

University Research Grant Program
College of Education
Guidelines and Application Materials
2009-2010

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Program Goals

Illinois State University defines research as “a formal procedure which contributes to the expansion of basic knowledge or applies such knowledge to the solution of problems in society or exemplifies creative expression in a specific field of study. The results of research must be communicated to professionals outside the University through a peer review process in a manner appropriate to the discipline” (University Research Committee, 1984).

The College of Education University Research Grant (URG) Program is designed to

- encourage and support research in the College,
- stimulate development and submission of external grant proposals, and
- support development of the research agendas of pre-tenured faculty.

Relevant Dates

3/2/09	College of Education distributes URG guidelines via website: www.coe.ilstu.edu/grants/ .
4/1/09	URG Research Fellowship applications are due to departments.
4/15/09	Department rankings and written feedback are due to the College.
5/8/09	College submits list of faculty awards to the University Research Office; URG recipients are announced.
9/1/09	URG funds available pending funding from the University.
10/1/10 & 10/1/11	Professional Outcome reports for FY 10 funded URG projects are due to the College.

New Faculty Mid-Year Research Fellowship applications, External Grant Development applications, and Small Grant applications may be submitted throughout the fall and spring semesters, pending available funds.

Grant Categories

Research Fellowship

Eligibility

Tenured and tenure-track faculty , and faculty associates

Costs supported

Salary and/or project expenses

Maximum award amount

\$5,500; if Co-Principal Investigators, \$11,000

Accountability

Professional Outcome Form

Limitations

For every three Research Fellowships received, faculty must submit an external grant through RSP to be eligible to apply for another Research Fellowship. Priority will be given to quality proposals submitted by pre-tenured faculty in their first five years of academic service.

New Faculty Mid-Year Research Fellowship

Eligibility

First-year tenure-track faculty

Costs supported

Salary and/or project expenses

Maximum award amount

\$2,000

Accountability

Professional Outcome Form

Limitations

Faculty are allowed to apply for this fellowship at any time during their first year at ISU.

External Grant Development

Eligibility

Tenured and tenure-track faculty, and faculty associates

Costs supported

Salary and/or project expenses

Maximum award amount

Maximum per grant writer is \$1000; maximum per URG is 5% of the total dollar request of the external grant or \$5000, whichever is less

Accountability

Professional Outcome Form

Limitations

Faculty receiving an External Grant Development award must submit an application for an external, competitive grant through the Office of Research and Sponsored Programs to be eligible to apply for any other URG.

Due Date

External Grant Development submissions are accepted throughout the fall and spring semesters, pending available funds.

Small Grant

Eligibility

Tenured and tenure-track faculty, and faculty associates

Costs supported Project expenses

Maximum award amount

\$500

Accountability

Professional Outcome Form

Limitations

Small grant awards will not be awarded to projects funded by another URG

Due Date

Small grant submissions are accepted throughout the fall and spring semesters, pending available funds.

Proposal Formats

Research Fellowship

Research Fellowship applications must contain the following:

1. Cover page (form provided)
2. Abstract: A summary of the project in a 150-word statement
3. Narrative: The narrative must be written for a general scholarly community. Terms specific to a discipline should be avoided or explained in lay terms. The narrative (no more than 3 pages) must include:
 - a) Statement of need -- Problem to be addressed and the significance of the problem.
 - b) Research objectives -- Questions that will guide the inquiry.
 - c) Research plan -- Description of how the project objectives will be achieved, methods for data collection and data analysis.
4. Bibliography: A bibliography of no more than one page
5. Budget justification: Justify the budget in brief line-by-line statements linking each budget item to the project activities
6. Budget page (form provided)
7. Anticipated professional outcomes (form provided)
8. One-page vita: Include peer-reviewed publications and external grant awards

New Faculty Mid-Year Research Fellowship

Applications for this URG category will be reviewed throughout the fall and spring semesters as long as funds are available. Applications must contain the following:

