

FACULTY RESEARCH GRANT PROPOSALS

Fall 2009

Deadline for Submission is SEPTEMBER 28, 2009

NOTE THAT FALL 2009 WILL BE THE ONLY FACULTY RESEARCH GRANT SUBMISSION PERIOD. THERE WILL NOT BE A SECOND ROUND OF PROPOSAL SUBMISSIONS IN THE SPRING 2010 SEMESTER.

OBJECTIVE: The aims of the Missouri State University faculty grant program is to enhance research and creative activities and contributions to knowledge and appreciation. Faculty Research Grants will be awarded to support new research, creative or scholarly activities or for high quality projects not likely to receive external funding.

ELIGIBILITY and SCOPE: Only ranked faculty members (i.e., Assistant Professor, Associate Professor, Professor, Distinguished Professor) are eligible for awards. Faculty members will not be funded for more than one project per academic year. A minimum of one year is required between completion of projects (defined as closing out the grant budget and submitting a final report) previously supported by Faculty Research grants and the application date for new submissions. For example, if a faculty research grant budget was closed out and a final report submitted on August 25, 2008, a new Faculty Research grant application could not be submitted until after August 25, 2009. If you have previously received a Faculty Research grant and have questions about your eligibility to submit a new grant application, please contact Christy in the Graduate College. This restriction applies to all authors of a multiple-authored proposal. Please note that the same project can not be funded by another internal grant source (i.e., Curriculum Development Grant). In addition, a faculty member can not submit an application for a Faculty Research Grant and a Summer Faculty Fellowship during the same academic year. Faculty accepting awards should be returning to the University the following year, and if there is a termination of future employment, this will truncate expenditures from a grant in progress.

Grant requests should not exceed \$7,500. Faculty grant proposals may request funding for personnel, supplies, equipment, travel, supplies, services, and various other costs (see details pp. 5). Personnel can include student help, graduate assistants, and services not found at Missouri State University. However, faculty supplemental pay is not provided in Faculty Research grants. Also, travel to meetings for presentations of research results and publication costs will not be funded. The rationale for all budget requests must be provided and supported by appropriate justification.

Policies. Projects/investigators funded under these programs are subject to the Missouri State University policies/guidelines for integrity in research, financial interest disclosure, human subjects review, animal care and use procedures, biosafety, export control, intellectual property, and use of space. (See <http://www.srp.missouristate.edu>). Expenditures will not be allowed until proper approval is obtained.

FORMAT: Specific instructions for preparing proposals for consideration for Faculty Research Grants are attached. Proposals (excluding vitae, cover page, and budget pages) **should not exceed 6 single-spaced, typed pages (12 point font, 1 inch margin), including references.** The vitae should be limited to no more than 5 pages (12 point font, 1 inch margin) with emphasis on recent activity that support the proposal.

COPIES AND DEADLINES: It is the responsibility of the applicant to deliver **an original and 8 copies** of the proposal to the Graduate College (CAR 306) by 5:00 p.m. on the day of the deadline for distribution to the Faculty Grants Committee. **Proposals failing to comply with the attached guidelines will not be considered by the committee.** The deadline for submission of proposals for Fall 2009 is **MONDAY, SEPTEMBER 28, 2009.** Notification of recipients will be made by December 15, 2009. Once grant accounts are established, recipients will be notified of the FOAPAL number and they can begin making expenditures. All projects must be completed no later than December 31, 2010.

SELECTION: Grant proposals are evaluated by the Faculty Grants Committee with this committee making funding recommendations to the Provost. Grant applicants should be aware that gaining funding is a competitive process since more proposals are received and more dollars are requested than the funds available. Selection is based primarily on the quality of the proposal. In addition, priority is given to new faculty, to faculty who have not received previous funding, and to faculty who have applied for external funding since being awarded a previous Faculty Research grant. These awards should act as seed funds to better position the investigator to apply for external grant funding. Applicants are encouraged to attend grant-writing workshops that are offered by the Office of Sponsored Research. Respect for the peer review process and a collegial attitude toward the work of the committee are integral parts of the success of the Missouri State University internal grant award system.

EXPENDITURE OF FUNDS: Once a grant has been awarded, all expenditures are approved by the signature of Dr. Einhellig in the Graduate College. All requisitions, including any required paperwork, must be routed to the Graduate College for processing. Funds will not be used to reimburse an individual who has already spent or obligated money for a project prior to receiving written notification from the Graduate Dean of the grant award and budget accounting process. Please note that no expenditure of funds can be made unless proper institutional authorization has been received (i.e., IRB, Animal Care)

PATENTED/COPYRIGHTED MATERIAL: Grants which result in materials which may be patented or copyrighted or which otherwise have commercial value are subject to the University policies and procedures with regard to intellectual property.

