

University Research Committee

Grants Information and Application Deadlines

General Information

The University Research Committee (URC) is composed of nine volunteer members selected by the University Faculty Senate. Members are drawn from the various disciplines on campus for staggered, two-year terms. The URC is responsible for the allocation of the University funds provided for research and scholarship activities by faculty members. This funding is typically used for small grants (generally a few thousand dollars) in support of faculty research and scholarship, which will lead to an expanded research project supported with external funding.

Allocations for proposals are based on the appropriateness of the project, the merits of the project as reflected in the proposal, and the availability of funds. The URC receives and evaluates proposals and makes recommendations to the Vice President for Academic Affairs concerning actions on proposed projects. The URC is not obligated to expend all of its allocation and will recommend for funding only those projects that it feels have sufficient merit.

Who May Submit Proposals

Any University faculty member with rank of Instructor/Assistant Librarian or above (including one-year contract faculty) is eligible to apply for institutional research support. Faculty members on approved leave are eligible to submit.

Previous recipients who have received an URC grant must show evidence of an external grant submission linked to the previously funded research.

When to Submit

The first round of the URC applications will have a deadline of the first Monday of November. A second round of evaluations will have a deadline of the first Monday of March. The deadline is understood as 11:59 pm on the day indicated above.

Where to Submit

Submit all materials to the Office of Sponsored Programs via email at: research@indstate.edu.

Nature of the Grants

URC grants are provided to support pilot studies to develop a proposal for external funding and to provide funding to cover a portion of publication costs.

Research & Scholarship Activities

Funds may be used to support project expenses such as equipment/supplies, printing/duplicating, and the hiring of special support personnel beyond those normally available through the applicant's department. Requests for research-related travel and/or per diem will be considered in so far as they relate to the priorities specified below and to available resources. Travel to professional meetings will not be funded by the URC.

Summer stipend requests will be entertained only from faculty members who are able to devote a minimum of five weeks full-time work to the project during the summer and who have a continuing

appointment for the following academic year. Faculty stipends are limited to \$3,000. Student stipends as appropriate will be considered with justification.

The URC considers requests for direct support of research proposals in any field.

Preference is given to:

- Requests from faculty members seeking to demonstrate new research methodology on which they can base future requests for funding from external sources.
- Projects expected to result in information dissemination appropriate to the discipline.
- Projects developed to lead to an external grant proposal.

The URC will not consider proposals for:

- Program assessment grants.
- Projects whose primary purpose is the writing of textbooks or other standard teaching material.
- Projects in which course development is the primary goal.
- Projects whose primary purpose is to fund dissertation work or other for-credit academic activities.
- Projects proposed by faculty members previously supported by the URC who have not filed interim or final project reports.
- Summer stipend requests from faculty members who are teaching more than six semester hours (or the equivalent) during the summer.
- Requests from faculty members, which would result in more than two grants in a four-year period.
- Projects submitted by members of the University Research Committee.

Publications

The URC reserves some funds for grants that partially cover costs related to the dissemination of research: reprints of articles, page costs and submission fees for accepted articles, and subventions for publication of books. Grants for subvention of books are limited to \$1,500, and the other types reimburse applicants by paying for the first \$100 plus 75% of the remaining cost up to \$400, as long as the publisher is reputable and the application substantiates her or his claim with an acceptance on letterhead or some other verifiable form. Any level of support above \$400 in a single year will void the possibility of making another grant application in the same academic year. Requests for publication reimbursement may be submitted via the Office of Sponsored Programs' website at www.indstate.edu/research.

Review of Proposals by the University Research Committee

The URC reviews each request individually, weighing the general merits of the proposal without regard to any quotas by discipline. At times, the URC may call upon other faculty members and/or University administrators for assistance in reviewing the merits of research work/scholarship applications. Generally, the URC uses the following considerations in evaluating eligible proposals:

- The extent to which the purpose of the project is clear, specific, and attainable.
- The extent to which the project makes a contribution to the discipline.
- The extent to which the project is part of an ongoing stream of activity within the discipline. This may most commonly be demonstrated by a literature review.
- The extent to which the project will lead to the submission of external funding proposals.
- Methodological rigor, the extent to which the procedures described in the proposal (tools, subject, time frame, research design, and type of analysis of evaluation planned) are likely to achieve the

purpose of the project. The standards used in this evaluation are those that are appropriate for the discipline related to the project.

- The extent to which supporting facilities (such as laboratories, special equipment, or supplies) will be available to successfully complete the project and achieve the project goal(s).
- The extent to which the faculty member has the qualifications and background necessary to pursue the project.
- The quality and nature of the products of the project.

This list is not meant to be exhaustive, and the URC reserves the right to apply general standards of research and scholarship (such as objectivity) and other standards that may arise only in isolated proposals. In addition to evaluating the quality of the project, the URC also evaluates the proposal on the basis of related and appropriate costs and availability of funds.

Notification of Applicants

Applicants will receive notice of URC action from the chairperson of the URC. When a proposal is not recommended for approval, the chairperson will include an explanation of the URC's decision.

Grant Management

All University-supported research projects are administered in accordance with established University fiscal procedures and research policies relating to the conduct of research.

Grants are awarded for approximately 18 months from the date of approval. All funds must be expended by June 30 for Fall (Round 1) approved grants or December 31 for Spring (Round 2) approved grants.

Upon completion of a University-supported project, a final written report must be filed with the URC at the Office of Sponsored Programs via research@indstate.edu. If there are any submitting or published journals articles, conference presentations/papers, or grant proposals resulting from the URC funded project please attach copies or links.

All publications must acknowledge the assistance of the University Research Committee, Indiana State University.