

**University-Funded  
Morehead State University (MSU)/Appalachian Health and Research Center (AHRC)  
Research Seed Grants**

**Introduction**

The AHRC is a collaborative effort of MSU, St. Claire Regional Medical Center (SCR), and the University of Kentucky Institute for Rural Health Policy (IRHP) that is focused on health and wellness. Its mission is to increase the capacity for innovative collaborative research based out of Morehead, Kentucky that directly addresses health issues faced by residents of Appalachian Kentucky and beyond. Additionally, the AHRC seeks to improve local educational opportunities related to health research and to facilitate the translation of research findings into local health policy. Information concerning the AHRC can be found at the following links:

[Memorandum of Understanding establishing the AHRC](#)

[Current List of AHRC Members](#)

The objectives of University-funded MSU/AHRC Research Seed Grants are to promote high quality collaborative research within the MSU academic community and to enhance the competitiveness of full-time faculty and staff pursuing external funds to support their research. The program can fund tenured and tenure-track faculty, as well as full-time staff, who are also AHRC members and have active collaborations with non-MSU investigators who are also AHRC members, to help them establish productive and sustainable externally-funded research programs.

Those wishing to apply for membership in the AHRC should contact Dr. Michael Henson, MSU Associate VP for Research ([m.henson@moreheadstate.edu](mailto:m.henson@moreheadstate.edu)). Applicants should include complete contact information and a brief statement of research interests.

**Eligibility for Funding**

1. All full-time tenured and tenure-track faculty, staff, and professional librarians at MSU are eligible to apply for MSU/AHRC Research Seed Grants of **up to \$5,000**. Applicants must also be members of the AHRC and have identified a non-MSU co-investigator among the AHRC membership who will serve as an active partner in the proposed research. Applicants must also be currently enrolled in MSU's Sponsored Programs Information Network (SPIN) to receive external grant opportunity announcements to be eligible for AHRC Seed Grant funding.

To enroll in SPIN contact Janet Cline ([jl.cline@moreheadstate.edu](mailto:jl.cline@moreheadstate.edu)) in the Office of Research and Sponsored Programs.

2. If an applicant has been previously supported by an MSU/AHRC funded research seed grant, a new proposal will be considered only if the final report for the previously funded proposal has been received.
3. If an applicant has already received one or more MSU/AHRC Research Seed Grants, a new proposal will be considered provided the applicant can demonstrate the following accomplishments:
  - a. Applicant received EXTERNAL FUNDING to support their research program during

the past year that was predicated on their past MSU/AHRC Research Seed Grant(s).

**and**

- b. Applicant has presented or published a MINIMUM of TWO papers and/or presentations that were generated from their funded MSU/AHRC Research Seed Grants. Presentations must have been made at state, regional, national, or international meeting(s). ***Although presentations and published abstracts are acceptable, priority will be given to applicants who have published their research in refereed national journals within their field.*** Presentations and publications must acknowledge MSU support.
  
4. Although there is a \$6,000 limit to the total allowable amount that any faculty member may receive as either a Principal Investigator or Co-Investigator through regular University-Funded research grants, Summer Fellowships, or Regional Engagement grants in a given year, this limitation does not exist for MSU/AHRC Research Seed Grants. Therefore, faculty members already receiving \$6,000 or more support via those internal mechanisms may apply for an MSU/AHRC Research Seed Grant. However, proposals submitted for an MSU/AHRC Research Seed Grant, must seek to support clearly different projects from those proposed for support from any other internal grant proposals (regular University-Funded research grants, Summer Fellowships, or Regional Engagement grants) in that same calendar or fiscal year.

### **Application Procedures**

All proposals must include the components listed below (in order). Specific proposal forms are available by clicking on the links below. All pages, including forms, should be numbered consecutively (upper right corner).

**To apply, e-mail the completed application as a pdf file attachment to Brenda Dehart ([b.dehart@moreheadstate.edu](mailto:b.dehart@moreheadstate.edu)) or Dr. Michael Henson ([m.henson@moreheadstate.edu](mailto:m.henson@moreheadstate.edu)) no later than 4:30 pm on the deadline date.**

#### **Proposal components:**

- Item 1. **[COVER PAGE FORM](#)** (includes PROJECT SUMMARY)
  
- Item 2. **VITA** (one per applicant, not to exceed two pages, font no smaller than 12 point, may be single spaced)
  
- Item 3. **[REVIEW OF APPLICANT FUNDING AND PAST PRODUCTIVITY FORM](#)**
  
- Item 4. **[BUDGET SECTION FORM](#)**
  
- Item 5. **ITEMIZED BUDGET DESCRIPTION/JUSTIFICATION**

Funds may be requested for equipment, expendable supplies, travel, subject participation incentives, etc. **No funds are available for salaries or stipends.** Student workers may be compensated through the MSU/AHRC Undergraduate Research Fellowship Program. Provide a breakdown of equipment costs, item by item (or type) including justification for specific expenditures and documentation of vendor costs.

