Yes

Your project needs approval from **Environmental Health Safety Office. (EHS)**

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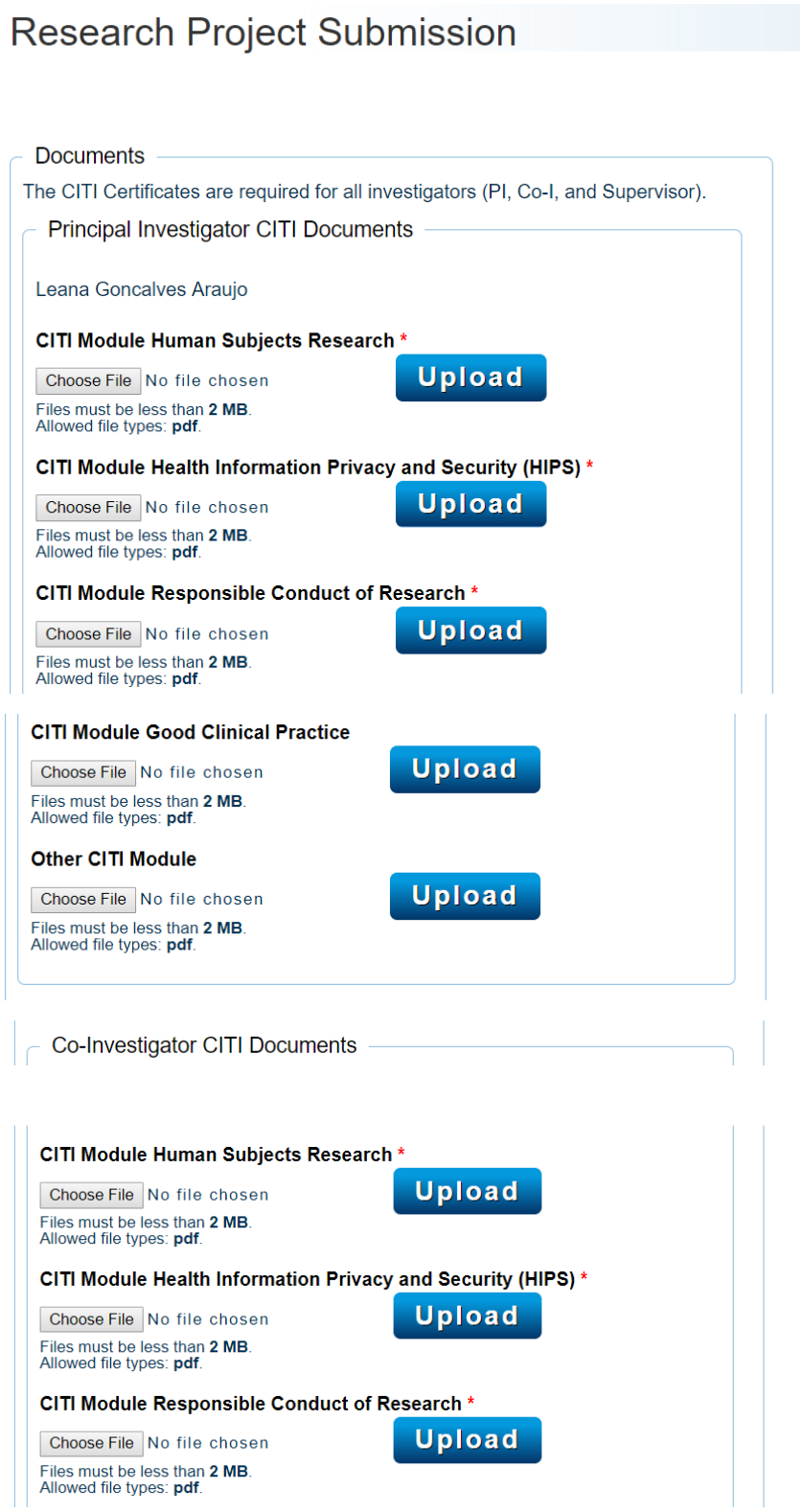
6.7 Documents Page



CITI Module Good Clinical Practice

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Files must be less than **2 MB**.
Allowed file types: **pdf**.

Other CITI Module

Choose File No file chosen — Upload

Files must be less than **2 MB**.
Allowed file types: **pdf**.