FINAL REPORT: A final, written report must be submitted to the Graduate College within 30 days of project completion. Failure to submit such a report will disqualify applicants for obtaining future support for Faculty Grant projects.

PAST FUNDING PATTERNS. For the FA09 semester, 22 Faculty Grants were funded for a total of \$132,027, with an average award being approximately \$6,001. During the 2007-08 academic year, the grants funded had an average award of \$5,606.

Questions relating to the preparation of proposals or the administration of grant funds should be brought to the attention of Christy Graham in the Graduate College (836-4220).

I. RESEARCH PROPOSAL GUIDELINES

Proposals failing to conform to these guidelines will not be considered by the committee.

A. **FORMAT - NOT TO EXCEED 6 PAGES** (including the references). These 6 pages exclude the vitae, cover page, and budget page (12 point font, 1 inch margin).

1. Cover page (See Page 4) - Specific comments by the department on the proposed project are expected.
2. Summary:
A description of the project in **non-technical** terms, not to exceed 300 words. Please keep in mind in this section, as well as other parts of the proposal, that the committee evaluating the proposal consists of individuals outside the discipline of the investigator. The Faculty Grants Committee includes one representative from each college.
3. Purpose of the project:
 - a. A statement of the problem.
 - b. Significance of the research or creative work to the academic discipline.
 - c. Objectives of the proposal (specifically what is proposed to be achieved if project is funded.)
 - d. A brief outline of existing work in the field (including appropriate references) and a description of how the proposal is related to previously published work.
4. Research design and methods:
 - a. A presentation of procedures in sufficient detail to support the project design.
 - b. Method of data collection and procedures proposed for data analysis, if applicable.
 - c. Previous experience of the individual related to the proposed project.
 - d. A brief description of how the results of the project will be disseminated. For example; is it likely that the results will qualify for acceptance in a refereed journal or be presented at the regional or national meeting, exhibition or presentation?
 - e. Plans for extending the investigation beyond the immediate project.
 - f. Beginning and ending dates for the project.
5. Other sources of funding:
List internal or external cost-sharing funds that can be applied to this project, if any. If funds are requested for "seed" money, a discussion of future sources of funds together with a description of how the successful completion of the proposed project will enhance funding probability should be included.
6. Previous faculty grants:
A discussion of results of projects previously funded by Missouri State Faculty Research or University Curriculum Development grants. This discussion should include manuscripts, presentations, or other dissemination of results appropriate to the discipline and external grant applications which resulted from these funds.
7. Detailed budget (see format on page 6) and justification of need and level of funding (see pages 5) for guidelines).
Note that the budget and budget justification pages are NOT included in the six page limit for the proposal.

8. Professional vitae:

A list of educational background, professional positions held, past grants (external and internal), publications, exhibitions, presentations, papers, and consulting should be included. This should be limited to no more than 5 pages with emphasis on recent activity that support the proposal. The vitae pages are not counted in the 6 page proposal limit (12 point font, 1 inch margin).

B. CRITERIA FOR EVALUATING RESEARCH PROPOSALS

The Faculty Grants Committee will use the following policies and guidelines in determining the appropriateness and quality of a Research request and the level of funding to be recommended. For an adequate evaluation of the project, the entire proposal should be described in terms that the non-specialist can understand.

1. Does the summary explain the research project in terms that **non-specialists** can understand?
2. Are the objectives of the proposed project clearly stated, reasonable, and attainable in the proposed time frame?
3. Does the proposal give a brief outline of previous research and demonstrate how the project relates to and builds upon existing research?
4. Is the project design, method of data collection, procedure for data analysis, and procedure for data interpretation appropriate?
5. Is the methodology adequate for the research proposed?
6. Has the researcher demonstrated sufficient expertise to undertake the proposed project?
7. Has the researcher indicated the significance of the proposed project?
8. Does it appear likely that the research or creative work would qualify for presentation at a regional or national meeting or for publication in a refereed journal or peer reviewed exhibitions or presentations from outside the University?
9. Is the budget reasonable, well justified, and clearly described? Insufficient justification of any items will result in disqualification of those items.
10. Has the faculty member's previously funded grant(s) led to professional dissemination of results appropriate to the discipline?

FACULTY GRANT PROPOSAL COVER SHEET

Name _____ Rank _____

Years at Missouri State ____ Department _____ Date _____

Title of Project _____

Have you ever attended a grants workshop offered through the Office of Sponsored Research? _____

If so, when? _____

Total Funds Requested: \$ _____

Applicant's Signature

Department Head Comments on Project: SPECIFIC COMMENTS BY THE DEPARTMENT ON THE PROPOSED PROJECT ARE EXPECTED (NOT TO EXCEED 1 PAGE).

