



FACULTY RESEARCH GRANTS

The purpose of a Faculty Research Grant (FRG) at Minnesota State University, Mankato is to encourage excellence in research, scholarship, and creative activities among Minnesota State Mankato faculty. These seed grants support faculty initiatives in all disciplines including basic, applied, and pedagogical research as well as creative projects. New researchers are especially encouraged to apply.

Applicants should contact the appropriate College representative for guidance on proposal development. Faculty Association committee members are listed at <https://research.mnsu.edu/research-and-sponsored-programs/Find-funding/faculty-research-grants/>. Additionally, the applicant is encouraged to submit a well-developed and completed draft to Research and Sponsored Programs (RASP) in advance of the submission deadline in order to verify adherence to all guidelines.

GUIDELINES

- 1. Eligibility:** All tenure-track, tenured, and returning fixed term faculty are eligible.
 - Bonus points are awarded to applicants who have not received FRG funds in 5 fiscal years. For joint proposals, bonus points will be awarded to the proposal only if all applicants are eligible.
 - Only one proposal per person will be considered at each application period.
 - Faculty may not have more than one active award at any time.
 - All applicants must be current on all required FRG final reports.
- 2. Deadlines:** There are two FRG review cycles per academic year, with deadlines in fall and spring. These deadlines are posted at <https://research.mnsu.edu/research-and-sponsored-programs/Find-funding/faculty-research-grants/>.
 - Applicants must secure the signatures of their department chair and dean, and **electronically submit the signed proposal** to the Office of the Associate Provost for Research and Dean of the College of Graduate Studies by 4:30pm on the deadline day.
 - Proposals will not be accepted after the designated deadline except with written permission of the current committee co-chairs.
- 3. Review Process:** Peers outside of your specific area of expertise will review your proposal and recommend fundable proposals to the Provost and Senior Vice President for Academic Affairs. **Please use language and terminology that are clear and understandable to those in other disciplines.**
 - Applicants can ask the Office of Research and Sponsored Programs to review their FRG proposal **prior to the final chair/dean signatures being obtained.**

- The committee meets within three weeks of the proposal deadline and attempts to make its recommendation to the Provost and Senior Vice President for Academic Affairs within five weeks of the deadline.
4. **Format:** Each proposal must contain all elements specified in the Required Format. **Please use the headings provided in this section and present information in the order provided.**
5. **Review Board Approval:** Prior to release of funds, research involving human subjects or laboratory animals **must** be approved by the Institutional Review Board or the Institutional Animal Care and Use Committee (IACUC).
- IRB guidelines and forms are available at <https://research.mnsu.edu/institutional-review-board/proposals/>.
 - IACUC information is available at <https://research.mnsu.edu/institutional-animal-care-and-use-committee/>.
6. **Award Information:** The maximum award per proposal (whether from an individual or a group) will be \$6,000. Faculty may not have more than one active award at any time.
- All publications (including programs or advertisements for creative projects) must acknowledge support from Minnesota State Mankato.
 - If monetary gains (e.g., royalties, licensing fees) are realized as a consequence of the grant, the faculty member may be asked to reimburse Minnesota State Mankato up to the amount of the grant.
 - Funds must be spent by the corresponding timeframe listed below:
 - Fall awards – by December 30 of the following calendar year
 - Spring awards – by June 30 of the following calendar year
 One no-cost extension may be requested from the Office of Research and Sponsored Programs, for a period of up to 12 months.
 - Grant recipients must set up the new grant account within three (3) months of being awarded, unless there is an exception allowed with (written) permission of the current committee co-chairs.
 - Unexpended funds will revert to the research account for reallocation. If a grantee does not plan to use the funds, he/she should notify the Office of Research and Sponsored Programs as soon as possible.
 - A final written report must be submitted to the Office of Research and Sponsored Programs (RASP) no later than 90 days following the project period. Electronic submission is welcome. The RASP Director, in consultation with the Committee chairs as needed, is responsible for reviewing and approving these reports. Grant recipients will not be eligible for future grants until the final report is *received and acknowledged*.
 - Copies of manuscripts or abstracts, based on the research published or submitted for publication, should be submitted with the final report. For a creative work, a program or publicity for an exhibition, reading, or performance should be included.

