

**REMINDER:**  
**ATTENTION FACULTY**  
Spring 2018

The Faculty Grants Committee is now soliciting proposals in the following categories:

- Research
- Publication
- Travel to Present (Single and Group Proposals)
- Special Academic Activities
- Overseas Travel to Present and Overseas Special Academic Activities

**Spring Cycle: Jan. 1 –May 31, 2018**  
**Submission Deadline: March 1, 2018**

**Applications**

- Application forms and instructions are available on the Faculty Grants website:  
<http://www.millersville.edu/facgrant/>
- **All application materials for each proposal must be submitted in a single PDF file by email to [faculty.grants@millersville.edu](mailto:faculty.grants@millersville.edu) by 5:00 pm, Thursday, March 1, 2018.**  
--An acknowledgement email will be sent to you upon receipt of your application.
- **Requests for extensions will not be honored and late applications will not be accepted.**

**Important Information**

- Past grant recipients have one year from the date they received their grant to submit final reports. Travel-to-Present and Special Academic Activities grant recipients do not have to file a final report.
- It is permissible to apply one cycle in advance for activities (e.g., apply in the Spring for a Summer cycle activity). It is not permissible, however, to apply retroactively (e.g., you may not apply in the Spring to fund activities that took place in the Fall cycle).
- Research grants that involve the use of human subjects must include a copy of the “Human Subjects Review Protocol Form” or a copy of a “Request for IRB Protocol Number for Pending Research Form” with the grant application. These forms are located on the Institutional Review Board website: <http://www.millersville.edu/spra/irb/index.php>
- Released-Time applications are only accepted in the fall semester.
- Faculty are encouraged to submit research proposals that support our strategy to “lead in the development and adoption of experiential and innovative strategies that enhance student learning.”

**Contact**

If you have any questions, please contact the committee chair:

**Sarah Brooks**

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**Email:** [faculty.grants@millersville.edu](mailto:faculty.grants@millersville.edu)