Department Head's Signature (required)

College Dean's Signature (required)

PREVIOUS AND/OR CONCURRENT APPLICATIONS - REQUIRED

Missouri State University Grants, Sabbaticals, or Fellowships (within the past 5 years)

Sem/Year	Type	Title	Amount
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

External grants applied for and/or received (within the past 5 years): use reverse side if necessary

Sem/Year	Agency	Title	Amount Awarded
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

BUDGET GUIDELINES FOR RESEARCH GRANT REQUESTS

The budget page (page 6) must be completed and included at the end. **The budget should be itemized. A budget explanation should follow the narrative and should include the following.**

A. SALARIES AND BENEFITS

Faculty summer or other supplemental pay is not funded by this committee. All requests for personnel services should give a precise description of the nature of the services and an explanation of why the services are essential to the project. Support requested for graduate/undergraduate student involvement as assistants in research or other supportive personnel must be justified. The nature of the faculty and student involvement must be clearly described, and any deviation from the University's standard student wage scale should be justified.

GRADUATE RESEARCH ASSISTANTS

If the proposed project is of such a nature that it will benefit from the availability of a graduate assistant and if the proposed duties and contribution of this graduate research assistant will be of educational benefit to the student, a request for a graduate assistantship will be considered. The value of the project as a training or learning experience for the student will be a major criterion used by the Faculty Grants Committee in making specific recommendations. The request for a graduate assistant must be tied to a specific project acceptable to the Committee on its own merits. The current base rate for GA stipends can be found at the Graduate College website at graduate.missouristate.edu. The nature of the faculty and student involvement must be clearly described.

B. EQUIPMENT REPAIR

C. OPERATIONS

Supplies: The applicant **must** show clearly how the items requested will contribute directly to the proposed project. Applicants seeking funding for copying, postage, etc. must provide justification of its unavailability from the department.

Services

Travel: The applicant should itemize all travel requests and show how each trip relates to the proposed project. Maximum reimbursement for travel expenses will be based on University faculty travel policies. Standard travel request and expense account forms are to be used for all travel supported by faculty research funds. Applicants seeking travel monies must justify their request and provide current pricing information. In addition, travel to meetings for presentation of research results costs will **not** be funded.

D. EQUIPMENT PURCHASES

If equipment is requested, the applicant must:

1. Show that the equipment is essential to the project.
2. Provide justification that the equipment is unlikely to be funded by the department in its regular program.
3. Provide evidence that the equipment is unavailable on campus (including the Educational Technology Center, Meyer Library, etc).
4. Describe possible continued uses for the equipment upon completion of the project.
5. Provide current pricing information. For any purchase costing \$1,000 or more, include a vendor price quote.

E. OTHER FUNDS REQUESTED

Please be very specific on what funds are being requested so that we can work with Financial Services to figure out what Banner category it should be included in. All funds requested should be allotted to specific items. Any research which proposes gifts (monetary and non-monetary) to be awarded to participants must follow the university gift policy to gain approval of awards.

BUDGET

Requested

Approved
(Committee use only)

SALARIES AND BENEFITS

Non-student	\$ _____	\$ _____
Student	\$ _____	\$ _____
Graduate Assistantship	\$ _____	\$ _____

SUBTOTAL	\$ _____	\$ _____
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EQUIPMENT

Purchase	\$ _____	\$ _____
Repair	\$ _____	\$ _____

SUBTOTAL	\$ _____	\$ _____
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OPERATIONS

SUPPLIES

Copying	\$ _____	\$ _____
Postage	\$ _____	\$ _____
Other	\$ _____	\$ _____

SUBTOTAL	\$ _____	\$ _____
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SERVICES

Computer	\$ _____	\$ _____
Library	\$ _____	\$ _____
Illustration	\$ _____	\$ _____
Other	\$ _____	\$ _____

SUBTOTAL	\$ _____	\$ _____
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TRAVEL

In-state	\$ _____	\$ _____
Out-of-state	\$ _____	\$ _____

SUBTOTAL	\$ _____	\$ _____
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OTHER (be very specific on what the budget is for):

Explanation:	\$ _____	\$ _____
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SUBTOTAL	\$ _____	\$ _____
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**TOTAL AMOUNT
REQUESTED**

\$ _____

**TOTAL AMOUNT
AWARDED**

\$ _____

A BUDGET EXPLANATION MUST BE ATTACHED, FOLLOWING THE NARRATIVE,
DETAILING EACH LINE ITEM REQUESTED. SEE INSTRUCTIONS.