ORGANIZED RESEARCH POLICY STATEMENT
(Revised August 2015)
Southeastern Oklahoma State University

Mission

The purpose of the Organized Research Fund at SE is to provide faculty with support for basic research, other scholarly activities, and professional development. The expected outcome will be a faculty more engaged in a variety of activities that promote currency in their own discipline and/or pedagogy to improve the academic experience of students.

Goals

The five goals of Organized Research at SE are to:

1. promote faculty interest in research, other scholarly activities, and/or professional development,
2. provide support for faculty projects in research, other scholarly activities, and/or professional development,
3. develop a larger roster of faculty who are capable of directing research and/or developing other scholarly works,
4. provide more opportunities for undergraduate and graduate students to participate in research and other scholarly activities with faculty, and
5. enhance the reputation of SE in the areas of research, scholarship, and faculty qualifications.

Administrative Procedures for Unsolicited and Solicited Mini Grant and Regular Grant Proposals

Two to three times each year a general request for proposals (RFP) will be sent to the faculty to invite applications for consideration for funding. Anticipated deadlines are the third Friday in September, the last Friday in January, and if there is money available, the second Friday in April. Proposals submitted in response to these RFPs will be designated as Unsolicited Proposals; the proposal topic is selected at the discretion of the applicant. These proposals will be reviewed by the Organized Research and Program Review Committee (ORPRC). Approved proposals will be funded from the Organized Research Budget. Ad hoc proposals have been considered on an occasional basis at times other than the regular deadlines when there have been extenuating circumstances.

Solicited applications are to be submitted in response to a specific RFP provided by the Office of the Vice President for Academic Affairs. The RFP will describe the research problem of interest and serve as the announcement for Solicited Proposals. These RFPs will be issued at irregular intervals as needed. The review process will be the same as used for unsolicited proposals.

Application Evaluation Procedures for Mini-Grant and Regular Grant Proposals

Review by the Organized Research and Program Review Committee (ORPRC): The ORPRC will review all applications and rank them in a recommended priority order for funding. To facilitate the process, members will complete independent reviews of the applications and electronically submit their recommendations to the Associate Vice President for Academic Affairs (AVPAA). Applications with unanimous support from the ORPRC will receive the highest priority for funding. The AVPAA will convene a meeting (either face-to-face or electronically) of the ORPRC to discuss those proposals that did not receive unanimous support. Based on these discussions, the ORPRC will reconsider their original vote and prioritize the remaining proposals for funding. Based on the recommendations of the ORPRC and the availability of funds in the Organized Research Account, the AVPAA (or
designee) will issue award letters to those applicants receiving funding and notify those not receiving funding. It is the goal of the ORPRC and AVPAA to complete the process as expeditiously as possible each funding cycle.

GUIDELINES FOR GRANT PROPOSALS

These guidelines are to be used for unsolicited and solicited Mini-Grants. Adherence to the standard format shown below will expedite the review and evaluation of the proposal.

I. Mini-Grants

A. Categories and Priorities

Mini-Grants are defined as those faculty research/other scholarly activities/professional development proposals with a total budget of $1,700 or less. Mini-grants normally will be used to support faculty activities in the following 9 categories:

1. a preliminary exploratory project to develop a research concept or other scholarly activity to the point that it can be submitted to an external funding agency;
2. a research or other scholarly activity proposal in an area where funding from other sources is not readily available;
3. a short-term faculty research or other scholarly activity experience (e.g., workshop, short course, webinar) to acquire specific skills for initiating a similar project at SE;
4. support for a small research or other scholarly project of faculty that significantly involves undergraduate/graduate students;
5. sabbatical support for a specifically proposed research activity at another institution or facility (faculty pursuing advanced degrees would not be eligible for salary support under this category since funds are available from other budgets for salary support; research expenses only may be considered under this category);
6. expenses for research or other scholarly publication costs in cases where the manuscript has gone through a peer review process and/or editorial review process that validates its quality (manuscript preparation expenses are supported in this category, as well as journal manuscript page charges and a reasonable number of journal reprints; it is not the intent of this category to provide for the mass printing and distribution of books and monographs);
7. expenses to defray research or other scholarly publication costs of manuscripts printed on campus in cases where the publication will have limited circulation; in this case SE would be granted the copyright and all revenues would go to SE until costs of the grant are recovered; subsequent profits would go into a revolving fund;
8. travel expenses for a faculty member to:
   a. make a scholarly presentation at a conference or other appropriate venue;
   b. serve as an officer in a professional organization or Learned Society;
   c. serve as a presider or panel member at a conference; or
   d. attend a conference related to specialty or regional accreditation.
   e. Please note that all Travel Mini Grants require a 30% match from other sources of funding (e.g., department, school, personal, external). The level of match may be adjusted based on funds available and number of mini-grant requests.
9. other types of research or scholarly activities not described above (please provide narrative description).