Additional Documents

If you need at attach more than one document, combine them into one document or attach them as a single .Zip file

Study Site Approval Letter

Choose File No file chosen — Upload

Files must be less than **2 MB**.
Allowed file types: **pdf**.

When the study is collecting data outside of ADU, for example Cardiology Center of FH, an approval letter is required from the Director of the Center.

When the study collection of data takes place inside of the ADU:

When the study collection of data takes place inside of the ADU:

- If collection or analyses of data is in an ADU Center or Laboratory, an approval letter from the appropriate Director is required.
- If collection of data involves ADU students, faculty, or Staff, whether in one or more classrooms, or one or more departments, an approval letter from the Research Office is required.

Consent Form

Choose File No file chosen — Upload

Files must be less than **2 MB**.
Allowed file types: **pdf doc docx zip**.

Questionnaire(s)/Survey(s)

Choose File No file chosen — Upload

Files must be less than **2 MB**.
Allowed file types: **pdf doc docx zip**.

Other Documents

Choose File No file chosen — Upload

Files must be less than **100 MB**.
Allowed file types: **pdf doc docx zip**.

Zip instructions for Windows users:

1. Move all files into one folder.
2. Right-click and select "Send to."
3. Select "Compressed (zipped) folder."
4. A zipped file will appear in the same area as the original folder.

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6.8 Grant Page

Are you applying for an ADU Research Grant? *

- ○ No
- ◉ Yes

Which type of Grant are you applying for? *

- ◉ Graduate Student Research Grant
- ○ Faculty Research Seed Grant

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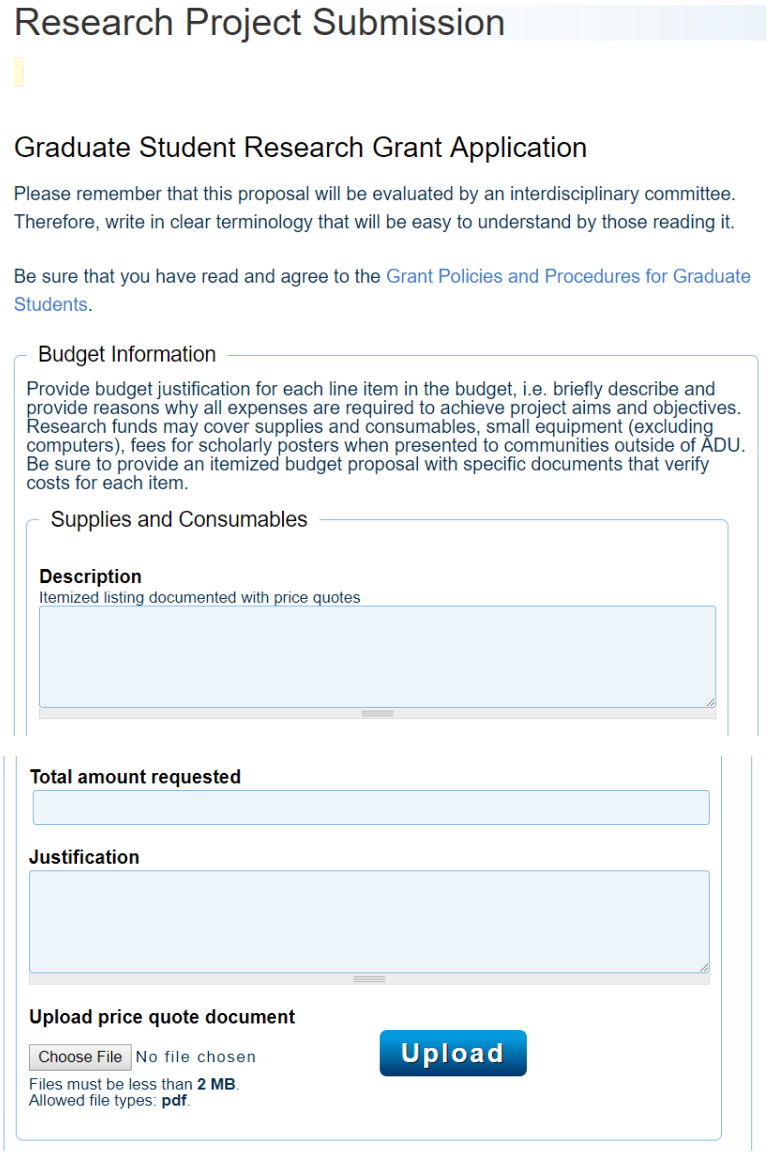
6.9 Graduate Student Research Grant Application



Research Project Submission

Graduate Student Research Grant Application

Please remember that this proposal will be evaluated by an interdisciplinary committee. Therefore, write in clear terminology that will be easy to understand by those reading it.