1. Cover page (form provided)
2. Abstract: A summary of the project in a 150-word statement
3. Narrative: The narrative must be written for a general scholarly community. Terms specific to a discipline should be avoided or explained in lay terms. The narrative (no more than 3 pages) must include:
 - a) Statement of need -- Problem to be addressed and the significance of the problem.
 - b) Research objectives -- Questions that will guide the inquiry.
 - c) Research plan -- Description of how the project objectives will be achieved, methods for data collection and data analysis.
4. Bibliography: A bibliography of no more than one page
5. Budget justification: Justify the budget in brief line-by-line statements linking each budget item to the project activities
6. Budget page (form provided)
7. Anticipated professional outcomes (form provided)
8. One-page vita: Include peer-reviewed publications and external grant awards

External Grant Development

Because of the nature of grant submissions, applications for this URG category will be reviewed on a rolling basis throughout the fall and spring semesters as long as funds are available. External grant development applications must contain the following:

1. Cover page (form provided)
2. RFP overview: Briefly identify details of the RFP, funding agency, amount requested, and deadline for submission.
3. Project overview: Include a one-page summary of the project. Include an overview of the grant activity (scope, goals, background, literature, activities, partnerships or other collaborations).
4. One-page vita: include peer-reviewed publications and external grant awards
5. Anticipated professional outcomes (form provided)
6. Copy of RSP submission form

Small Grant

Applications for this URG category will be reviewed throughout the fall and spring semesters as long as funds are available. Small grant applications must contain the following:

1. Cover page (form provided)
2. Anticipated professional outcomes (form provided)

Additional Program Guidelines

- Faculty members may submit only one small grant and one research fellowship per year. Faculty may submit two external grant development proposals per year. The second submission will only be funded pending sufficient External Grant Development dollars.
- Small grants can only fund projects clearly not funded by other URGs.
- Faculty members on tenure/tenure track appointment may submit proposals. Faculty Associates cannot be funded through University Research Grant dollars; however, faculty associates are encouraged to submit research proposals. Funding will be requested from within the Lab School Unit, and will be awarded based upon the merit of the proposal.
- The College Research Committee may recommend budget adjustments.
- URG recipients not remaining at the University through the academic and fiscal year of the Research Fellowship grant must resign the grant and return all monies to the Office of the Dean, College of Education.
- Failure to report the professional outcomes by the due dates will result in all investigators involved in the URG-funded project becoming ineligible for further URG competition for a period of five years.
- A team of PI's may submit a URG in the External Grant Development category for the purposes of writing and submitting an external grant proposal. Salary monies in this URG category will only be awarded after the external grant is submitted.
- Priority in the Research Fellowship category will be given to proposals in support of new projects. However, support of new phases of ongoing projects will be considered. Faculty members may wish to request partial funding for such projects.
- Small grant URG's will not be awarded for equipment normally provided by departments (computers, printer), professional texts or journals, or any other expense not directly related to data collection or analysis.
- No URG money can be spent on incentives, stipends, or food for participants. Incentives are considered gifts, which are not allowable with URG money.
- Faculty may request URG dollars for travel to collect and analyze data, but not for dissemination of findings.
- Grant applicants must provide details in the budget justification for all operation costs.

Evaluation Criteria

Research Fellowship

University Research Grant proposals in the Research Fellowship category are mentored and receive an initial formative review at the department level. Departmental committees will 1) evaluate each URG proposal, 2) provide substantive written evaluations to the College Research Committee regarding each proposal, 3) rank all of the proposals in the department, and 4) provide to the College Research Committee substantive written justification for the ranking. Proposals, evaluations, and the departmental rankings are forwarded to the College by April 15. The College Research Committee will evaluate each URG proposal and the department evaluations to make the final decisions regarding the URG awards.

