**Research Grant Application**

AFT New Jersey

629 Amboy Avenue

Suite 301

Edison, NJ 08837

**Important Note:**

Until an AFTNJ full-time researcher is hired, research grants will be made available to all locals/chapters. The maximum dollar amount per local will not exceed $8,000. Locals/Chapters who wish to apply for a research grant should submit the completed Research Grant Application in conformity with the following guidelines to the AFTNJ President and the respective Divisional Executive Vice President. The President will forward all grants for review to the Research Grant Committee.

1. **Application Format**
2. Cover Sheet (one page)

President: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Local/Chapter (name and number): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Descriptive Title (not more than 10 words): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Amount Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, [name] , understand that in accepting a Research Grant, if awarded, I agree to report on the outcomes of the grant to the AFTNJ President within one month from completion of the research.

Local President’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Research Grant Proposal shall not exceed three 8.5 x 11 inch pages, single spaced, 12-point font.

The Research Grant Proposal is read and evaluated by the Research Grant Committee composed of members from each of the constituencies in AFTNJ. The proposal should, therefore, be written so that the committee can understand the context and significance of the work proposed and compare the merits of this proposal to others submitted. No other supporting materials will be considered beyond those explicitly mentioned here. Proposals should contain the following descriptive elements:

* Narrative description of the project including the methodology or process involved in the project, and/or its timeliness, if applicable.
* Proposed work plan and time line demonstrating the feasibility of the project.
* Expected outcomes of the project and significance of the outcomes to the local/chapter, the division, and/or AFTNJ
1. **Review Criteria**

Applicants should be aware of the importance of organization and clarity of expression in communicating the proposal to the committee. Further, the completeness of an application with respect to the elements of the application listed above is essential to enable the Research Grant Committee to exercise individually and collectively their judgement about the relative merits of proposed projects.

1. **Research Grant Report**

The Research Grant Report shall consist of a one to two (1-2) page narrative of outcomes of the project submitted to the AFTNJ President within one month of the completion of the research.

**Disbursement Authorization – For Internal Use Only**

Divisional Vice President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee Chair \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fund Disbursement: Check Number \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_ Amount \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Treasurer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_