

## Responsible Conduct of Research Enhancement Program Application Instructions

PLEASE READ THESE APPLICATION INSTRUCTIONS CAREFULLY BEFORE YOU BEGIN.

Enclosed is an application form for a Responsible Conduct of Research Enhancement Program (RCREP) Support. The primary purpose of the RCREP is to provide resource support funds for projects and activities that seek to promote and enhance the responsible conduct of research at the University of Louisville. RCREP funds may be used to cover the costs of travel to a meeting where research ethics is a major component, to support classroom based activities that promote RCR, to provide an honorarium for a visiting speaker whose topic enhances or promotes RCR, to provide prize money for an ethics related competition, or other types of events and activities at the department, unit or university level that bring a greater awareness to the responsible conduct of research. Maximum support levels exist in three categories: department (\$400), unit (\$700) and university-wide (\$1,000) are possible.

Applicants must be full-time faculty or staff members at the University of Louisville. All applications should be carefully prepared and neatly typed. On page 1 provide the information requested and describe the event or activity in lay language. Page 2 : please outline your budget following the format shown. Be specific in describing the expenses for which you are seeking support. Budgeted expenses must be explained and justified in the text. Signatures of the Applicant are **required** on this page.

### ADDITIONAL INFORMATION

- a) **At the end of the event/activity, awardees must provide written summary that the event/activity has been completed and an evaluation of the objectives.** This progress report is required and will also be evaluated at any subsequent RCREP applications.
- b) **Be clear and succinct, but fully informative,** in your description of your event / activity. Vague, unclear, or obscurely written applications greatly reduced chance of funding. The application should be proofed for inconsistencies, typos, and spelling.
- c) **Follow the directions.** Applications that indicate perfunctory effort in preparation, that are sloppily filled out, and that ignore directions or fail to provide sufficient and needed information are severely downgraded by the review committee in the competition for limited funds.
- d) **Observe funding limits.** Applications that ask for more funds than the established ceilings for the various support categories are automatically eliminated from competition.

**The deadline for applications is a rolling deadline. Applications will be accepted until the available funds are exhausted. Applications must be submitted no less than 8 weeks before the date of the event / activity. This will allow ample review time and coordination of event publication, if necessary.** For the Fall and Spring semesters, a total of \$4000 will be available for each semester. Any funds not awarded during the semester will be carried over to the available pool for following semesters. Applicants must submit **four** (4) copies of the **complete** application. All copies must be submitted to the Research Integrity Program, Jouett Hall, University of Louisville, Louisville, KY, 40292.

Support recipients will be required to submit a final report which includes an accounting of funds, a summary of the sponsored event and explanation of how the responsible conduct of research at the University of Louisville was enhanced by the activity. Support funds will be transferred through acceptable University means (i.e. IUT, request for reimbursement, etc.)

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**Responsible Conduct of Research Enhancement Program**  
 Responsible Conduct of Research Enhancement Program Support  
 Application Form

Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Home Department: \_\_\_\_\_ Telephone: \_\_\_\_\_

Collaborator(s): \_\_\_\_\_ Department: \_\_\_\_\_

Project Title: \_\_\_\_\_

Lay Language Description of Project (Do not exceed this page. Be sure to include explanation of how this event / activity will enhance the responsible conduct of research at the University of Louisville.):

Objectives of Event / Activity

Should event be considered for training credit?  Yes  No

If so, please indicate which category(ies) so that approval and publication can be coordinated.

Human Subjects       Responsible Conduct of Research       Other: \_\_\_\_\_

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**Responsible Conduct of Research Enhancement Program**  
Responsible Conduct of Research Enhancement Program Grant  
Application Form

Applicant's Name \_\_\_\_\_ Department \_\_\_\_\_

Event will occur: \_\_\_\_\_

Category of funding requested (select one):

Department (\$400)

Unit (\$700)

University- Wide (\$1000)

Explanation and justification of costs. :

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Applicant's Signature/Date\*

\*By signing above, the applicant agrees to abide by the requirements and stipulations of the Responsible Conduct of Research Enhancement Program.

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