

University Research Grant (URG) Committee Review

The CAS URG program exists to:

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

Illinois State University defines research as: "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."

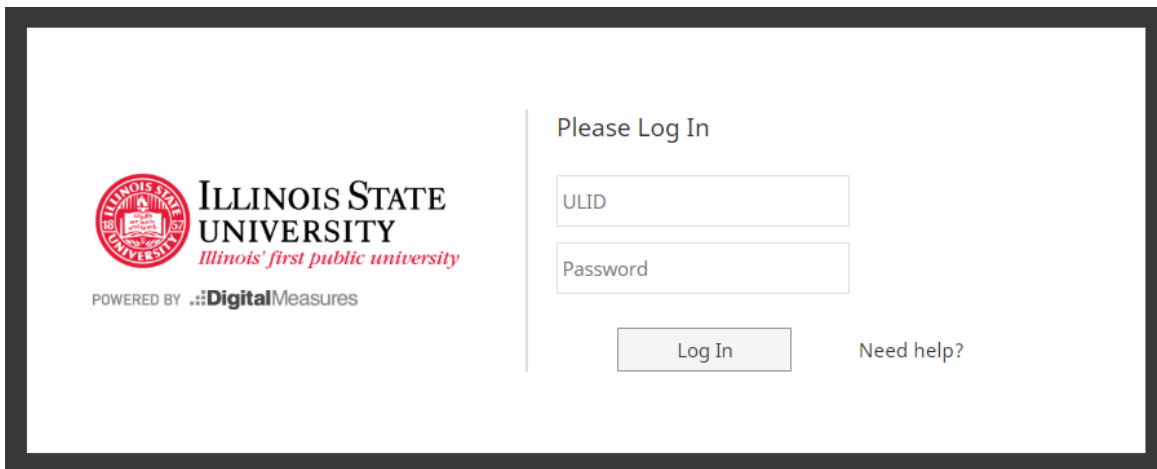
Full-time pre-tenured and tenured CAS faculty members, except for those currently serving on the CAS Research Proposal Review Committee (RPRC), are eligible to apply for University Research Grants.

The URG program includes four grant programs (NFIG, PFIG, SFF, 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.

More information can be found in the [URG program guidelines](#).

URG applications are submitted through Digital Measures, in a tool called "Workflow" within.

1. Log in to Digital Measures at <https://www.digitalmeasures.com/login/ilstu/faculty>. Use your ULID and ULID password to log in. Do not include "@ilstu.edu" or "@illinoisstate.edu" as part of your ULID.



The screenshot shows a login page for Illinois State University. On the left side, there is the university's logo, which includes a red circular seal with a book and a lamp, and the text "ILLINOIS STATE UNIVERSITY" and "Illinois' first public university". Below the logo, it says "POWERED BY DigitalMeasures". On the right side, there is a login form titled "Please Log In". The form has two input fields: "ULID" and "Password". Below these fields is a "Log In" button and a "Need help?" link.

Screen clipping taken: 7/26/2018 1:47 PM

2. Click the "Workflow" button in the menu. Workflow will only appear if you have been assigned a task in the Workflow tool.
3. URG Applications for your review will show under the heading of "Inbox."
 - If you are a committee member you will be able to see the application.
 - Once you have completed your review of the application, click the "Close" button.
 - If you are a committee chair you will be able to comment on the application at the bottom of the screen.
 - Once your committee has completed their review of the application and you have completed your comments, click to "Route" button to submit the application on to the next phase of the process.

4. Applications then move to the "History" section until the application period is complete when it will disappear from your screen entirely.
5. Committee Chairs may return applications back to the previous step in the process. If this is done the application will return to your "Inbox."
6. The "Step" column indicates where the application is in the process, for your information.
7. Watch your email for an alert indicating your application has been returned.
 - You can then revise your application based on comments from your department review committee chair.
 - That email will come from workflow@digitalmeasures.com.