

# UNIVERSITY-FUNDED RESEARCH GRANTS

(Project Dates: January 1 - December 31)

## Introduction

The primary objective of University-funded research grants is to promote high quality research activity within the MSU academic community. A secondary objective is to enhance the competitiveness of faculty in pursuing external funds to support their research. Consequently, the committee's highest funding priority is for junior faculty to help them establish a productive research program. The next funding priority is for senior faculty who have maintained a productive research program (i.e., publications) and have continually sought external funding to support their research program.

## Eligibility for Funding

1. All tenured and tenure-track faculty, professional librarians, and Pac-34 instructors are eligible to apply for RCPC research grants provided they have enrolled in the Sponsored Programs Information Network (SPIN) to receive external grant opportunity announcements (For enrollment, contact Krys Lynam at 3-2181). *Members of the Research and Creative Productions Committee are not eligible to apply.*
2. If an applicant has been previously funded by the Research and Creative Productions Committee, a new proposal will be considered only if the final report for the previously funded proposal has been received.
3. If an applicant has been funded two or more times by the committee (including research grants and summer fellowships), a new proposal will be considered provided the applicant can demonstrate the following accomplishments:
  - a. Applicant has applied for EXTERNAL FUNDING to support their research program during the past year (external proposals submitted related to instruction and/or service are not applicable).

### and

- b. Applicant has presented or published a MINIMUM of TWO papers and/or posters that were generated from one or more of their Research and Creative Productions funded research projects. The papers must have been presented at a state, regional, national, or international meeting. ***Although paper presentations and published abstracts are acceptable, priority will be given to applicants who have published their research in refereed national journals within their field.*** The lack of publications for recipients of two or more previous research grants will significantly impact their priority score, and may result in a decision not to fund (see [Review of Applicant Funding and Past Productivity Form](#)). Publications must acknowledge MSU support.
4. Maximum Yearly Award. There is no limit to the number or kind of internal grants [*i.e., University-Funded grants, Summer Fellowships, or Regional Engagement grants*] that a faculty member may apply for in a given year, but the total allowable amount that any faculty member may receive through all internal university grant sources in a given year is \$6,000. Whether a faculty member is listed as the Principal Investigator or as a Co-

Principal Investigator for a funded project, the full amount of the award for that project will be counted in determining that individual's total yearly award (e.g., if two faculty members together apply for and receive a \$5,000 grant, each one is considered to have been awarded \$5,000 and neither one can receive a second award in excess of \$1,000).

**Project Overlap.** Proposals submitted for a summer fellowship, however, must be different from any internal grant proposals (RCP or Regional Engagement) in that same year.

## **Application Procedures**

All proposals must include the components listed below (in order). Specific proposal forms are available online at <https://outlook.office.com/owa/?path=/group/research@moreheadstateedu28844.onmicrosoft.com/people>. All pages, including forms, should be numbered consecutively (upper right corner).

**To apply, e-mail the completed application as a pdf file attachment to Dr. Michael Henson ([m.henson@moreheadstate.edu](mailto:m.henson@moreheadstate.edu)) or submit a single hardcopy of the proposal to Dr. Henson in 901 Ginger Hall 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**  
  
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 lay person 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.** Describe the significance of the project in the applicant's field on a local/regional, national, and/or international level (i.e., new applications or ways project will extend knowledge in the field). The significance of the research must be clear to a lay reader. An important objective of University-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.

**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 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)** May include supporting information and/or other documentation (e.g., survey instruments)
- Item 9.       **APPROVED REPORT OF REVIEW FORM** from the Institutional Review Board for the Protection of Human Subjects AND/OR Institutional Animal Care and Use Committee, (or notification of IRB or IACUC exemption), if project involves human or animal subjects.
- Item 10.      A **letter of support** from the 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 (with or without requesting adjunct pay).

**Proposals are due the second Monday in October.** No exceptions will be made for the announced deadline.

Proposals will be evaluated by the review committee using the criteria described on pages 8 and 9 below.

Following committee review, the Associate Provost 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 of any nature within an applicant's academic specialty may be funded for amounts from \$1,000 up to \$5,000. **The committee may reduce 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 which emphasize recruiting as a primary focus will be supported.
3. Support and cost-sharing for student wages, equipment, copying, and publication costs should be sought within the applicant's department and/or college. Support of adjunct faculty salary, in order to provide teaching release time for research for a full-time faculty member, will be awarded only with approval from the Department Chair at the time of proposal submission, and if sufficient funds are available.