7. **Budget Guidelines:** The application MUST use the budget template provided below.

- **Applicants for Faculty Research Grants must describe how all project costs will be covered.** For example, if a grant request is \$3,000 and the project describes activities not covered in the budget, the applicant must explain how these costs will be covered so that reviewers can assess the likelihood that the applicant will have the resources needed to complete the project.
- **Institutional cost sharing:** The Faculty Research Committee encourages colleges, departments and/or programs to provide a cash or in-kind contribution on all faculty research proposals. The Faculty Research Committee views such contributions as evidence of college/departmental support and endorsement of the proposed research.
- **Allowable budget items:** Please plan your budget carefully. Budget revisions beyond 10% total change require approval by the RASP Director in consultation with the Faculty Research co-chairs. Budget revisions of more than 20% constitute a major change in project scope and will not be approved. **Allowable costs** fall into the general categories of **personnel, supplies/materials/equipment, copying/printing, postage, travel, dissemination, and other services.** Itemize and provide justification for expenditures in each category. Consult Table 1 for more information on allowable costs.

NOTES on specific budget categories:

Student research assistants: As you plan your budget, please refer to the University policies on student pay rates. Information on stipends and tuition remission for graduate assistants is available at the following site: <http://grad.mnsu.edu/assistantships/>. Information on undergraduate student worker classifications and pay rates is also online: <http://www.mnsu.edu/busoff/studentpayroll/>. **Many FRG budget problems arise from confusion about student pay rates. For clarification, please contact RASP with questions.**

Equipment: Applicants requesting equipment must provide a compelling rationale and demonstrate the need for the equipment, including evidence that this equipment is not already available elsewhere on campus. **Requests for office computers, laptop computers or computer upgrades will NOT be funded, unless documented as essential for completing research.** All equipment and supplies purchased with FRG funds will remain departmental property unless specifically assigned elsewhere.

- Equipment purchased with FRG funds should be made available to other investigators upon completion of the originally funded research.
- The grantee shall ensure that equipment is properly entered in the department's fixed asset inventory list.

Travel: Applicants requesting travel funds must provide a compelling rationale and demonstrate the need for travel. All domestic, international, and local travel costs directly related to conducting the funded research or creative project are eligible budget items. Such requests must be justified in the proposal. Student travel money may be requested if students participate in the research, under the supervision of the faculty member. State guidelines, posted at <http://www.mnsu.edu/busoff/travel/>, must be followed.

Dissemination: Travel for project dissemination activities is allowed; PIs are highly encouraged to maximize this by matching funds from their contractually allocated Professional Study and Travel Funds but if not available, please explain why. Funds requested in this category may not exceed \$1,200.

Gift Cards for Research Participants that have been approved through IRB: Any faculty member whose research participants are being reimbursed for their participation with a gift card, and their demographic information needs to remain anonymous, must follow these steps:

- Fill out a Request to Incur Special Expenses - <http://www.mnsu.edu/busoff/purchasingcard/forms/cs1407incurspecialexp082709.pdf>
- Value of each gift card must be less than \$20
- Fill out an IRB Confidentiality Research form (*contact RASP office for form*)

Once the forms are filled out, approved, and reconciled, the forms can be sent in a sealed envelope to RASP, Memorial Library 96. The forms will be kept confidential, and will only be reviewed if a MnState audit is necessary and requested by Business Services. Please contact the RASP office for questions regarding this step if applicable.

Table 1. SUMMARY OF ALLOWABLE AND DISALLOWED FRG EXPENSES

LINE ITEM	ALLOWABLE EXPENSES	DISALLOWED
Personnel (including graduate assistants, other student labor)	MSU undergraduate and graduate student time Note: The cost of tuition remission (graduate assistant for more than 8 hrs/wk) must be included in the budget, as well as the student wages and FICA if applicable. Although not encouraged, small stipends may be paid to MSU personnel for essential contributions to the project that are clearly in excess of normal contractual responsibilities for that individual. Such stipends must be carefully justified in the proposal.	Salary, stipend, or tuition for the PI/PD or co-PI/PD
Supplies, materials, and equipment	Research and office supplies, special software, non-standard equipment, participant compensation (gift cards less than \$20)	Computers, iPads, tablets, laptops, computer upgrades; “miscellaneous” as an item or as a category
Copying and printing	On-campus or off-campus specialty printing and copying services	
Communication	Postage, phone	Internet access from off-campus