B. Format for Mini-Grant Proposals
The attached Mini-Grant Application Evaluation Form should be reviewed as the proposal is being prepared. Adherence to the format outlined below will help ensure an expeditious and objective evaluation of your application.

1. **Research/Other Scholarly Activity/Professional Development other than Travel**
   a. Organized Research Proposal Routing Sheet (First Page)
   b. Provide objectives and a brief description of the proposed activity; please include your previous experience and/or a brief literature review (limit to 1 page).
   c. Provide a copy of your C.V.
   d. Budget Page and Rationale (Use Budget Form-A). The budget period should stop on or before June 30 (end of Fiscal Year). Contact the Office of Academic Affairs if you anticipate that a longer period is needed to complete the project. Funding beyond the current fiscal year cannot be guaranteed.
   e. Please note that no match is required for this category of mini-grant.
   f. Submit one copy of the request to Academic Affairs (PMB 4137).

2. **Travel Mini Grants for Research/Other Scholarly Activity/Professional Development**
   a. Organized Research Proposal Routing Sheet (First Page)
   b. Documentation for the reason for travel (e.g., conference program with presentation listed, letter indicating presentation/workshop has been accepted for conference, scheduled meeting of board, officers, committees at conference).
   c. Budget Page and Rationale (Use Budget Form-B). The budget period should stop on or before June 30, (end of Fiscal Year). Contact the Office of Academic Affairs if you anticipate that a longer period is needed to complete the project. Funding beyond the current fiscal year cannot be guaranteed.
   d. **All out-of-state travel must be approved in advance** (see guidelines prepared by the Office of Finance regarding required approvals for out-of state travel); submit the Out-of-State Travel Request after receiving the award notification (account information will be provided in the award notification).
   e. **Faculty may submit only a single application per academic year.**
   f. Submit one copy of the request to Academic Affairs (PMB 4137).

II. **Regular Grants**

A. **Categories and Priorities**

Regular Grants are defined as research, other scholarly activities, and/or professional development proposals with a total requested budget >$1,700. A typical upper limit for the annual budget is $4,000 for Research or Other Scholarly Activity. Regular Grants are projects that have significant potential to lead to funding from external entities (e.g., foundations, state or federal agencies, or business/industry). Regular Grants that have significant potential to reimburse SE beyond the expenses incurred in the original project, or have >15% of the required match from other sources, have a greater likelihood of being funded. Categories for Regular Grants include: (1) substantial research of a basic and/or applied nature in any discipline, and (2) other scholarly activities of a substantial nature in any discipline.

B. **Format for Regular Grant Proposals**
The attached Grant Application Evaluation Form should be reviewed prior to preparing the proposal. It should be noted that Regular Grant applications will be evaluated more rigorously than Mini-Grant applications. Moreover, the potential of the project to lead to external funding, generate revenue, or promote transformational change is an important evaluation criterion.

2. Summary or Abstract Page (Second Page): Give Proposal Title, Name and Rank of Faculty Investigator(s), and summarize the project in 100-200 words.
3. Research projects must include a literature review of recent, pertinent work related to the project. Other scholarly projects proposals must include a background or historical section that describes the context or setting for the project. The narrative also should include the faculty member’s previous experience related to the proposal. (Limit this section to a maximum of two pages).
4. Clearly enumerate the specific objectives of this project.
5. Describe the methods, procedures, and/or techniques that will be used in this project. Topics such as experimental design and data analyses should also be discussed. Proposals for other scholarly activities should provide adequate details to enable a reviewer to assess the merit of the project.
6. Describe the facilities and equipment that are available to support the project. Has the department chairperson (or other responsible person) authorized the use of the facilities for the conduct of the project?
7. Give details of possible external agencies that could provide funding for continuing the activities proposed in the application. Alternately, describe the potential for generating revenues from the products/outcomes of this project.
8. List the literature references cited in this proposal. Use the format appropriate for the particular discipline.
9. Attach a current C.V. to the proposal.
10. Budget Page and Rationale (Use Budget Form-C). The Budget Period should not extend beyond June 30, (end of Fiscal Year); Contact the Office of Academic Affairs if you anticipate that a longer period is needed to complete the project. Funding beyond the current fiscal year cannot be guaranteed.
11. Faculty Time Statement. List your teaching schedule and other responsibilities for the proposed budget period. Indicate how you plan to complete the activities described in the project without negatively impacting other assigned duties. If a reduction in teaching load is involved, the department chairperson will need to attach a statement indicating how the classes from which you are to be released will be handled if the application be funded.
12. Submit one copy of the request to Academic Affairs (PMB 4137).