Item 6. **NARRATIVE** (15 pages maximum including references, double spaced, font no smaller than 12 point)

The narrative constitutes the principal basis for judging the merit of the proposed project. Therefore, care should be taken to present clearly and concisely the information requested under the following subheadings, which should be clearly labeled. (see [Proposal Evaluation Form](#)). Although proposals inevitably involve the use of technical language and/or specialized terminology, the researcher should make the project understandable to a layperson unfamiliar with her or his particular field of research.

**Formatting and organizational guidelines must be followed. Failure to do so may result in the return of your proposal without review. Similarly, problems with grammar, spelling, punctuation, etc. will result in a significantly reduced evaluation.**

The narrative must include, in order, all the sections below.

**A. Background and Significance.**

- 1) **Major Objectives.** This section should include a brief rationale and statement of the project goals (general intent) with the specific objectives individually listed. The objectives should be clearly measurable, and stated in performance format.
- 2) **Literature Review and Rationale, or Background.** A comprehensive, but concise, description of the current state of scholarship related to the specific research project should be provided. This review should provide the rationale or justification of need for the proposed research project.
- 3) **Significance.** Research may be either basic or applied. Describe the significance of the project with regard to health issues faced by residents of Appalachian Kentucky and beyond. The significance of the research must be clear to a lay reader. An important objective of MSU/AHRC seed grant funding is to enhance the competitiveness of faculty to pursue external funding to better support their scholarly endeavors. Therefore, information should also be presented in this section defining how receipt of this award will better position the applicant to pursue external funding in the future and briefly outlining a plan to accomplish this goal via specific funding mechanisms.

**B. Research Design and Methods.**

- 1) **Project Description.** (a) Detailed description of the design methodology (e.g., experimental design, procedures, equipment, subjects, survey instruments, etc.); (b) explanation of strength of the research design and its relationship to the objectives
- 2) **Evaluation.** Describe how the PI will evaluate the success of the project including how the collected data will be statistically analyzed.

- 3) **Management.** Describe how the project will be managed, with regard to available time, subjects, facilities, equipment, and other support. The proposal **MUST** include a timeline which provides a detailed breakdown, scope, and sequence of the project. Faculty requesting funding to support release time to complete the project should provide justification, as well as a letter of support and approval from their Department Chair.
- 4) **Utilization of Project Findings.** Describe a plan for the dissemination of findings (presentation and/or publication) in scholarly journals, professional meetings, etc. (e.g., project findings used to seek external grants to expand/continue research in area). Be specific: For example, list representative journals where results might be published.
- 5) **Principal Investigator and Staff Expertise.** Identify ALL faculty, AHRC collaborators, and students who will be conducting and/or assisting in the research. Describe the expertise of the applicant, involvement of students, other assistants, and/or co-researchers, and indicate pertinent skills and accomplishments including publications and papers.

If the submitted project is similar to or follows up on an earlier funded project (e.g., analysis of data already collected, additional follow-up experiments, etc) the researcher must make clear the difference in the objectives and/or design of the proposed research project and must attach a final report for the previously funded proposal(s).

- Item 7. **REFERENCES** (complete information for materials cited in narrative only)
- Item 8. **APPENDICES (Maximum 3 pages total)** May include supporting information and/or other documentation (e.g., survey instruments)
- Item 9. **APPROVAL** from the MSU Institutional Review Board (IRB) for the Protection of Human Subjects AND/OR MSU Institutional Animal Care and Use Committee (IACUC), (or notification of IRB or IACUC exemption), if project involves human or animal subjects.
- Item 10. A **letter of support** from the MSU academic department chair is required for all Pac-34 faculty, and any other faculty member that has included departmental support in their budget, or is requesting release time from teaching.

Proposals will be evaluated using the [Proposal Evaluation Criteria](#).

Following committee review, the Associate Vice President for Research will make award announcements prior to the end of the Fall Semester. All applicants will receive a summary of the committee's evaluation and funding recommendation.

## Nature of Proposals

1. Research projects may be funded for amounts up to \$5,000. **The committee may reduce the number or the maximum amount of grants in the event of budgetary deficiencies.** Student participation in the project is encouraged.
2. Neither academic degree work, institutional research (research that represents a self-study of a department, college or an academic program), curriculum development, nor proposals that emphasize recruiting as a primary focus will be supported.
3. Support and cost-sharing for faculty release time, student wages, equipment, copying, and publication costs should be sought within the applicant's department and/or college.
4. Any proposal that involves the collection of data from human subjects must be reviewed and approved by the MSU IRB for Protection of Human Subjects in Research. **An approved IRB notification of protocol review, or formal notification of exemption, must be included with the research proposal before review by the MSU/Appalachian Health and Research Grant Review Committee (contact Dr. Scott Niles, 3-2278).**
5. Any proposal that involves the collection of data from animal subjects must be reviewed and approved by the MSU IACUC. **An approved IACUC Notification of Protocol Review form, or formal notification of exemption, must be included with the research proposal at the time of proposal submission (contact Dr. Scott Niles 3-2278).**
6. **A proposal will be considered only if:**
  - a. the applicant meets eligibility requirements.
  - b. the following forms are completed:
    - [Cover Page](#)
    - [Review of Applicant Funding and Past Productivity](#)
    - [Budget Request](#)
  - c. proposals involving human or animal subjects have been approved by the appropriate committee prior to proposal submission.
  - d. the proposal is submitted to the MSU/AHRC Grant Review Committee before 4:30 pm on the announced closing date.
  - e. the proposal follows all application procedures and formatting guidelines.
  - f. the requested amount is no greater than \$5,000.
7. During the review process, the committee may request additional information from the researcher to enhance the review or may seek advice from other scholars in the applicant's field.