LINE ITEM	ALLOWABLE EXPENSES	DISALLOWED
Travel	Travel costs for the PI(s) and/or supervised student research assistants to conduct research	Costs of traveling to and attending conferences, seminars, workshops, etc., (unless for dissemination purposes, see next category)
Dissemination (may not exceed \$1,200)	Travel costs, for the PI(s) and/or supervised student research assistants, related to the dissemination of research, creative, and scholarly activities Journal publication charges, performances, exhibits, and other costs related to the dissemination of research, creative, and scholarly activities	Intellectual property costs, memberships
Other services	Non-MSU contractors with a specific expertise (statistical analysis, lab processing, transcription, etc.)	Services available on campus to advance the proposed research or creative activity

REQUIRED FORMAT

- The required elements of the proposal, described below (Sections A-H), may not exceed **16 pages (excluding the cover page, checklist and appendices), using 12-point font and one-inch margins.**
 - Sections A-F must be double-spaced
 - Sections G-H (bibliography and vita) may be single-spaced
- **Use the headings below and present information in the order provided (A-H).**
- Up to five pages of attachments may be added, if necessary, **to a maximum total of 21 pages (excluding the cover page, checklist, and appendices)** for the complete application. While all material relevant to determining the quality of the proposed work must be included within the 16-page body of the proposal, applicants may, as a part of the Attachments, include letters of approval from the IRB or IACUC, agreements with collaborators, samples of data collection instruments, or similar items *if they are relevant to determining the quality of the proposed work*. In addition, for those projects whose deliverables include a final product, samples of these products (such as assessment tools, screen shots of software, sample teaching modules and other project deliverables) may be placed within the Attachment section. These sample materials should be concise and relevant. Applicants are reminded that, unless listed above, additional documents should not be attached and, if included, a reviewer is under no obligation to review these materials.
- Note that figures, graphs, tables, charts, and images should be included within the 16-page body of the proposal rather than as attachments. Proposals with graphs, tables, charts, or similar items attached to the 16-page proposal will be considered over the 16-page maximum and will not be reviewed.
- All pages in Sections A-H must be numbered.
- Obtain the chair and dean signatures; submit the signed original.

SECTIONS OF A COMPLETE PROPOSAL

Each College is represented on the Faculty Research Committee. **Successful proposals avoid jargon and are written in language that is clear and understandable to colleagues from a wide range of disciplines.**

A. COVER PAGE

The required cover page, which must be fully completed, is attached at the end of this PDF file.

B. ABSTRACT

Provide a succinct and accurate overview of the entire project (approximately 250 words) that assists reviewers in understanding the goals and importance of the proposed project.

C. PURPOSE / OBJECTIVES

Begin this section with a concise statement of the general purpose and major objectives of the proposed project (the research question/focus, hypothesis, problem or work to be investigated, or aesthetic direction/technique).

D. SIGNIFICANCE / NEED

Research Projects: Include a concise review of literature, identifying ambiguities or gaps in the literature, the need for the proposed research, and how this project will contribute to your own personal research and to your field of study. Sources referenced must be listed in a bibliography.

Creative Projects: Describe the developments in your discipline or the observations that stimulated the proposed project. Sources referenced must be listed in a bibliography. Explain in this section how the grant would contribute to the development of your own work.

E. PROCESS FOR ATTAINMENT OF OBJECTIVES / GOALS

This section is a precise description of the process you plan to use to accomplish your specific project objective(s). It must contain a specific timeline for completing project activities.

Research Projects: Include a methods/design section with details specific to your discipline (materials, texts, archival sources, equipment, protocols, etc.). If the research includes human or animal subjects, give the date of approval (include a copy of that letter as an attachment) or the date the protocol will be submitted for approval. If the proposed project involves collaboration or use of student research assistants, applicants must illustrate that the Principal Investigator will perform a significant amount of the work. Describe each person's role and the amount of time that will be contributed to the project. Protocols must be approved before work can begin.