III. Award Notices

When a grant is awarded, an approved budget and budgetary procedures will be provided by the Associate Vice President for Academic Affairs (or designee). In addition, the faculty member will be asked to sign a statement that a final report on the project will be submitted within 30 days after completion of the project. In some instances the reporting period allowed may be greater than 30 days.
ORGANIZED RESEARCH AND PROGRAM REVIEW COMMITTEE

COMMITTEE FUNCTION RELATED TO ORGANIZED RESEARCH:

The responsibility of the ORPRC will be to set and amend policy with regard to disbursement of Organized Research funding. It will review applications at least twice per year and make recommendations for funding to the Office for Academic Affairs. The ORPRC will continually review and analyze the effectiveness of the Organized Research Grant program.

PROCEDURES:

The committee procedures include the following:

1. Funding priorities for Mini-Grants will be:
   A. The budget is designed to support Mini-Grants for Research and Scholarly Activities of faculty.
   B. Research or Scholarly Activity other than Travel—funded at 100% of request up to $1,700.
   C. Travel mini-grants for Research or Scholarly Activity—funded at 70% of the lesser of the following two amounts: maximum award for mini grant ($1,700) or total amount of funding request (required match may be adjusted based on the funds available and number of proposals received).
   D. The faculty member is responsible for securing funding for any amount above the $1,700 maximum as well as to cover the required 30% match for travel mini grants (e.g., departmental, school, personal, external). The source of the match is not required but may be included. The required match may be altered based on availability of funds.
   E. Faculty may submit only a single application per academic year.

2. Funding priorities for Regular Grants will be:
   A. The budget is designed to support Regular Grants for Research and Scholarly Activities of faculty.
   B. At least 10% of the budget in Organized Research will be designated for Regular Grants. If no regular grants are submitted, these funds will be used to support mini-grants within the category.
   C. Regular Grants will be awarded campus-wide and are defined as substantial research or other scholarly activities with a total requested budget between $1,700 and $4,000.
   D. The review process for Regular Grant requests will be similar to the Mini-Grant process. Regular Grants have a required match of 15% from other sources; the amount of match may be adjusted depending upon availability of funds.
   E. Faculty may only submit one regular grant per academic year; subsequent funding will be dependent, at least in part, on successful accomplishment of the grant’s goals/objectives.
   F. Faculty may only submit either a mini-grant or regular grant in an academic year.

3. The ORPRC may opt to use one or more SE faculty as ad hoc reviewers; these individuals will have specific expertise related to the proposed project. The ad hoc reviewer(s) will be identified by the AVPAA and allowed to vote with the panel on recommendations regarding the specific proposal.

4. A regular committee member will abstain from participation when there is a conflict of interest.

MEMBERSHIP:

Membership of the ORPRC will consist of seven members consisting of five faculty (two from Arts & Sciences, one from Education and Behavioral Sciences, one from Business, and one from the Graduate Council), one student, and an ex officio member from the Office for Academic Affairs. If the member from the Graduate Council term ends before the term on the ORPRC, then the ORPRC member will finish his/her term on the ORPRC. The Faculty Senate Committee on Committees will appoint the faculty to three-year, staggered terms of appointment on the ORPRC. The Student Government Association will choose a student representative to serve a one-year term.
Applicant: ________________________________

Brief Title: ________________________________

Section I – Questions for Evaluating Research/Scholarly (R/S) Proposal

1. Are the specific objectives clearly stated? ________________________________
2. Is there evidence of a literature review or background statement? _________
3. Has the applicant done previous work in this area? _______________________
4. Is the methodology adequately described? ________________________________
5. Are there any specific budget concerns? ________________________________
6. Overall, is the budget reasonable for the scope of the project? _________
7. Are there other general concerns? ________________________________

