

**University Research Grant Program
College of Arts and Sciences
Guidelines and Application Materials
2020-2021
(for awards beginning July 1, 2021)**

URG applications must be submitted online.

Instructions for submission can be found at: <https://casit.illinoisstate.edu/urg>

This form may be accessed via the CAS website:

<https://cas.illinoisstate.edu/downloads/URGGuidelines.doc>

This packet contains the following:

1. University Research Grant (URG) Guidelines
2. Explanation of the three URG programs:
 - The **New Faculty Initiative Grant (NFIG)**;
 - The **Pre-tenure Faculty Initiative Grant (PFIG)**; and
 - The **Faculty Research Award (FRA)**

Please read all materials before completing your proposal. If you have any questions, please contact Associate Dean Joe Blaney in the College of Arts and Sciences (438-5669).

RELEVANT DATES:

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| November 6, 11:59pm | In order to ensure that departments have adequate time to review proposals, it is mandatory that NFIG, PFIG, and FRA applications be uploaded in Digital Measures Workflow by this date. |
| December 4, 11:59pm | Proposals, department rankings and ranking justifications for NFIG, PFIG, and FRA applications must be uploaded at in Digital Measures Workflow by 11:59 p.m. |
| February 5 | Dean announces recipients of FY2022 NFIG and PFIG awards |
| March 5 | Dean announces recipients of FY2022 FRA awards |
| July 1 | URG award funds available for expenditure, pending release of funds |
| October 8 | Professional Outcome reports for awards in previous fiscal year (2019-2020 – FY20) are due in Digital Measures. |

**COLLEGE OF ARTS AND SCIENCES
UNIVERSITY RESEARCH GRANT PROGRAM GUIDELINES
2020-2021**

Program description

The College of Arts and Sciences University Research Grant (URG) program exists to:

- Foster research and creative efforts across the College;
- Stimulate development and submission of external grant proposals; and
- Support development of the research and creative programs of new faculty members.

Illinois State University defines as research, "A formal procedure which contributes to the expansion of basic knowledge or applies such knowledge to the solutions of problems in society or exemplifies creative expression in a specific field of study. The results of the research are communicated to professionals outside the university through a peer review process in a manner appropriate to the discipline."

Full-time pre-tenured and tenured CAS faculty members, except for those currently serving on the CAS Research Proposal Review Committee (RPRC), are eligible to apply for University Research Grants.

The URG program includes three grant programs (**NFIG**, **PFIG**, and **FRA**) that are designed to work in an incremental and complementary way to support diverse research and creative program development resource needs at different stages of faculty careers.

New Faculty Initiative Grant (NFIG)

New Faculty Initiative Grants (maximum award, \$3,500) are designed to support the first stages of research and creative career development at Illinois State University. Offered to faculty members in the first or second year of their appointment at ISU, the NFIG program encourages departmental mentoring to assist applicants in strengthening their proposals. Proposals must be considered meritorious by the Research Proposal Review Committee to receive funding.

Pre-tenure Faculty Initiative Grant (PFIG)

Pre-tenure Faculty Initiative Grants (maximum award, \$5,000) support faculty members once in years two through five of their appointment at ISU. Faculty members are encouraged to use PFIG funding to further their research or creative program in their progress toward tenure. The PFIG program encourages departmental mentoring to facilitate production of strong proposals. In addition to the merit of the proposal, however, the College Research Proposal Review Committee will consider the Principal Investigator's (PI) productivity since appointment at ISU in making funding decisions.

Pre-tenured faculty members are eligible to receive one NFIG and one PFIG. After receiving both grants, they must submit a grant/funding proposal to an external funding organization to become eligible to apply for Faculty Research Awards (FRA).

Faculty Research Award (FRA)

The Faculty Research Award (maximum award, \$7,000) supports research expenses and/or salary for tenured faculty members or pre-tenured faculty members who have received both the NFIG and the PFIG awards *and* submitted an external grant/funding proposal. Funding decisions are based on proposal quality and the PI's record of published scholarship and grant awards. After receiving one FRA, the PI is ineligible to apply for this grant for one fiscal year following the award. That is, a PI may not apply for another FRA in a fiscal year in which he or she is receiving FRA funding. Furthermore, when applying for FRAs in subsequent years, the PI must provide documentation with each additional FRA proposal that he or she has submitted a new or revised external grant/funding proposal.

