MSU Internal Grant Funding

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Preparing a Successful Internal Grant Application

Faculty Grants and Summer Faculty Fellowship Committee

- One member from each college
  - Members are listed on https://www.missouristate.edu/committees/facultygrants.htm
- Lisa Taylor, ex officio, Graduate College
- Julie Masterson, ex officio

Evaluation of Proposals for FRG, SFF, ITG

- Each member rates each proposal on a scale of 1-5.
- Ratings and comments are compiled, proposals are ranked.
- Rankings are discussed, emphasizing proposals with widest variation in scoring.

Faculty Research Grants

- https://www.missouristate.edu/Provost/FacultyDevelopment/researchgrants.htm

- Faculty Research Grants support new research, creative or scholarly activities, or high quality projects not likely to receive external funding.

- Priority is given to new projects and to faculty members who have not previously received funding.

Eligibility

- Only ranked (tenure-track) faculty
- One award allowed per 2 years- including multiple-authored proposals.
- The same project can not be funded by two internal grant sources.
- Contingent on continuing at MSU the following year.
- Faculty member previously receiving a FRG must have applied for external grant since completion of the previous FRG.

Guidelines- Faculty Grants

- **Applications due**: October 1st for Fall; and February 1st for Spring – submit electronically as one document.

- Faculty grants cannot exceed _$7,500._

- Personnel, supplies, equipment, travel, services, other.

- Personnel can include students, GAs, and services not found at Missouri State University.

Guidelines, continued

- NOT covered
  - Faculty supplemental pay
  - Travel to meetings for presentations of results
  - Publication costs.
- Projects/investigators are subject to MSU policies/ guidelines
  - Expenditures only after all approvals are obtained.

Summer Faculty Fellowships

http://graduate.missouristate.edu/facultystaff/SummerFellowships.htm

- Summer Faculty Fellowships support research and creative activities.

- Allows Faculty to engage in research or creative activities and to devote intense thought and activity to a single project.

- Competitive process so not all proposals are funded - APPLY… with a STRONG PROPOSAL.

- Subject to all University policies.

Eligibility

- Faculty with rank of Assistant Professor and above who have a research commitment in their appointment are eligible.
- May NOT teach summer courses or have outside jobs during SFF – begins 1st day of the summer term and ends last day of summer term.
- Must return to MSU for the following academic year.
- Same project cannot be funded by another internal grant source (No SFF and FRG during same academic year).
- Cannot directly precede or immediately follow a sabbatical – academic year.

Guidelines- Summer Fellowships

- **Applications due**: October 30th.

- $6,000 stipend – taxable income.

- If previously awarded a SFF, then must have applied for external grant since completion of SFF – whether funded or not.

- Must have two years between applications.

- If previously awarded a SFF, must have turned in final report as required.

NOT considered for SFF

- Consulting activity.
- Production of teaching aids.
- Enhancement of teaching skills.
- Practice of professional skills outside the academic environment.
- "Retooling" for new teaching assignments.
- Development of Internet courses or other curriculum development activities.
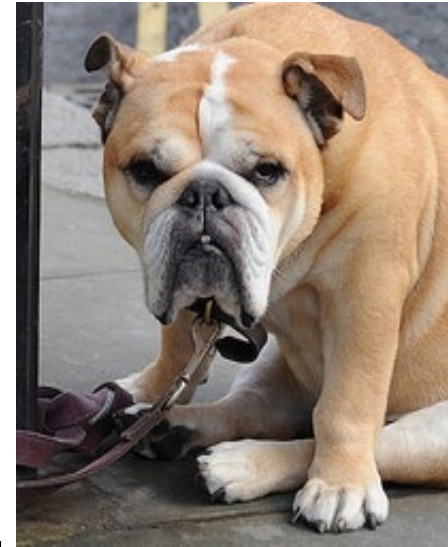
Odds of success

- The process is competitive, funds are limited, and not all proposals will be funded.

- Success rate of funding proposals for the past 2 years has been approximately 2/3.

- APPLY… with a STRONG PROPOSAL.

Elements of the Proposal

Most are required for FRG and SFF, but may be in different order, so pay careful attention to the guidelines.

Consider the Reviewers

- They are from all colleges, so only one or none is in your discipline!
  - Writing style must be very clear.
  - Avoid esoteric terms, professional jargon.
  - Show relevance.

- Follow the directions
  - Guideline categories are delineated in workflow application.
  - Pay careful attention to what is being asked and the character limits.

- Less can be more
  - Keep it concise- overworked readers appreciate brevity.

Project Summary (FGR & SFF)

- Short description in **<u>non-technical</u>** terms.
- Consider your audience.
- May want to have someone outside your field read it (spouse, friend, etc.).

