



## Center for Scholarly and Creative Excellence Faculty Research Grant-in-Aid Guidelines

<b>Purpose</b>	The purpose of the <b>Faculty Research Grant-in-Aid</b> is to encourage and support faculty in establishing programs of research, scholarly, and creative activity.
<b>Eligibility</b>	<p><b>Proposals are accepted from tenured or tenure-track faculty members on continuing appointment.</b></p> <p>Given equally meritorious applications, preference will be given to individuals who have not received prior funding under this program (particularly within the past two years) and those individuals that are actively disseminating their work or seeking alternative sources (particularly external sources) of support.</p> <p>Any previous grants must be closed and the final report sent into CSCE before current submissions will be considered. Only one proposal per review cycle may be submitted.</p>
<b>Funding Limitations</b>	Research Grants-in-Aid awards pay costs of scholarly, creative and research activities up to a <b>maximum level of \$3,000</b> . These grants may include support for student help, supplies, necessary travel for data collection, and other costs of projects. Travel to conferences is excluded.
<b>Supplemental Funding Programs</b>	An additional \$3000 may be requested for a faculty stipend or to pay for a 1-course reassignment. Please refer to the Early Career Faculty Research Stipend Program and Faculty Scholarly Course Reassignment Program respectively for more information.
<b>Funding Cycles</b>	<p>There will be two submission cycles per year with deadlines at the close of business (5:00 pm) on October 1 and March 1. If the 1<sup>st</sup> falls on a weekend or holiday, applications are due on the first working day following the 1<sup>st</sup>. The duration of this grant is one year. No extensions will be given.</p> <p>October 1 (award notification by October 30) – Granting period 11/1 - 10/30 March 1 (award notification by March 30) – Granting period 4/1 - 3/31</p>
<b>Review Process</b>	<b>Faculty Research Grant-in-Aid</b> proposals are awarded through a competitive review process by the Research and Development Committee. Proposals are reviewed by a committee composed of faculty from several disciplines, and therefore <b>MUST</b> be written to be understood by members of these multi-disciplinary review committees, i.e., an educated lay audience, rather than by narrow specialists in your field.

## Proposal Guidelines and Format

Criteria used in evaluating proposals include: project justification, significance of project, appropriateness of project design and methods, qualifications of the applicant for implementing the project, probability of achieving project objectives, and appropriateness of the schedule for project activities. All of these criteria must be judged in terms of the likelihood that the project will result in recognition for the faculty member, his or her department, and the University.

The format below is required for the preparation of proposals. **Grants submitted that do not follow this format will not be reviewed by the committee.**

If the proposal discloses information that is, or may be, subject to a University Invention Disclosure or otherwise contains proprietary or confidential information, it should be so noted on the cover page of the proposal. Each subsequent page with proprietary and confidential information should be marked—"confidential".

**Section 1—Introductory Information:** Using the form provided, answer all questions pertaining to your project. All research must be conducted in compliance with all applicable federal and University policies and regulations. If the proposed project will involve human subjects, vertebrate animals, or hazardous materials, approval must be obtained by the appropriate University committee. Funds will not be released until notice of such approval is received by the CSCE.

**Section 2—Project Description/Abstract:** Provide a clear, concise description of the goals, methods, and anticipated outcomes of the proposed project. This abstract will be published if the project is funded by CSCE. **Maximum 200 words.**

**Section 3—Significance and Impact:** Explain the significance and impact of the approach described in the proposed project as it will contribute to the advancement of learning and/or to the public welfare. **Maximum 200 words.**

**Section 4—Itemized Budget and Budget Justification:** Use the budget form provided. Address each item as listed on the budget form in terms of its relation to the proposed research and the basis for determining the requested amount. If capital equipment or contractual services are requested, include a quote from the vendor.

**Section 5—Project Description:** You have the option of uploading a Word document or a PDF of your project description or you can type it directly into the area provided. **The project description must be double-spaced and cannot exceed six (6) pages.**

It should be organized and labeled into the following sections:

- **Objective(s)** –clearly state the research problem/question/concept that will be addressed during the period of the proposed project.
- **Background and context** – describe the relation of the proposed project to the present state of knowledge in the field. Include, as appropriate, a brief review of pertinent literature or ideas on the subject. This section should make it clear why the proposed project needs to be undertaken to fill a 'gap of knowledge'.

- **Methods/procedures/materials** – Describe in clear and understandable terms the plan or work, as it will be undertaken to achieve the stated objectives. This statement should include (as appropriate):
  - Concepts to be explored or hypotheses to be tested;
  - Project development or procedures for data-gathering, including sample design and size; descriptions of the type and suitability of statistical analyses;
  - Timeline – an outline, month by month, of the activities to be carried out by all faculty and students involved, during the period of funding for the proposed project;
  - Timelines, methods, and budget must correspond and be related back to the objective(s);

**NOTE:** *One of the most common reasons that proposals are rejected is because the PI did not adequately explain exactly what they are going to do. Concentrate your efforts on this section.*

- **Outcome** – What is the anticipated “final product” of the proposed project, such as book, manuscript, creative performance, conference presentation, external grant proposal, etc?
- **Collaborations** – If the project is being carried out in cooperation with agencies or educational institutions outside GVSU, please state the nature and extent of the cooperation and submit a letter of agreement by the agency or educational institution.
- **Health, Safety and Environmental Concerns** – If applicable, describe any special considerations with respect to the use of hazardous chemicals, biological agents, radioactive materials, or dangerous equipment, and the level of training necessary for the PI and research staff to conduct this research safely and in compliance with applicable health, safety and environmental regulations.

**Section 6 – Reference(s) Cited:** Beginning on a separate page, list all sources of information, such as manuscripts, websites, and communications, cited in the proposal.

**CV**

Provide the committee with an updated CV, which can be uploaded along with your proposal and letter of support.

**Letter of Support**

A letter of support should be written by your department chair. This letter should be sent to the PI to upload with the grant. It is the responsibility of the PI that this letter is received along with the submitted grant proposal. A “Letter of Support Template” will be available on our website. The CSCE review panel is particularly interested in your department chair’s comments regarding:

- The applicant’s general scholarly competence, recent performance, and promise of distinction in his or her field of interest;
- The value of the project in relation to scholarship in the field, outlining the impact and significance;

- The applicant's ability to complete the described project successfully in the time schedule and the budget presented;
- The applicant's potential for external funding;
- How does this research fit the near-term goals of the department? In case of junior faculty what effect will this have on his or her career? In case of senior faculty, is the faculty member fully engaged in scholarly activities of the department?

**Miscellaneous upload**

This upload cannot be used to extend the project description.

Access the form at: <http://www.gvsu.edu/csce/grants>