Creative Projects: Include a description of the source materials, processes and/or techniques that will be used for your project.

F. DISSEMINATION OF RESULTS

This section should detail how you plan to publicize or present your work. (Specify exhibition or performance venue[s], specific journals selected to submit an article[s] for publication, or other specific options.)

G. BIBLIOGRAPHY

For scholarly research activity, provide sources pertinent to the proposal. For creative research activity, this could include books and articles, but might also consist of relevant exhibitions or performances attended.

H. APPLICATION VITA (RECOMMENDED: 3 PAGES)

Reviewers look specifically for the following:

- Research and scholarly activity pertinent to the proposal.
- Previous Faculty Research Grants, including how results were disseminated or made public.

APPENDIX – does NOT count towards any of the page limitations

A. BUDGET MUST use the format provided in the Budget Template

- Itemize the expenses required to complete your project using the following broad categories of allowable expenditures: personnel, supplies/materials/equipment, copying/printing, communication, travel, dissemination, and other services.
- **Unallowable budget items** are salary, stipend, or tuition for the PI/PD; computers; and the costs of intellectual property that might result from a project. “Miscellaneous” is not an allowable item or category. **Refer to the Budget Guidelines** for more information.
- A statement of justification or explanation must accompany each category of expenditure.
- Include an itemization of the Department and/or College contribution and ensure that this information matches the cover page of your application.
- If outside funding is required, indicate how it will be secured.

B. PREVIOUS FUNDING

If you have previously received ANY funding from this Committee, this section should describe:

- how the current project differs from the earlier one(s), and
- an overview of the resulting dissemination for the prior FRG(s).

REQUIRED COVER PAGE

APPLICATION FOR FACULTY RESEARCH GRANT

**All sections/questions must be completed to be considered for grant award.

Choose one:

Creative Project

Research Project

Date of Minnesota State Mankato Faculty Appointment (Semester and Year): _____

Date of Last FRG Award (Semester and Year awarded) (if applicable): _____

Final FRG report submitted to RASP (if applicable): Yes No

1. Project Title: _____

2. Name of Principal Investigator/Project Director: _____

3. College (abbrev): _____ **4. Department:** _____

5. Email Address: _____

6. Amount Requested: \$ _____ **7. Total Cost of Project: \$** _____

8. Does this project involve:

Yes No

human subjects?

animals/animal care facility?

radioactive materials?

hazardous materials?

biological agents or toxins restricted by the USA Patriot Act?

copyright or patent potential?

utilization of space not currently available to the PI/PD?

the purchase of equipment/instrumentation/software currently available to the PI/PD?

NOTE: If the answer is "yes" to any of the above questions, the investigator must attach appropriate documentation of approval or justification for use/purchases, including housing of animals.

Checklist for Faculty:

_____ Complete and attach checklist to verify proposal requirements (optional, but strongly encouraged – not counted against page limit).

_____ Proposal follows format requirements: 12-point font, one-inch margins, all pages numbered, 16 pages with up to 5 pages of attachments for a maximum total of 21 pages (excluding the cover page, checklist, & appendices) for the complete application. Sections A-G: must be double-spaced. The application must use the budget template.

SIGNATURES

Eligibility: _____ **Returning fixed term** _____ **Tenure-track** _____ **Tenured**

Department Contribution (if applicable): \$ _____

If CASH, Account Number: _____

Equipment: The department acknowledges responsibility for the maintenance and upkeep of any equipment purchased with grant funds.

Chairperson Date

College Contribution (if applicable): \$ _____

If CASH, Account Number: _____

Dean Date

Date Receipt by the Office of the Associate Provost for Research and Dean of the College of Graduate Studies:

**REQUIRED BUDGET TEMPLATE
FOR FACULTY RESEARCH GRANT**

CATEGORY	FRG Request	Matching Funds
Personnel <u>Justification:</u>		
Supplies, materials, and equipment <u>Justification:</u>		
Copying and printing <u>Justification:</u>		
Communication <u>Justification:</u>		
Travel <u>Justification:</u>		
Dissemination (may not exceed \$1,200) <u>Justification:</u>		
Other services <u>Justification:</u>		
TOTAL REQUESTED; TOTAL MATCHED		