Be sure that you have read and agree to the Grant Policies and Procedures for Graduate Students.

Budget Information

Provide budget justification for each line item in the budget, i.e. briefly describe and provide reasons why all expenses are required to achieve project aims and objectives. Research funds may cover supplies and consumables, small equipment (excluding computers), fees for scholarly posters when presented to communities outside of ADU. Be sure to provide an itemized budget proposal with specific documents that verify costs for each item.

Supplies and Consumables

Description
Itemized listing documented with price quotes

Total amount requested

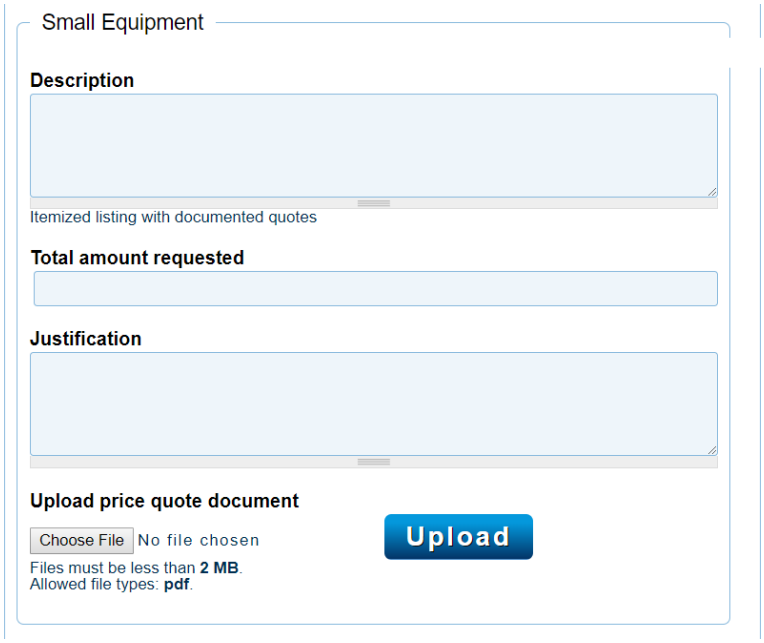
Justification

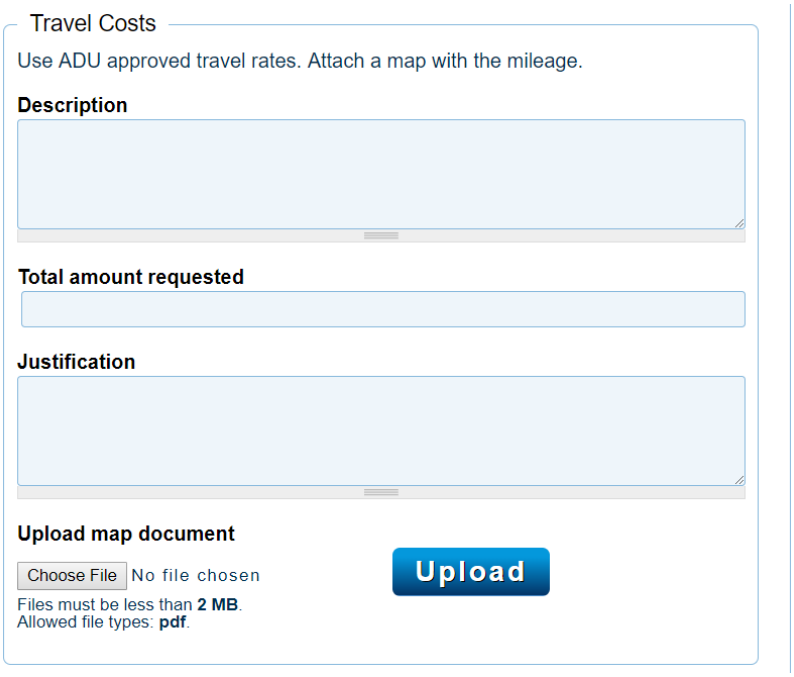
Upload price quote document

Choose File No file chosen

Upload

Files must be less than **2 MB**.
Allowed file types: **pdf**.