4. Any proposal that involves the collection of data from human subjects must be cleared by the Institutional Review Board for Protection of Human Subjects in Research. **An approved IRB Report of Review form or formal notification of exemption must be included with the research proposal before review by the Research and Creative Productions Committee (contact Janet Cline 3-2541).**
5. Any proposal that involves the collection of data from animal subjects must be evaluated by the Institutional Animal Care and Use Committee (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 Janet Cline 3-2541).**
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 Research and Creative Productions 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 not less than \$1,000 or 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 the Research and Creative Productions Committee, Morehead State University.

1. Grant recipients will be required to return to the University any unexpended or unencumbered funds on **December 30 following the end of the fiscal 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 BY THE COMMITTEE.**
2. An abstract of the final report will be submitted to the Office of Research and Sponsored Programs (ORSP) on the form titled [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 Research and Creative Productions 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 fiscal 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 Research and Creative Productions Committee will place these materials, together with a copy of the original grant proposal, in the Research and Creative Productions Award Collection, MSU Archives in Camden-Carroll Library and a copy of the abstract of the final report will be placed on the ORSP Web site. Reprints directly resulting from the grant following the submission of the Final Report should be forwarded to the ORSP 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 RCPC-funded research project, the applicant shall provide reimbursement to the Office of Research and Sponsored Programs up to the amount of the initial award. Reimbursement of income shall be used to support other research and creative productions.

Equipment remaining after the completion and/or termination of any project financed with a Research and Creative Productions Committee 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. Salaries and Wages.** Student assistants will be paid minimum wage. Requests for a higher wage must be well justified and will be awarded only if surplus funds are available. If proposal is approved, money allocated for student assistants cannot be reallocated. When possible, students already supported by institutional or federal workstudy funds should be employed. In that event, their salaries and wages will not be included as a line item in the research grant budget. Research and Creative Productions Committee funds may not be used for the support of graduate assistantships. Support of adjunct faculty salary, in order to provide time for research for a full-time faculty member, will only be considered with Department Chair approval at the time of proposal submission, and if sufficient funds are available.
- 2. Fringe Benefits.** Fringe benefits do not apply to workstudy students if enrolled in class. If not enrolled, student fringe benefits must be included in budget.
- 3. Travel.** Must be requested at University mileage and per diem rates. Travel must be necessary to the completion of the proposed project. Funds for conference travel shall not be awarded. Likewise, grant funds may not be used for professional memberships or conference fees.
- 4. Supplies.** Restricted to items necessary for carrying out the proposed research, not available from other sources (e.g., department, college, etc.), that cost less than \$500.
- 5. Communications.** (telephone, postage, etc.). Itemize and provide justification.
- 6. 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 Research and Creative Productions Committee grant become the property of Morehead State University for use in the Camden-Carroll Library, see [Transfer of Grant Materials Form](#).
- 7. 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 Research and Creative Productions Committee grant becomes the property of Morehead State University for use in the department, see [Transfer of Grant Materials Form](#).
- 8. Computer Services.** Restricted to services (e.g., purchasing services to digitize audio, video, or graphics) not presently available on campus at no charge. Programming services are allowable expenditures.
- 9. Copying.** Restricted to copying needed to carry out the proposed research not available from other sources.
- 10. Exhibition.** May include costs of submitting or presenting work, exclusive of travel expenses and conference registration and/or organization membership fees. All submitted or presented work should acknowledge Morehead State University and the Research and Creative Productions Committee.
- 11. Media.** Justify the numbers requested, e.g., CDs, video, software. Any media remaining after the completion and/or termination of any project financed with a Research and Creative Productions Committee grant becomes the property of MSU for use in the department, see [Transfer of Grant Materials Form](#).

# PROPOSAL EVALUATION FORM

## Research Proposal Research and Creative Productions Committee

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### EVALUATION CRITERIA\*

### POINTS SCORED

I. **Background and Significance (30 points):** \_\_\_\_\_

Major objectives – specific, objective, measurable

Literature review - current, complete, concise; includes PIs prior work

Rationale and significance – important problem identified; **plan for pursuit of external funding.**

II. **Research Design and Methods (50 points):** \_\_\_\_\_

Detailed description of research design including subjects, facilities, equipment/instrumentation, methods and procedures, timeline, evaluation plan, anticipated dissemination and/or utilization of findings

Adequacy of budget and budget justification

III. **Investigator and Staff (20 points):** \_\_\_\_\_

Junior or senior investigator

Expertise (education and training)

Past productivity (publications, external grants submitted/awarded)

Student involvement

**Total (100 points)** \_\_\_\_\_

**\*Note:** 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 score.



# RESEARCH GRANT PROPOSAL EVALUATION FORM

## Research and Creative Productions Committee

Name: \_\_\_\_\_ Title: \_\_\_\_\_

### Reviewer Critique:

I. **Background and** Significance:

II. Research Design and Methods

III. Investigator and Staff:

IV. Overall Evaluation