Section II – Mark all that apply

1. Preliminary exploratory project to develop an idea. _______________________
2. Activity in an area where funds are NOT readily available? ________________
3. Short term faculty training experience? ________________________________
4. Support for Undergraduate Students? ________________________________
5. Research Sabbatical Support for Faculty? ______________________________
6. Expenses for Peer-Reviewed Publication. ______________________________
7. Expenses for a limited-circulation Publication. _________________________

Section III – Compatibility with Organized Research Goals at SE

1. Will the project promote faculty interest/activity? _______________________
2. Will the project provide support and opportunities for student participation? ____
3. Will the project lead to faculty development? ______________________________
4. Does the project have potential to enhance the reputation of SE? ____________

Section IV – Reviewer’s Overall Recommendation

________________________________________________________________________
MINI-GRANT APPLICATION EVALUATION FORM
Travel Mini Grants—Research or Other Scholarly Activity

Applicant: ________________________________________________________________

Brief Title: ____________________________________________________________________________

Section I – Questions for Evaluating Travel Mini Grants

1. Are the specific objectives clearly stated? ____________________________________________

2. If this is a workshop or conference, are the travel restrictions met? ________________

3. Are there any specific budget concerns? ____________________________________________

4. Overall, is the budget reasonable for the scope of the project? ________________

5. Are there other general concerns? ____________________________________________

6. What is the date of the workshop or conference? ______________________________

Section II if Applicable - Research/Scholarship Categories Applicable to Mini-Grant Proposals

Mark all that apply

1. Preliminary exploratory project to develop an idea. ________________________________

2. Activity in an area where funds are NOT readily available? _______________________

3. Short term faculty training experience? _________________________________________

4. Support for Undergraduate Students? __________________________________________

5. Research Sabbatical Support for Faculty? _______________________________________

6. Expenses for Peer-Reviewed Publication. ______________________________________

7. Expenses for a limited-circulation Publication. ________________________________

Section III – Compatibility with Organized Research Goals at SE (Mini- and Regular Grants)

1. Will the project promote faculty interest/activity? ________________________________

2. Will the project provide support and opportunities for student participation? _____

3. Will the project lead to faculty development? ________________________________

4. Does the project have potential to enhance the reputation of SE? ________________

IV. Overall Recommendation (if external reviewer is used)
REGULAR GRANT APPLICATION EVALUATION FORM

Applicant: __________________________________________________________

Brief Title: __________________________________________________________

Section I – Questions for Evaluating Research and Other Scholarly Activity Proposal

1. Are the specific objectives clearly stated? ____________________________
2. Is there evidence of a literature review or background statement? _________
3. Has the applicant done previous work in this area? ______________________
4. Is the R/S methodology adequately described? __________________________
5. Are there any specific budget concerns? ________________________________
6. Overall, is the budget reasonable for the scope of the project? _____________
7. Are there other general concerns? _____________________________________

Section II – Compatibility with Organized Research Goals at SE (Regular Grants)

1. Will the project promote faculty interest/activity? _______________________
2. Will the project provide support and opportunities for student participation? _______
3. Will the project lead to faculty development? ____________________________
4. Will the project lead to transformational change with a unit? _________________
4. Does the project have potential to enhance the reputation of SE? _______________

Section III – Reviewer’s Overall Recommendation

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Title of Application: ____________________________________________________________

Name of Applicant: ____________________________________________________________

Type of Grant:

<table>
<thead>
<tr>
<th>Non-Travel Mini Grant</th>
<th>Travel Mini Grant</th>
<th>Regular Grant</th>
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<tbody>
<tr>
<td>____Research</td>
<td>____Research</td>
<td>____Research</td>
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<tr>
<td>____Other Scholarly Activity</td>
<td>____Other Scholarly Activity</td>
<td>____Other Scholarly Activity</td>
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Total Budget of Proposal: _______________   Total Amount Requested: _______________

P.I. (if applicable): __________________________________________________________

Date Submitted: ____________________________

If this is a travel submission, where and when: __________________________________

________________________________________________________________________________________

If requesting a travel mini-grant, please select which category best describes your request:

_____ 1. Travel to conference to present findings/scholarly paper over research-based data
_____ 2. Travel to conference to serve as an officer/panel member/session chair/etc.
_____ 3. Travel specifically related to regional or specialty accreditation
_____ 4. Travel to conference or other location to receive an award

Specific Objectives of the Project (list one or more objectives)

1. ________________________________________________________________________________

2. ________________________________________________________________________________

3. ________________________________________________________________________________

The chair of the department acknowledges that he/she has knowledge that the proposal is being submitted and agrees to approve use of departmental facilities for the conduct of the project.

