

Procedure for RGC Application Submission

Requirements:

The Research Grants Committee (RGC) application consists of four different sections:

1. Personal Data
2. Area of Application: Area A, Area B, or Area C
3. List of selected publications and/or exhibits: books, articles, abstracts, papers presented, and reviews (Not to exceed 1 page)
4. A concise project narrative including statement of the proposed project in non-technical terms to insure better understanding by the committee members unfamiliar with the field.
5. Budget

To fill out your RGC application, open up Internet Explorer and go to http://osp.ua.edu/rac_grants.html, where you will see a link called Application Form. Click on Application Form and you can begin filling out your RGC form.

Instructions for Submitting:

Make sure that sections one through four listed above are completely filled out. Once that is complete, click on the "Next" button to proceed to the budget form. Please fill out the budget and then click the "submit" button. Clicking "submit" will send your application to the appropriate committee for review.

After you click on "submit", you will be taken to a Thank You page. This will ensure your submission to the appropriate committee. At this time, you will also need to notify your department head, letting them know of your submission.

If you have any problems with any step of the RGC application process, please contact Lauren Wilson (ext. 7812, lawilson@fa.ua.edu) or Blake Eno (ext. 8881, blake.eno@fa.ua.edu).