Small Equipment
Description
Itemized listing with documented quotes
Total amount requested
Justification
Upload price quote document
Choose File
No file chosen
Upload
Files must be less than 2 MB.
Allowed file types: pdf.


Travel Costs
Use ADU approved travel rates. Attach a map with the mileage.
Description
Total amount requested
Justification
Upload map document
Choose File
No file chosen
Upload
Files must be less than 2 MB.
Allowed file types: pdf.

Other Costs

Please specify.

Description
Itemized listing with documented quotes.

Total amount

Justification

Upload price quote document

Choose File No file chosen Upload

Files must be less than **2 MB**.
Allowed file types: **pdf**.

Total Amount Requested

Affadavit of Responsibility

I certify that the information given above is true and accurate, to the best of my knowledge. If research funds are granted to me, I agree to use such funds only for the purpose stated above, to submit a report to the Grants Management Committee at the completion of the project, and to keep my total expenditures within the amount granted. I further agree that any expenditure over the amount of my grant may be denied reimbursement and I will be personally responsible for such expenditure. I also agree that if awarded, no funds will be available without documented SRC and IRB (if applicable) approval. I am also aware that the University has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the University has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.

☐ I understand and agree

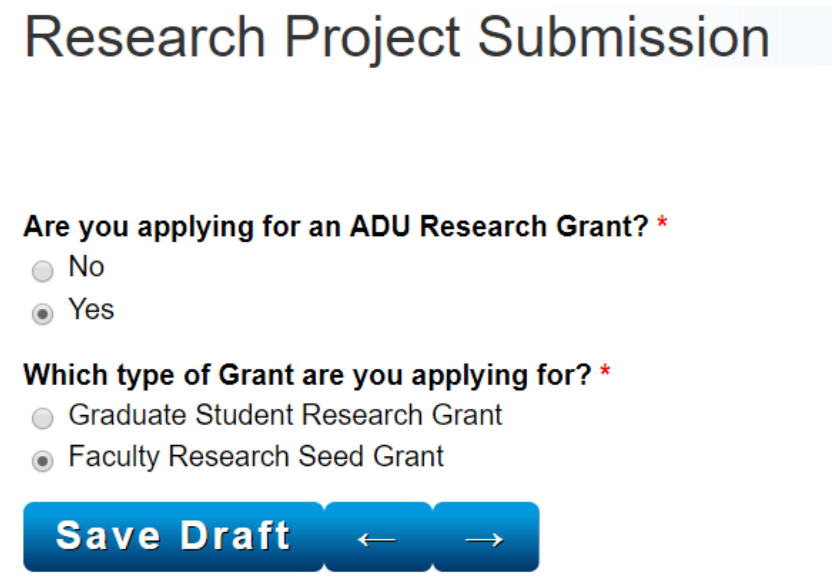
Department Supervising Faculty Commitment

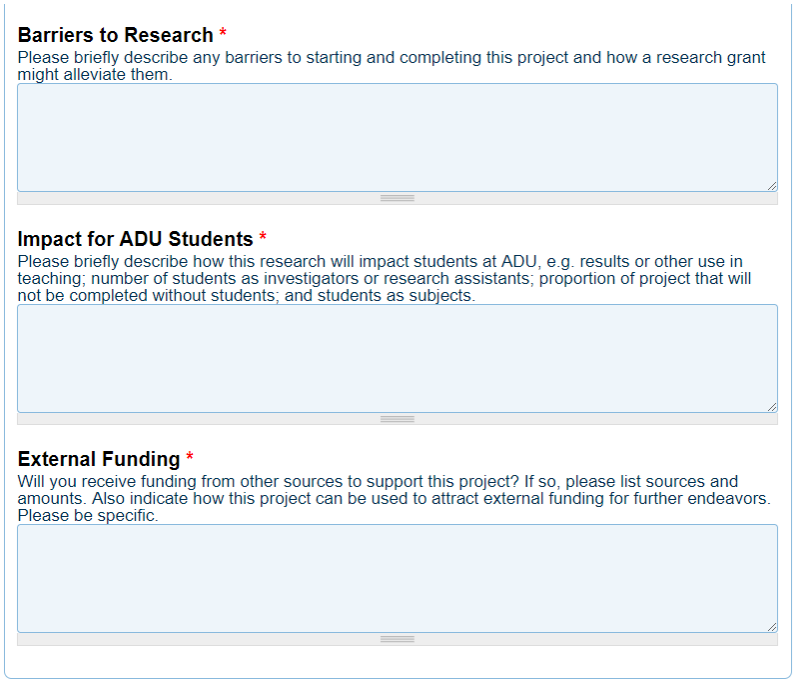
The Supervising Faculty Member identified earlier will receive a copy of your application to confirm approval of the project and verify sufficient departmental resources.