Department Chair: ____________________________ Date: __________________

The Executive Dean for Academic Affairs acknowledges that he/she has knowledge that the proposal is being submitted.

Dean: ____________________________ Date: __________________
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| **Organized Research Funds Budget Form-A**  
Research or Other Scholarly Activity other than Travel—2015-2016 |   |
| Check one of the following: Research_____ Scholarly Activity____ |   |
| Applicant ____________________________  
Budget Period ________________ |   |
| **1.** Supplies and Materials |   |
| **2.** Equipment (<$500; itemize) |   |
| **3.** Equipment (>500; itemize) |   |
| **4.** Software |   |
| **5.** Student Worker |   |
| **6.** Communication/publication |   |
| **7.** Local travel/per diem/lodging |   |
| **8.** Contractual Services |   |
| **9.** Other Miscellaneous Costs, please itemize: |   |
| **10.** Sub-Total |   |
| **Funding Calculation** |   |
| **11.** If Sub-total (Line 10) exceeds maximum amount allowed for mini grant ($1,700), perform the following calculation and write the value on Line 11. |   |
| ____________________ - $1,700 = ____________ |   |
| Sub-total (Line 10)  
Match Required |   |
<p>| <strong>12.</strong> Enter lesser of two amounts: sub-total (Line 10) or $1,700 |   |
| <strong>13.</strong> Total match required from other sources (e.g., department, school, personal, external); enter Line 11 |   |
| <strong>14.</strong> Total Budget Request Allowed: Enter Line 12 |   |</p>
<table>
<thead>
<tr>
<th>Number</th>
<th>Item</th>
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<tbody>
<tr>
<td>1</td>
<td>Conference Registration</td>
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<td>2</td>
<td>Lodging</td>
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<tr>
<td>3</td>
<td>Airfare/Public Transportation</td>
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<td>4</td>
<td>Cab Fare/Local Transportation</td>
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<td>5</td>
<td>Per Diem</td>
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<td>6</td>
<td>Parking</td>
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<td>7</td>
<td>Tolls</td>
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<td>8</td>
<td>Rental Car</td>
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<td>9</td>
<td>Other Miscellaneous Costs, please itemize:</td>
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<td>10</td>
<td>Sub-Total</td>
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<tr>
<td>11</td>
<td>If Sub-total (Line 10) exceeds maximum amount allowed for travel grant ($1,700), enter amount greater than $1,700; if not, enter 0</td>
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<tr>
<td>12</td>
<td>Enter lesser of two amounts: sub-total (Line 10) or $1,700</td>
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<td>13</td>
<td>Multiply amount on line 12 by 0.30 (30%)</td>
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<td>14</td>
<td>Enter value for Line 12 – Line 13</td>
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<tr>
<td>15</td>
<td>Total match required from other sources (e.g., department, school, personal, external; enter Line 11 + Line 13</td>
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</table>
Organized Research Funds Budget Form-C
Regular Grants for Research or Other Scholarly Activities (>\$1,700 and <\$4,000)—2015-2016

Note: Out-of-state travel requires prior approval and encumbrance

Check one of the following: Research_____ Scholarly Activity_____

Applicant ___________________________ Budget Period ___________________________

Professional Salaries or Adjunct Salaries
AY Release Time Requested ________ %; Replacement Salary: ______
Summary Salary Requested _____________

*Interim and Overload Salaries Not Allowable*

Fringe Benefits (Calculate @ 40% of above amount)

Supplies and Materials Attach Separate Itemization in Narrative

Equipment (Less than $500 per item; more than $500 per item (Attach separate itemization in narrative for the two categories)

Travel (Attach separate itemization in Narrative)

Communication

Off-Campus Printing or Binding

Contractual Service or Professional Services

Other Current Expenses

Repair Services

Maintenance, Lease, Rental

Total Cost of Project

**Matching costs, must be at least 15% of the total**

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<th>Totals</th>
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Total Budget Requested $