College of Arts and Sciences University Research Grant Programs

New Faculty Initiative Grant (NFIG)	Pre-tenure Faculty Initiative Grant (PFIG)
<p>Eligibility: First- or second-year tenure-track faculty members. Faculty members who are awarded an NFIG must hold the terminal degree in their discipline by the time the money is to be awarded. A faculty member may receive this grant only once.</p> <p>Costs supported: Salary and/or project expenses.</p> <p>Maximum award amount: \$3,500.</p> <p>Criteria for funding: All meritorious proposals will be supported, subject to availability of funds.</p> <p>Accountability: Outcomes to be entered into Digital Measures under Intellectual Contributions.</p> <p>Submission deadline to Department: November 6, 11:59pm.</p> <p>Submission deadline to College: December 4, 11:59pm.</p>	<p>Eligibility: Pre-tenured faculty members holding the terminal degree in their disciplines who are in years 2-5 of ISU service. A faculty member may receive this grant only once.</p> <p>Costs supported: Salary and/or project expenses.</p> <p>Maximum award amount: \$5,000</p> <p>Criteria for funding: Highest quality proposals will be funded, subject to availability of funds.</p> <p>Accountability: Outcomes to be entered into Digital Measures under Intellectual Contributions.</p> <p>Submission deadline to Department: November 6, 11:59pm.</p> <p>Submission deadline to College: December 4, 11:59pm.</p>
Faculty Research Award (FRA)	
	<p>Eligibility:</p> <ul style="list-style-type: none"> • Pre-tenured faculty members who have received both NFIG and PFIG awards <i>and</i> submitted an external grant/funding proposal; and • Tenured faculty members. <p>Sit-out: Faculty members who have received an FRA are ineligible to apply for another FRA for one fiscal year following that award.</p> <p>External grant requirement: After receiving one FRA, a faculty member must submit a different external grant/funding proposal for each additional FRA for which he or she applies in subsequent years.</p> <p>Costs supported: Project expenses and/or salary.</p> <p>Maximum award amount: \$7,000. (Co-PIs may apply together but their maximum combined award will be \$7,000).</p> <p>Criteria for funding: Highest quality proposals will be funded, subject to availability of funds.</p> <p>Accountability: Outcomes to be entered into Digital Measures under Intellectual Contributions.</p> <p>Submission deadline to Department: November 6, 11:59pm.</p> <p>Submission deadline to College: December 4, 11:59pm.</p>

Additional program guidelines:

- Co-PIs may apply for URG grants for collaborative projects. Any project in which funds are requested for salary for two or more ISU faculty members is considered a collaborative project. Co-PIs need only submit one collaborative FRA project. If a collaborative project is funded, sit out and external grant/funding requirements will apply equally to all PIs. Total award amount will be \$7,000 whether the project has one or multiple PIs.
- PIs from the College of Arts and Sciences are encouraged to collaborate with colleagues from other ISU colleges. Each PI must submit a proposal to his/her college's URG program, indicating each PI's contribution to project activities. Funding decisions will be made by each college's dean.
- The URG program will not consider proposals for support of costs associated with faculty development, student research/thesis projects, or travel unrelated to the conduct of original research or creative efforts (e.g., travel to conferences to present results). Equipment requests will be funded only if the equipment is directly and specifically related to the proposal. Ordinarily, requests for computers or technology available from College or departmental resources will not be funded.
- If a faculty member who has been awarded a URG leaves Illinois State University employment prior to the beginning of the award period, s/he will forfeit the award. If a URG recipient leaves Illinois State University employment during the fiscal year of the award, s/he will resign the award and return to the College any money that has already been allocated to him/her.
- Ordinarily, projects supported by external grants will not receive simultaneous support from the URG program. If URG support is needed to *enhance* the scope of an externally funded project, the proposal should clearly describe and justify project components for which URG support is requested.
- For projects involving human or animal subjects, appropriate approval (from IRB or IACUC) must be obtained before research begins.

Professional Outcome Accountability

All applicants to the URG program must enter anticipated Professional Outcomes in the appropriate field of the URG application. Results may include (but are not limited to) presentations, publications, manuscript submissions, exhibitions, external grant proposal submissions, or other scholarly outcomes recognized by the applicable academic disciplines. In projecting outcomes, URG applicants should include results likely to occur within one year from the date of the award (July 1).