Supervising Faculty Member:
Email address:

Save Draft ← Review application

6.10 Faculty Research Seed Grant Page





Budget Information

Provide budget justification for each line item in the budget. Research Seed Grant funds do not cover faculty salaries, travel to conventions or conferences, or the development of new curriculum or enhancement of course materials. Funds for these items are to be obtained through departmental and university budget allocations.

Labor

Use ADU Human Resources approved rate.

Student labor

Hours

Rate

Total amount requested

Justification

Non-student labor

Hours

Rate

Total amount requested

Justification

Research assistant

Research Assistant (RA) funds are not to be used for clerical help. They are to fund actual research done by students. Use ADU HR approved rates.

Hours

Rate

Total amount requested

Justification

Research Travel

Auto Miles

Auto Miles (Use ADU approved travel rates-refer to ADU Expense Report).

Miles

Rate

Total amount requested

Justification

Commercial Carrier

Type

Total amount requested

Justification

Lodging

Number of days

Rate

Total amount requested

Justification

Meals

Number of Days

Per Diem

Total amount requested

Justification

Consumables & Supplies

Itemized listing with documented quotes. Include shipping estimates

Description

Total amount requested

Justification

Upload price quote document

Choose File No file chosen

Upload

Files must be less than **2 MB**.
Allowed file types: **pdf**.

Other expenses

Itemized listing documented with price quotes.

Description

Total amount requested

Upload price quote document

Choose File No file chosen

Upload

Files must be less than **2 MB**.
Allowed file types: **pdf**.

Justification

Total Amount Requested

The maximum total amount of this request should not exceed $3,000 per principal investigator, or $6,000 total for an application.

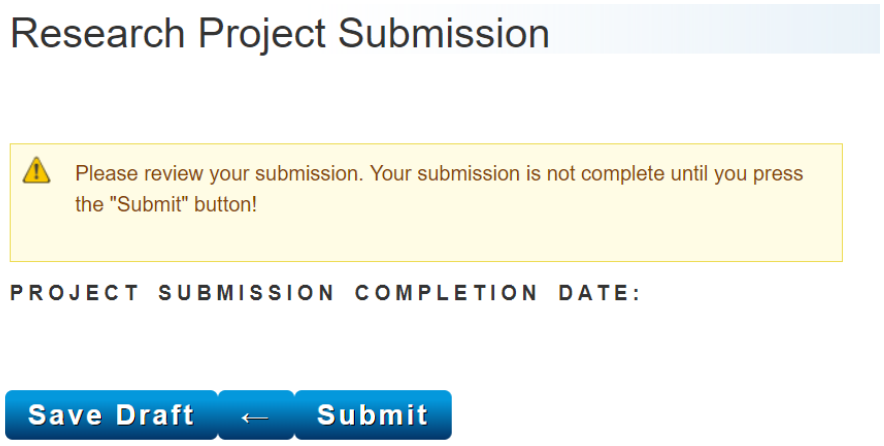
Affidavit of Responsibility

I certify that the information given in my application is true and accurate, to the best of my knowledge. If research funds are granted to me, I agree to use such funds only for the purpose stated, to submit a report at the end of the fiscal year to the External Funding Steering Committee (EFSC), and to keep my total expenditures within the amount granted. I further agree that any expenditure over the amount of my grant may be denied reimbursement. If approved, any over expenditure may be charged to my next grant (if awarded for the year following the over expenditure) or to my personal account.

I also acknowledge my awareness that the university has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the university has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.

☐ I acknowledge and agree

6.11 Review Submission Page



7. Research Office Contact

For SRC, IRB, Grant submissions, CITI Certification, or any other research questions, please contact the Research Office:

Leana Araujo, Ph.D.

Phone: 407-609-1388

Email: *AHU.Research.Office@ahu.edu*