

## **AWI Research Funds Support Guidelines**

The Alabama Water Institute (AWI) is committed to supporting its affiliated faculty in their research activities. Below are the criteria and instructions for requesting funds. **Requests are not guaranteed to be funded, therefore do not make purchases related to the request before receiving funding notification. All state and UA purchasing guidelines and policies will have to be followed.**

### **Equipment Support**

Each AWI affiliated member can submit an application for support for equipment purchases. The application needs to be submitted through our online application portal (see link below), and the **deadlines are April 1 and November 1** each year. The application needs to include the following information: Name and department of the member requesting support, contact information, name of the equipment, vendor information, purchase price, cost-share support (if applicable) and intended use. If you have a quote available from the vendor, please upload it to the application portal as well. In addition, it is required to write a short justification how this equipment benefits The University of Alabama and the Alabama Water Institute. Additionally, you need to list the building and room number where this equipment will be housed and if any additional faculty/staff members will have access to it.

### **Publications Support**

Each AWI affiliated member can submit an application for support with publishing fees. The application needs to be submitted through our online application portal (see link below). The application needs to include the following information: Name of the member, department, contact information, co-authors and their departments, AWI affiliation status, title of the article, name of journal/magazine, impact factor of the journal, acceptance status and requested dollar amount. In addition, a short justification on how this publication benefits The University of Alabama and the Alabama Water Institute is required. AWI will only commit financial support if the paper has been accepted by the publisher (“under review” or “pending review” is not accepted). Additionally, if AWI approves your funding request, you will need to acknowledge the Alabama Water Institute in the article. A short statement will be provided to you by the AWI staff for publication.

## **Travel Support**

Each AWI affiliated member can submit an application for travel support. The application needs to be submitted through our online application portal (see link below). The application needs to include the following information: Name and department of the member requesting support, contact information, affiliation status, name of the event/conference, destination, travel dates, expected costs (including registration, flight/mileage, hotel, per diem, cab/taxi fees, parking fees and other travel-related expenses. In addition, a short justification on how this travel benefits The University of Alabama and the Alabama Water Institute is required.

## **Application Portal**

The online application can be accessed through Qualtrics. Please follow the link below to submit your application. Once you submit your application, you will receive a confirmation email with a copy of your application for your files. If you have any questions or concerns, please contact an AWI team member.

Click here: **[Funding Application](#)**

(Link: [https://universityofalabama.az1.qualtrics.com/jfe/form/SV\\_0AnTmxhjnTx40Xr](https://universityofalabama.az1.qualtrics.com/jfe/form/SV_0AnTmxhjnTx40Xr))

## **Contact Information:**

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