

MINNESOTA STATE UNIVERSITY, MANKATO

GRANT WRITING INCENTIVE

The purpose of the Grant Writing Incentive is to encourage excellence in research, scholarship, and creative activities among Minnesota State University, Mankato faculty and staff by providing financial compensation to write and submit an external grant.

GUIDELINES

Individual applications will be up to 5 duty days and team-authored applications will be up to 10 duty days (not to exceed 5 days/person).

Eligibility: All current University employees, faculty and staff, are eligible to apply.

Potential applicants must contact the Research and Sponsored Programs (RASP) office to discuss their interest in the Grant Writing Incentive program. The RASP Director will confirm with Human Resources that the individual (or team) is eligible to receive additional financial compensation, and the compensation will be consistent with the provisions in the employee's collective bargaining contract.

- Only one proposal per person will be considered at each application period.
- Preference will be given to applicants who have not received a grant writing incentive in the previous three years.
- Only applications for grants that generate indirect funds will be considered.
- Only applications for grants greater than or equal to \$100,000 will be considered.
- The external grant must have been submitted within the current fiscal year OR must be a submission planned to occur within the next 12 months (one year).
- All applicants must consult with RASP to confirm eligibility of the external grant for which they intend to apply for, and the appropriateness of the timeline.

Format: Each proposal must contain all elements specified in the Required Format section of the External Grant Writing Support Application.

- Applicants must submit the application cover page (as provided), securing the corresponding approval signatures.

Submission & Deadline: There is one Grant Writing Incentive review cycle each year.

- Electronically submit via email to the Director of Research and Sponsored Programs by 4:30pm on the application deadline.
- These deadline is posted at <https://research.mnsu.edu/research-and-sponsored-programs/Find-funding/grant-writing-incentive/>.

Review Process: Your proposal must use language and terminology that are clear and understandable to those in other disciplines.

- Reviewers will include a committee of faculty and staff who have applied for external funding.
- Proposal review timeline: notifications will be made 6 weeks following the review cycle deadline.

Compensation Information:

- Individual applications are up to 5 duty days and team-authored applications are up to 10 duty days (not to exceed 5 days/person).
- Financial support for grant writing time will be administered in accordance with the individual union's contractual stipulations.
- The grant application must be submitted through the University and RASP, following all applicable policies and procedures.
- The external grant must have been submitted within the current fiscal year OR must be submitted within one (calendar) year of being awarded the Grant Writing Incentive.