

University Research Grant (URG) Faculty Applications

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."

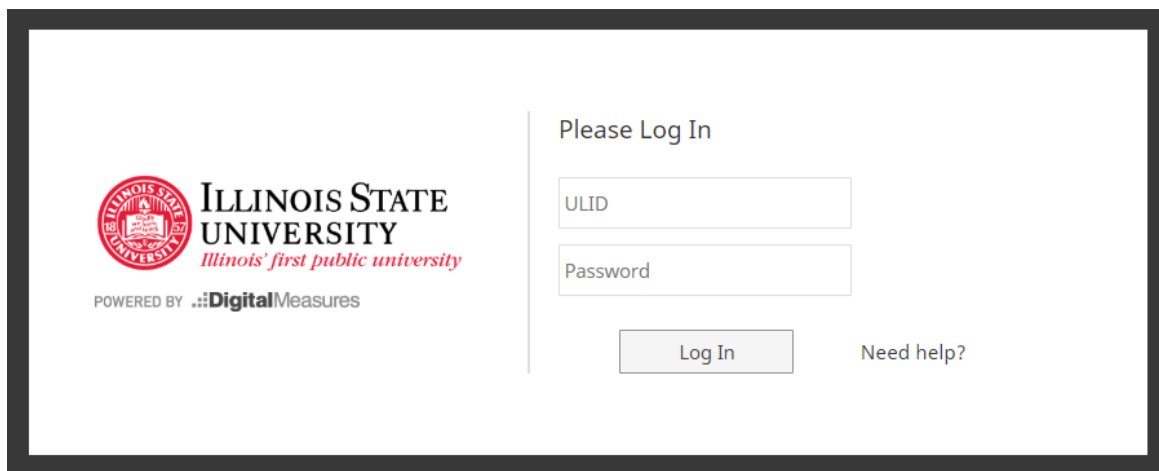
Full-time pre-tenured and tenured CAS faculty members, except for those currently serving on the CAS Research Proposal Review Committee (RPRC), are eligible to apply for University Research Grants.

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 on the [URG Guidelines webpage](#).

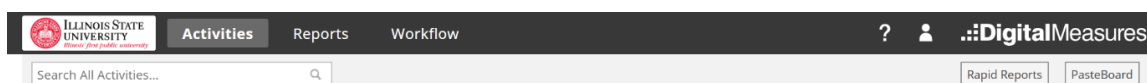
URG applications must be submitted through Digital Measures, in a tool called "Workflow" within.

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.



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2. Click the "Workflow" button in the menu. Workflow will only appear if you have been assigned a task in the Workflow tool. Tasks are assigned based on URG program eligibility. For example, only faculty who qualify for an NFIG will see an NFIG application.



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3. Find "Workflow Tasks" under the heading of "Inbox." Click the name of the appropriate task to begin a URG application. For example, click the "Workflow Task" named "URG-FRA-FY20" to begin an FRA URG application.

Workflow Tasks

▼ Inbox

Name ▲	Step	Subject	Due Date
URG - FRA - FY20	Faculty Application	Self	9/1/2018

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4. The form presented is the only form necessary for this URG type. Complete the form as appropriate then submit.
 - a. You may also save your progress in this form as much as needed. Saving your progress does not submit. You will be able to continue to edit your application until you click Submit.
5. Within the form you may see fields marked with an asterisk. These fields are required before the form can be saved or submitted.
6. In some fields you may have the option to utilize a preconfigured report based on Digital Measures data you have already entered.
 - a. These preconfigured reports will not be removed. However, if you choose to enter these fields manually, reviewers will consider these entries rather than the auto-generated report.
 - b. Please review these automatically generated reports by clicking on the icon. You may exit the report, then save your application progress to return to you Digital Measures profile to modify or add entries like Publications or Grants. Once you complete your modifications to your profile, update the report by clicking the "refresh report" link.
 - c. The purpose of these manual fields is for those that do not utilize Digital Measures fully. An example of these fields is below:

External Funding Proposal Information

Automatically generate the External Funding Source Identification report (from 11/2/17 to 11/2/18).



Last updated date and time

 Refresh report

Or manually enter the external funding proposal related to this URG request.

Name of Agency

Agency Address

Date Submitted

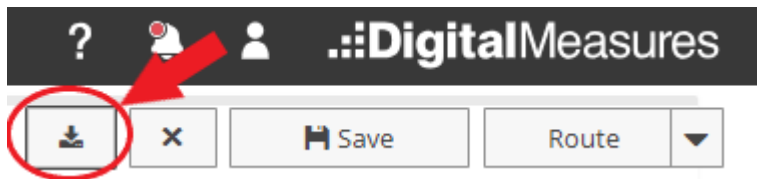
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7. When you have completed the application form click the "Route" button found towards the top of each form. Alternatively, you may click the "Save" button to save your progress so that you can continue to edit your application.



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8. It is recommended that each applicant export a copy of the application. This can be done by clicking the download arrow button near the top of the screen.



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9. Once the application is submitted, the application will move to the "History" section.
 - a. You will no longer be able to edit the application unless the chair of your Department URG Review committee returns the application back to you.
10. The "Step" column indicates where the application is in the process, for your information.
11. Watch your email for an alert indicating your application has been returned to you if you anticipate receiving suggestions for revisions.
 - a. You can then revise your application based on comments from your department review committee chair.
 - b. That email will come from workflow@digitalmeasures.com.