Outcomes of URG-funded activities are indicated by an appropriate check-box tag in Digital Measures Activity Insight under Intellectual Contributions. For an award beginning on July 1, 2021, URG recipients will be required to enter outcomes in Digital Measures by October 9, 2022, which identifies all scholarly results of work funded by the grant. Failure to enter outcomes in Digital Measures will result in all investigators involved in the URG-funded project being ineligible for further URG competition for a period of five years. Because scholarly outcomes often materialize in multiple years, URG recipients will be required to update Digital Measures entries again by October 9, 2023.

Requests to review successful proposals

Any faculty member may ask to examine successful URG proposals. Requests should be made in writing (hard copy or e-mail) to the Associate Dean for Research with a brief explanation of the reason for the request.

Evaluation criteria

University Research Grant proposals are mentored and receive their initial review at the department level. They are then forwarded for consideration and recommendation to the CAS's RPRC. **Because URG proposals are reviewed by both departmental and College committees, proposals must both demonstrate disciplinary expertise and communicate clearly to the non-specialist reader.** Proposals will be evaluated on the basis of the following criteria:

1. *Clarity of purpose and focus*

The proposal must clearly articulate a statement of the research or creative effort the applicant intends to undertake.

2. *Significance of research or creative effort*

With reference to scholarship, the proposal must indicate the need for the proposed work, its significance for the discipline, and the gap in scholarship it will fill.

3. Objectives of research or creative effort

In a manner appropriate to the discipline, the proposal must clearly describe the research or creative objectives. These objectives may be stated as research questions, hypotheses, thesis statements, anticipated conclusions, or projected creative goals, and must be linked to the project's purpose and focus.

4. Clarity and adequacy of research/creative plan

In a manner appropriate to the discipline and—where appropriate—supported by citation of prior literature, the proposal must describe the research or creative plan, methodology, or approach by which project objectives will be achieved. In cases where more than one person will work on a project, the proposal must discuss each person's contribution.

5. Link between project goals and budget request

The budget request, whether for research costs or salary, should be clearly linked to proposed project activities and goals. Successful proposals will clearly describe in the narrative section as well as the budget justification how the requested support will benefit the project.

6. Adherence to URG guidelines and format

All required elements are included and length restrictions are followed. Deviations from guidelines and format requirements may result in disqualification of the proposal.

7. (For FRA proposals) Research and/or creative record

The scholarly record of the applicant will be a significant element in the RPRC's evaluation of the applicant's capacity to complete the research proposed and to disseminate it to an academic audience. In the case of equivalent proposals, the College committee will give preference to applicants with superior records of published scholarship and/or grant awards.

8. (For FRA proposals for pre-tenured faculty members who have received both an NFIG and a PFIG award, and for tenured faculty members who have received one FRA) Proof of submission of a grant/funding proposal to an external funding organization.

After receipt of a previous URG award, the applicant must include with the URG proposal a copy of the Proposal Submission Form accompanying an external grant proposal submitted through the Research and Sponsored Programs Office or a copy of a submission and /or award letter from an external funding agency that did not require RSP processing.

Applicants should also note that all parts of the proposal may be considered by the committee in its evaluation and ranking. This includes the budget and justification, the list of publications and grants, and the projected Professional Outcomes.

Format

Please see the Digital Measures Workflow on-line submission form linked at <https://casit.illinoisstate.edu/urg>. All of the on-line fields must be submitted as requested in order for a proposal to be complete.

Submission

The date that completed applications must be submitted to the department for departmental review is November 1, 2020

Departmental committees will review all proposals from department faculty and provide written feedback to applicants. However, their responsibilities will vary for each program.

- Departmental committees will review and mentor NFIG proposals to make certain that those submitted to the RPRC are meritorious.
- Departmental committees will provide substantive written evaluations of each NFIG and PFIG proposal to the RPRC in the space provided in the Workflow site.

- Departmental committees will rank proposals from department faculty for FRA funding, and will provide substantive written justification of the ranking of each proposal to the RPRC in the space provided in the Digital Measures Workflow site. Co-PIs from the same department will be co-ranked.

Proposals and departmental reviews must be uploaded via Digital Measures Workflow.

Evaluation of proposals at the College level will be conducted by the RPRC. In the event that RPRC ranking differs from departmental ranking of its proposals, the chair of the RPRC will notify the chairperson of the department. The department will have five (5) working days from the date of notification to respond to the committee. Responses may be in writing or take the form of a request for a meeting with the RPRC. Departments may provide information to support the RPRC's decisions, but the RPRC is responsible for the funding recommendations made to the Dean, who makes the final funding decisions. Applicants will receive notification of their funding status no later than March 6, 2021.