

**COLLEGE OF EDUCATION AND PROFESSIONAL STUDIES**  
**Telefund Grant Application**  
**For Student Research or Creative Activity**  
**2007-2008**

Please refer to the Telefund Student Research Grant Application Guidelines before completing this request for funding.

Grant Application Checklist and Format

1. One electric and one hard copy grant application must be submitted no later than **4:00pm, Monday, January 22, 2007.**
2. The grant application must not exceed three **(3) double-space pages, 12 pt text size.**
3. **The grant application must include a signature and statement of support from the faculty member sponsoring the student research. This letter of support will include a statement from the faculty sponsor agreeing to monitor spending and to approve the proposed budget.**
4. **The grant application must also include the signature of the Department Chair.**
5. The grant application must **include references/citations** embedded in the text and an attached reference list. The reference list does not count toward the three page maximum.
6. Where applicable, a **copy of the survey instrument/questionnaire** must be attached. Instrument/questionnaire does not count toward the three pages maximum.
7. If proposal is accepted the Institutional Research Board Application must be completed. Funding will be awarded upon receipt of IRB approval to the CEPS Grants Office.

**Failure to meet these guidelines will result in the grant application being denied without committee review.**

Submit one hard copy and one copy as an e-mail attachment to: Joy L. Russell, Chair,  
CEPS Research/Grant Committee,  
Department of Special Education and at [jl Russell@eiu.edu](mailto:jl Russell@eiu.edu)

**NARRATIVE OF RESEARCH/CREATIVE ACTIVITY TO INCLUDE THE  
FOLLOWING INFORMATION:**

Include the following information:

**APPLICANT NAME**  
**FACULTY MEMBER SPONSOR NAME/STATEMENT OF SUPPORT**  
**UNIVERSITY DEPARTMENT**  
**DATE OF APPLICATION**  
**PROJECT TITLE**

1. Explain the **purpose** of the proposed research/creative activity. State the hypothesis you plan to test or the question you hope to answer.  
RESEARCH: State the research question(s) or hypothesis.  
CREATIVE ACTIVITY: State the research objective/purpose of the creative activity.
2. **Theoretical basis** or background of proposed research, or historical background of creative activity.  
RESEARCH: Summarize related research literature reviewed.  
CREATIVE ACTIVITY: Identify the anticipated benefits or expected results.
3. Research method or creative **design** process.  
RESEARCH: Research design/method, including instrument development, population/sample, data collection, and data analysis.  
CREATIVE ACTIVITY: Creative activity development and/or process.
4. Outline the **time frame** for completion within the limits of February 1, 2007 and Feb. 29, 2008.
5. What do you believe will be the major **benefits** of this research/creative activity project?
6. How will the completion of this project be **demonstrated** to CEPS colleagues and other colleagues? (e.g., presentations, manuscripts, and video tapes).
7. List **budget** details for each line item, itemize total, and explain the major expenditures planned for each of the line items (commodities, contractual services, etc.) of your proposed budget. If there are other funding sources, state source and amount. All budget items must be purchased in compliance with State of Illinois guidelines.

- a. Contractual Services (duplication, postage, telephone, computer, consultant, equipment rental\*).
- b. Commodities (office supplies, paper, lab material, instructional materials\*)
- c. Travel (may include expenses directly related to conducting the research or creative activity)
- d. Equipment\*\*
- e. All equipment purchased is property of the CEPS Department which is housing the student research

\* Must be as detailed as possible indicating number and projected expenses (i.e., 200 envelopes with surveys mailed @ .48 per mailing)

\*\* All equipment purchased is the property of CEPS. The Research/Grant Committee should be provided complete information for all equipment purchased.

- 8. In some cases only partial funding may be available. Please indicate your willingness to continue the research should this occur.