

**THE NORMAN CAMPUS RESEARCH COUNCIL JUNIOR FACULTY FELLOWSHIP (JFF) PROGRAM  
Application Cover Sheet**

**PROJECT INFORMATION**

Applicant Name: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
 Title and Department: \_\_\_\_\_ EMPL ID: \_\_\_\_\_  
 TT Start Date (Month/Year): \_\_\_\_\_ Email: \_\_\_\_\_  
 Project Title: \_\_\_\_\_  
 Department financial administrator: \_\_\_\_\_

**RESEARCH AREA** *indicate all that apply*

- Physical Sciences     - Social Sciences     - Life Sciences     - Education     - Fine Arts  
 - Engineering     - Humanities     - Business     - Other (specify): \_\_\_\_\_

**FUNDS REQUESTED BY CATEGORY (Request cannot exceed \$7,000)**

ITEM	AMOUNT	ITEM	AMOUNT
Summer Stipend	\$ _____	Materials/Supplies/Services	\$ _____
Other Personnel (salary & fringe benefits)	\$ _____	Research Travel	\$ _____
Laboratory Equipment	\$ _____	Other: Specify	\$ _____
Computer Equipment	\$ _____		

**TOTAL BUDGET REQUEST: \$** \_\_\_\_\_

Is this project currently being considered for funding by another source?     Yes     No  
 Research Council Faculty Investment Program (FIP)  
 Arts and Sciences Junior Faculty Fellowship Program  
 Another internal funding source (specify): \_\_\_\_\_  
 External agency (specify): \_\_\_\_\_

**SPECIAL CONSIDERATIONS**

If the project involves any item(s) listed below, please check the appropriate box(es). Formal written approval from the appropriate organization (e.g., IRB, IACUC, Export Controls Office, Biosafety Committee) must be provided to the Office of the Vice President for Research prior to the receipt of Research Council funds.

HUMAN SUBJECTS     LABORATORY ANIMALS     EXPORT CONTROLS\*     TOXINS  
 RADIOISOTOPES     BIOHAZARDS     RECOMBINANT DNA     OTHER (list below)

Other Special Considerations: \_\_\_\_\_

\*International travel requires the completion of the Export Controls Decision Wizard <http://www.ou.edu/exportcontrols.html>

## PROPOSAL CHECKLIST

- Application Cover Sheet
- Abstract (no more than 250 words)
- Project Description (5 page limit)
- Career Impact Statement (1 page limit)
- References (no page limit)
- Use of Research Council Funds (1 page limit) – only required if applicant has received a JFF or FIP in the past
- Budget and Justification (2 page limit)
- Current CV (no page limit)
- Letter of Endorsement from Department Chair/School Director
- Description of plans for review from IRB, IACUC, etc., if appropriate  
Teaching Release Form (if applicable)

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*Proposals are to be submitted as a single PDF document using the online submission form ([https://ousurvey.qualtrics.com/jfe/form/SV\\_erDT4So16kuSMRv](https://ousurvey.qualtrics.com/jfe/form/SV_erDT4So16kuSMRv)) no later than **Monday, January 6, 2025 by 5:00 pm**. This cover sheet may be scanned after receiving the signatures below. **SUBMISSION VIA EMAIL WILL NOT BE ACCEPTED.***

## SIGNATURES

Your signatures formally indicate your consent for the proposal to be reviewed by members of the Research Council as well as possibly by other non-Council OU faculty (in a discipline generally related to your own), all of whom agree to hold in strict confidence the contents of the proposal and any recommendations made upon it.

Also, by submitting this proposal as the applicant, you agree, **if funded**, to review no more than three Research Council proposals (**if needed**) in a two-year period that begins when your proposal is approved.

This is a reimbursement program. If funded, the OVPR commits to reimbursing the Department for expenditures up to the award amount. The reimbursement will be made after the completion and approval of the Final Report. The Final Report must be completed within the time frame outlined in the award letter.

SIGNATURE OF APPLICANT: \_\_\_\_\_

SIGNATURE OF DEPARTMENT CHAIR(S)/DIRECTOR(S): \_\_\_\_\_

SIGNATURE OF DEAN(S)/ASSOCIATE DEAN(S): \_\_\_\_\_