## Project Reporting

The grant recipient is required to account for University research funds. The committee expects that a report of the research will be published in a scholarly journal and presented at a professional meeting. In all cases, the researcher must acknowledge that support for the research was made available, in whole or in part, by Morehead State University and the Appalachian Health and Research Center.

1. Grant recipients will be required to return to the University any unexpended or unencumbered funds on **December 30 following the end of the calendar year for which the grant was awarded. This grant period will provide approximately 12 months to expend all grant funds; therefore eliminating the need for grant extensions. REQUESTS FOR GRANT EXTENSIONS WILL NOT BE CONSIDERED.**
2. An abstract of the final report will be submitted to the MSU/AHRC Research Seed Grant Review Committee on the [Abstract Form](#). In addition, the grant recipient will submit two copies of either a reprint of the paper(s) or publication(s) reporting the research or a detailed final report to the MSU/AHRC Research Seed Grant Review Committee that includes how the objectives stated in the proposal were met. **The final report and abstract must be submitted no later than January 31 following the end of the calendar year for which the grant was funded.** Following receipt of the abstract and final report or reprints of paper(s), publication(s) or abstracts, the MSU/AHRC Research Seed Grant Review Committee will place these materials, together with a copy of the original grant proposal, in the MSU/AHRC Research Seed Grant Archives in Camden-Carroll Library and a copy of the abstract of the final report will be placed on the MSU/AHRC Research Seed Grant Web site. Reprints directly resulting from the grant following the submission of the Final Report should be forwarded to the MSU/AHRC Research Seed Grant Review Committee for inclusion in the Award Collection.
3. If the researcher fails to comply with the above conditions, subsequent submitted proposals will not be considered for funding.

### **Ownership Rights**

The ownership of inventions, discoveries, and copyright materials shall be determined in accordance with the MSU Intellectual Property Policy (PG-18). If any income is subsequently generated from the MSU/Appalachian Health and Research Center-funded research project, the applicant shall provide reimbursement to the MSU/Appalachian Health and Research Center Grant Review Committee up to the amount of the initial award. Reimbursement of income shall be used to support other research.

Equipment remaining after the completion and/or termination of any project financed with an MSU/AHRC Research Seed Grant becomes the property of Morehead State University. Library materials purchased with grant funds will be transferred to the Camden-Carroll Library at the termination of the grant (see [Transfer of Grant Materials Form](#)).

## CLARIFICATION OF BUDGET LINE ITEM CATEGORIES

- 1. Equipment.** Defined as those items which have a cost of over \$500. The equipment must be integral to the research and not available within the department. Equipment purchase requests must include a justification and documentation statement(s), and evidence of vendor cost. Equipment remaining after the completion and/or termination of any project financed with a MSU/AHRC Research Seed Grant becomes the property of Morehead State University for use in the department, see [Transfer of Grant Materials Form](#). Computers or computer equipment must be purchased with the approval of Mr. Jeff Highley, Director of Information Technology Customer Services, at [j.highley@moreheadstate.edu](mailto:j.highley@moreheadstate.edu).
- 2. Supplies.** Restricted to expendable items necessary for carrying out the proposed research, not available from other sources (e.g., department, college, etc.).
- 3. Travel.** Must be requested at University mileage and per diem rates. Travel must be necessary to the completion of the proposed project and arranged by the MSU travel coordinator. Funds for conference travel shall not be awarded. Likewise, grant funds may not be used for professional memberships or conference fees.
- 4. Communications.** (telephone, postage, etc.). Itemize and provide justification.
- 5. Library Materials.** Restricted to reference materials, books, manuscripts, journals, newspapers, and/or computerized literature searches, etc., which cannot be expeditiously purchased through the Camden-Carroll Library. At the termination of the project, materials financed with a MSU/Appalachian Health and Research Center grant become the property of Morehead State University for use in the department, see [Transfer of Grant Materials Form](#).
- 6. Computer Services.** Restricted to services not presently available on campus at no charge. Programming services are allowable expenditures.
- 7. Copying.** Restricted to copying needed to carry out the proposed research not available from other sources.
- 8. Subject Participation Incentive.** Compensation that may be paid to subjects for their participation, as approved by the MSU IRB.