Checklist for Faculty Research Grant

The proposal package is considered for completeness and adherence to requirements. The following must be included to be eligible for all evaluation points:

- _____ Cover page (A)
- _____ Abstract (B)
- _____ Purpose/objectives (C)
- _____ Significance/need (D)
- _____ Process for attainment of objectives/goals (E)
 - _____ Timeline and amount of time devoted to the project
 - _____ IRB/IACUC submission (if applicable)
- _____ Dissemination of results (F)
- _____ Bibliography (G)
- _____ Vita, 3 pages recommended (H)
- _____ Appendix A: Budget, using template with only allowable expenses
- _____ Appendix B: Previous Funding, required for Applicants with any previous FRG award(s)

Proposals should adhere to formatting requirements to receive maximum criteria points.

- _____ 12-point font
- _____ One-inch margins
- _____ Double-spaced (only sections G-H may be single spaced)
- _____ Pages numbered
- _____ Sections B-H may not exceed 16 pages
- _____ May have up to 5 pages of attachments
- _____ Must use the budget template (as provided) for Appendix A

Electronically submit the fully signed application to the Office of the Associate Provost for Research and Dean of the College of Graduate Studies, by 4:30pm on the deadline day.

Prior to submission: Applicants are strongly encouraged to contact their College rep for guidance.

FACULTY RESEARCH GRANT EVALUATION FORM

Principal Investigator: _____ Creative: _____ Research: _____

Evaluator: _____ Signature: _____

Please score each of the following categories by selecting the number which best describes your assessment. Base your answers on this scale: 0=Low, 1=fairly low, 2=Medium, 3=Fairly High, 4=High.

1. Purpose/Objectives (0-8 points)	_____ points
Concise, explicit expression of purpose/objectives (the basic ideas, problems, or questions examined by the research are clearly explained)	0 1 2 3 4
Attainability (objectives are realistic)	0 1 2 3 4

2. Need/Significance (0-12 points)	_____ points
A. Research Project:	
Literature review is clearly related to project.	0 1 2 3 4
The stage or part of the research gap needing support is clearly identified.	0 1 2 3 4
The research project will contribute to personal scholarly knowledge and learning and has intellectual merit for the discipline.	0 1 2 3 4
B. Creative Project:	
Developments in the discipline/observations, and personal accomplishments are addressed.	0 1 2 3 4
The stage or part of the creative project gap needing support is clearly identified.	0 1 2 3 4
The creative project will contribute to personal scholarly knowledge and learning and has creative merit for the discipline.	0 1 2 3 4

3. Process for attainment of goals/objectives (0-8 points)	_____ points
Methods are clear and relate to objectives	0 1 2 3 4
a. A place is outlined for the project to be conducted?	
b. Materials have been itemized?	
c. Clarified the role of involved personnel?	
d. Access has been addressed. (archives, collections, or other institutions)	
Timeline is specific and realistic.	0 1 2 3 4

4. Dissemination of Results (0-4 points)	_____ points
<u>Research Project</u> : Intended results of the work are specified. (Plans for specific publication, specific conference papers, or other means of dissemination are included).	0 1 2 3 4
<u>Creative Project</u> : Intended outcomes of the work are specified (Plans	0 1 2 3 4

for specific publication, specific performance or exhibition, or other means of dissemination are included).

5. Budget (0-8 points)

_____ points

Justification, specificity and clarity	0	1	2	3	4
Conforms to guidelines, has only allowable costs	0	1	2	3	4

6. Overall Project Evaluation (0-12 points)

_____ points

Quality of the conception, definition, organization and description of the project	0	1	2	3	4
The proposal is readable, well organized, grammatically correct, and understandable to individuals outside the area.	0	1	2	3	4
Proposal follows guidelines and meets required specifications; reference checklist to determine the possible score.	0	1	2	3	4

7. Previous Funding, as applicable (-2-0 points)

_____ points

The proposed project is different from previously awarded FRG(s); deduct points if this does not meet Appendix B requirements.	-2	-1	0
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Total Score: [Σ ratings] _____(out of 52 points)