

Faculty Request to Support Graduate Student Research Proposal or Thesis

Faculty members can apply for professional development funds from the Dean's office for completing research projects that will enhance their scholarship agenda. **NOTE: Funding is contingent upon report submission from prior fiscal year**

Section 1: FACULTY INFORMATION

Name:	Home Department/School:
Dept. Chair/Director:	Office Manager:
Project Name:	
Project Start Date:	Project End Date

Section 2: RESEARCH PROPOSAL DETAILS

a) What is the research focus and how does it relate to the WCHHS/departmental/faculty strategic goals?

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b) How does supporting this student project contribute to your current research trajectory?

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Section 3: OPERATING EXPENSES

- Be sure to follow DOAS/BOR/KSU policies and procedures regarding the use of state funds for purchases.
- Prior approval from the appropriate University department(s) is required BEFORE PROJECT FORM SUBMITTAL (ie, incentives for participants, technology & software, etc.) Please visit our Wellstar Financial Resources webpage for more information; <http://wellstarcollege.kennesaw.edu/about/financial-resources.php>
- Office Manager(s) for your home dept. must be notified prior to all purchases being made so they can assist with securing any necessary approvals as well as monitor the spending and availability of funds.
- **Expenses exceeding the approved funds will be charged to the home department budget.**

OPERATING EXPENSE:	ESTIMATED COST:	DETAILS OF PURCHASE:
Lab Supplies	\$	
Software*	\$	
Printing	\$	
Incentives (please specify)*	\$	
TOTAL	\$	

Section 4: PAYROLL EXPENSES – GRA, Graduate Assistant, and/or Student Assistant

Guidelines for payroll (research) expenses:

- **Expenses exceeding the approved funds will be charged to the home department budget.**
- Completed/signed payroll forms must be provided to the Bus. Mgr. well in advance!
- Last day of work for students for Spring Semester 2023:
 Student Assistants/Grad. Assistants (Bi-weekly) May
 GRAs (Monthly): May

SPRING SEMESTER 2023:	COST:	PAYROLL DETAILS (REQUIRED):
GRA	\$	
Student Assistant/Grad Assist.	\$	

Section 5: Memorandum of Understanding

- Funds are available for the current fiscal year only.
- Expenses should be submitted in a timely fashion (**all expenses by April 15th** or as they are incurred).
- University year-end deadlines will ALWAYS apply. Please be sure to check with your Office Manager for fiscal year-end dates.
- All expenses are subject to compliance with all purchasing policies and procedures of Kennesaw State University, the Board of Regents of the University System of Georgia, and Dept. of Administrative Services (DOAS).
- **Any overages for submitted expenses will be charged to the faculty member's home department.**
- Once the project is awarded from the Dean's office, a final report on the project will be due to the Dean's office by June 30 Completion of the report is MANDATORY.
- The Office Manager for the home department shall be notified in a timely manner of all potential purchases, and other items in relation to this project.
- The Senior Business Operations Manager should be notified in writing of any changes in the budget items submitted. Failure to do so could result in loss of funds (ex, using requested operating funds for payroll).

This MOU shall become effective upon signature by all parties listed below:

Faculty Name:	Signature:	Date:
Office Manager Name:	Signature:	Date:
APPROVAL SIGNATURES (each signature below indicates endorsement of proposal/research.)		
Dept. Chair:	Signature:	Date:
WCHHS Dean: Dr. Monica Swahn	Signature:	Date:
Senior Business Operations Manager: Karen Vickers	Signature:	Date:

Approval signatures (Each signature indicates endorsement of proposal/research.)

**Please submit all completed forms via email to
Interim Senior Associate Dean, Dr. Laurie L. Tis
ltis@kennesaw.edu**