Reviews at both departmental and College committees will be guided by the following criteria:

- Clarity of purpose and focus -- The proposal must clearly articulate all aspects of the research plan.
- Significance of research -- The proposal must indicate the need for the proposed work, its significance for the discipline, and the contribution it offers.
- Adequacy of research objectives and research plan -- The proposal must clearly describe the research objectives and research plan.
- Link between project goals and budget request -- The budget request, whether for research costs or salary, should be clearly linked to the activities.
- Proof of previous submission of an external grant proposal (if applicable) -- Submit a copy of the submission form accompanying an external grant proposal submitted through RSP.
- Pre-tenure status -- Priority will be given to quality proposals submitted by pre-tenured faculty in their first five years of academic service.

New Faculty Mid-Year Research Fellowship

Faculty within their first year at the College of Education are eligible to submit applications for a \$1,000 mid-year research fellowship. The College Research Committee will evaluate the proposals based on the following criteria:

- Clarity of purpose and focus -- The proposal must clearly articulate all aspects of the research plan.
- Significance of research -- The proposal must indicate the need for the proposed work, its significance for the discipline, and the contribution it offers.
- Adequacy of research objectives and research plan -- The proposal must clearly describe the research objectives and research plan.
- Link between project goals and budget request -- The budget request, whether for research costs or salary, should be clearly linked to the activities.

External Grant Development

The College Research Committee will evaluate the proposals in the External Grant Development based on the following criteria:

- Clarity of purpose and focus
- Demonstration of a record of scholarly productivity of the PI's and grantsmanship on the grant-writing team
- Likelihood of funding based on a match between agency priorities, RFP guidelines, PI and partner expertise, and project goals and activities.
- Partnerships or collaborations

Small Grant Category

The College Research Committee will evaluate the Small Grant proposals based on the following criteria:

- Clear explanation of how the funding will support the research project.
- Request clearly is not supported by another URG.

Professional Outcomes

All applicants must submit their anticipated professional outcomes on the form provided. Results may include (but are not limited to) presentations, publications, manuscript submissions, external grant proposal submissions, or other recognized scholarly outcomes. Outcomes in the External Grant Development category must include a submission of an external grant.

The professional outcomes must be consistent with the highest academic standards for scholarly productivity. In projecting outcomes, applicants should include results likely to occur within two years from the date of the award.

The *actual* outcomes of the URG-funded activities are indicated on the bottom of the professional outcome forms submitted in the two financial years following the award. For an award beginning on September 1, 2008, URG recipients will be required to submit their actual professional outcomes to the college by October 1, 2009 and again by October 1, 2010, which identifies all scholarly results of work funded by the grant. Failure to submit the actual professional outcomes report by the due date will result in all investigators involved in the URG-funded project to be ineligible for further URG competition for a period of five years.

Submission Checklists

Research Fellowship

- Signed cover page for Research Fellowship Grant (form provided)
- Abstract (no more than 150 words)
- Narrative (no more than 3 pages)
- Bibliography
- Budget justification (statements linking each budget item to the project activities)
- Budget (form provided)
- Anticipated professional outcomes (form provided)
- One-page vita including peer-reviewed publications and external grant awards

New Faculty Mid-Year Research Fellowship

- Signed cover page for Research Fellowship Grant (form provided)
- Abstract (no more than 150 words)
- Narrative (no more than 3 pages)
- Bibliography
- Budget justification (statements linking each budget item to the project activities)
- Budget (form provided)
- Anticipated professional outcomes (form provided)
- One-page vita including peer-reviewed publications and external grant awards

External Grant Development

- Signed cover page for External Grant Development (form provided)
- RFP overview (no more than one page)
- Abstract (no more than one-page)
- Anticipated professional outcomes (form provided)
- One page vita including peer-reviewed publications and external grant awards
- Copy of RSP submission form (must be included if requesting salary)

Small Grant

- Signed cover page with budget and budget justification
- Anticipated professional outcomes (form provided)