Avoid jargon

For example:

"Children's spellings are affected by phonological awareness, depth of semantic knowledge, orthographic appreciation, morphological awareness, and the ability to store mental graphemic representations. In the current study, we will employ analysis procedures that allow differential linguistic categorization of spelling errors. These categorizations will result in tailoring and implementation of individualized intervention protocols".

Better

"A child's spelling is influenced by (a) awareness of the sounds represented by words, (b) vocabulary, (c) understanding how parts of words can be combined to make a new word (e.g., *electric*, *electricity*), and (d) the ability to remember what words look like. The proposed study focuses on a method to identify which of these abilities are responsible for spelling errors in individual students and develop instruction that can specifically improve those abilities.

Purpose of the Project

- Statement of the Problem or Project
- Significance to academic discipline
  - Convince the reviewer (outside your area) that the proposed project is worthwhile.
- Objectives (what will happen if funded)
  - Clear, reasonable/attainable within project period.
- Brief review of literature (include appropriate references); how your proposal is related and will extend what is known
  - Careful – Remember: readers are not in your discipline. Would "Aunt Betty" get it?
- Why are you suited to address the question… "in our previous work we…" (FRG)

Research Design & Methods

- Procedures
  - in sufficient detail to illustrate design and justify any equipment or supply purchases.
- Data collection and analysis
  - What will be measured, how statistical significance will be tested, how possible outcomes will be interpreted.
- Previous experience of applicant that is related to proposed project
  - Relevant publications, presentations, work in progress.
- Bottom line is that you want to convince the committee members that you are capable of doing this work by providing a sound design, method, and history of doing similar work.

Research Design & Methods

- Plan for dissemination of results
  - Presentation at specific meetings.
  - Publication submitted to specific journals.
- Plan for extending investigation <u>beyond</u> FRG
  - Remember FRG is **only** for <u>one</u> year.
  - Proposal for external funding to specific agency
  - Additional studies.
- Beginning and ending dates for project
  - Include a timeline table if it is useful.

Research Design & Methods

- <u>Important:</u>
  Document that you have considered and can meet any applicable University regulations, for example
  - Animal Care and Use (IACUC)
  - Biosafety (IBC)
  - Conflict of Interest
  - Human Subjects (IRB).
- See: Office of Research Administration
  http://ora.missouristate.edu/

Other Sources of Funding

- Any efforts to secure external funding, even if unsuccessful.

- Internal (or External) Cost Sharing.

- If being used as "seed" money, discuss future sources of funds.

- Department support.

- College support (e.g. if applying for an FRG, new faculty summer salary support).

Previous MSU Funding

- Support and specific outcomes (manuscripts, presentations, other dissemination).

- Show how you've been a "good investment" in the past.

- Suggest using a table

Funding	Outcome

FRG Budget (SFF is just the set stipend)

$7500 Maximum – download and fill out the Budget Page.

- ## Salaries and Benefits
- ## GAs, staff salaries, outside personnel
  - Can't fund pay or course buy-out for PI.
  - Can fund GAs, student workers (hourly), other workers to participate in project (not to relieve your work so you can do the research).
- ## Some reviewers favor proposals involving students.
  - If a GA is requested, it is also important to show the educational benefits of participating in your project for the grad student.
  - This factor can be used as an extra boost if you ultimately plan to apply for AREA funds.

Budget

- Equipment
  - Separate categories for Purchase and Repair.
  - Demonstrate equipment is essential as well as a clear, direct relationship to proposed project: this is not in addition to your start-up money to equip your lab - it is a project proposal.
  - Document that equipment isn't available via another source (Dept., ETC, Meyer Library, etc.).
  - Describe future use, after project completion.
  - Provide current pricing, and if over $1000, include at least one vendor quote.

Budget

- Operations
  - Supplies
    - Must show how postage, paper, skull caps, test protocols, etc. are directly related and critical for project as well as the unavailability from Department.
  - Services
    - Ditto re computer programming, library services, graphics/illustration services, etc. are directly & critically related.
  - Travel
    - Necessary to conduct the study, such as travel to data collection sites, travel stipends for participants, etc.
    - Give precise amount by specifying locations and using university travel guidelines to calculate amount.
    - <u>Travel to conferences to present results is not eligible</u> (nor are publication costs).
- If requesting any other funds be very specific as to item and purpose.

Self Review

Criterion	Evidence
COVER SHEET: ALL ITEMS ANSWERED, PREVIOUS/CURRENT FUNDING; DEPARTMENT HEAD AND DEAN SIGNATURES AND COMMENTS	
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. Have I demonstrated sufficient expertise to undertake the proposed project?	
7. Have I indicated the significance of the proposed project?	
8. Does it appear likely that the research or creative work will 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. Have my previously funded grant(s) led to professional dissemination of results appropriate to the discipline?	

Questions?