



**FACULTY SCHOLARSHIP GRANT (up to \$1,200)
PILOT – Spring 2023 ONLY**

The purpose of a Faculty Scholarship Grant at Minnesota State University, Mankato is to encourage excellence in research, scholarship, and creative activities among Minnesota State Mankato faculty. These grants fund small budget requests (with short timelines) supporting faculty initiatives in all disciplines including basic, applied, and pedagogical research as well as creative projects. These funds can support the development and dissemination of scholarly work.

Applicants should contact the appropriate College representative to the Faculty Research Committee for guidance on proposal development. Faculty Association committee members are listed at <https://research.mnsu.edu/research-and-sponsored-programs/Find-funding/faculty-research-grants2/>.

GUIDELINES

- 1. Eligibility:** All tenure-track, tenured, and returning fixed term faculty are eligible.
 - Only one proposal per person will be considered.
 - Faculty may not have more than one active award at any time (Faculty Research Grant or Faculty Scholarship Grant).
 - All applicants must be current on all required Faculty Research Grant final reports.
- 2. Deadline:** This is a **pilot for Spring 2023 only**. The deadline is posted at <https://research.mnsu.edu/research-and-sponsored-programs/Find-funding/faculty-research-grants2/>.
 - Applicants must secure the signatures of their department chair and academic college dean before **submitting the original** signed proposal to the Associate Vice President for Research & Dean of Extended Campus by 4:30pm on the deadline day.
 - Proposals will not be accepted after the designated deadline except with written permission of the current Faculty Research 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.**
 - 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. **Review Board Approval:** Prior to release of funds, research involving human subjects or laboratory animals **must** be approved by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). IRB guidelines and forms are available at <http://grad.mnsu.edu/irb/>. IACUC information is available at <http://grad.mnsu.edu/research/iacuc/>.
- **Award Information:** The maximum award per proposal (whether from an individual or a group) will be \$1,200. **Faculty may not have more than one active award** (Faculty Research Grant or Faculty Scholarship Grant) **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 June 30th, 2024.
 - 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 outcomes 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 requested. The RASP Director, in consultation with the Committee co-chairs as needed, is responsible for reviewing and approving these reports.
 - 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.
5. **Budget Guidelines:** **The application MUST use the budget template provided below.**
- **Allowable budget items** fall into the general categories of **student labor, supplies, copying/printing, postage, travel, 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:

- a) **Student research assistants:** As you plan your budget, please refer to the University policies on student pay rates. Information on student worker classifications and pay rates is also online: <http://www.mnsu.edu/busoff/studentpayroll/>. **Many budget problems arise from confusion about student pay rates. For clarification, please contact RASP with questions.**
- b) **Supplies:** All supplies purchased with Faculty Scholarship Grant funds will remain

departmental property unless specifically assigned elsewhere.

- c) **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. 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.
- d) **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 EXPENSES

LINE ITEM	ALLOWABLE EXPENSES	DISALLOWED
Personnel (student labor)	MSU undergraduate and graduate student time 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 and materials	Research and office supplies, special software, participant compensation (gift cards less than \$20)	Computers, iPads, tablets, laptops, computer upgrades; “miscellaneous” as an item or as a category
Copying/printing	On-campus or off-campus specialty printing and copying services	
Communication	Postage, phone	Internet access from off-campus
Travel	Travel costs for the PI(s) and/or supervised student research assistants to conduct research Travel costs, for the PI(s) and/or supervised student research assistants, related to the dissemination of research, creative, and scholarly activities	Costs of traveling to and attending conferences, seminars, workshops, etc., (unless for dissemination purposes)
Dissemination	Journal publication charges, performances, exhibits, and other costs related to the dissemination of research, creative, and scholarly activities (Travel costs for Dissemination should be listed in the Travel line item above.)	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, must be included.
- Section A may not exceed three (3) pages, should use 12-point font, be double spaced with one (1) inch margins, and all pages 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.**

COVER PAGE – does NOT count towards any of the page limitations

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

A. PURPOSE / NEED / SIGNIFICANCE – limited to three (3) pages, see required format above

Describe the purpose of your research/scholarly or creative work, the specific needs you have for financial support and the significance receiving the requested support will have. Please describe how this project will contribute to your own personal scholarly knowledge including contributions it could make to the intellectual/creative merit for the discipline and to your field of study.

APPENDIX – does NOT count towards any of the page limitations

1. APPLICATION VITA (abridged, RECOMMENDED 5 PAGES)

Reviewers look specifically for the following:

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

2. BUDGET (use the format provided in the Faculty Scholarship Grant Budget Template)

- Itemize the expenses required to complete your project using the following broad categories of allowable expenditures: personnel (student labor); supplies and materials; copying/printing; communication; travel; dissemination; and other services.
- A statement of justification or explanation must accompany each category of expenditure.

Faculty Scholarship Grant EVALUATION FORM

Principal Investigator: _____

Evaluator: _____ Signature: _____

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

1. Purpose / Need / Significance (0-12 points)	_____ points
Concise, explicit expression of purpose	0 1 2 3 4
The need for the proposed support is clearly identified.	0 1 2 3 4
The project will contribute to personal scholarly knowledge and learning and has intellectual/creative merit for the discipline.	0 1 2 3 4
2. Budget (0-8 points)	_____ points
Justification, specificity/clarity	0 1 2 3 4
Conforms to guidelines	0 1 2 3 4
3. 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
The proposal follows guidelines and meets required specifications.	0 1 2 3 4

Total Score: [Σ ratings] _____(out of 32 points)

**REQUIRED BUDGET TEMPLATE
FACULTY SCHOLARSHIP GRANT**

CATEGORY	FSG Request
Personnel <u>Justification:</u>	
Supplies and materials <u>Justification:</u>	
Copying/printing <u>Justification:</u>	
Communication <u>Justification:</u>	
Travel <u>Justification:</u>	
Other services <u>Justification:</u>	
TOTAL REQUESTED	