

ORGANIZED RESEARCH POLICY STATEMENT (Revised 2018-2019)

Mission

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

Goals

The three goals of Organized Research at SE are to:

1. provide support for faculty projects in research, other scholarly activities, or professional development,
2. provide opportunities for undergraduate/graduate students to participate in research and other scholarly activities with faculty, and
3. 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 last Friday in September, the first Friday in February, and if there is money available, the first Friday in April.*** The proposal topic is selected at the discretion of the applicant and applications will be reviewed by the Organized Research and Program Review Committee (ORPRC). Approved proposals will be funded from the Organized Research Budget.

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. Members will complete independent reviews of the applications and electronically submit their recommendations to the Vice President for Academic Affairs (VPAA). Applications with unanimous support from the ORPRC will receive the highest priority for funding. The VPAA 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 availability of funds in the Organized Research Account, the VPAA (or designee) will issue award letters to those receiving funding and notify those not receiving funding. It is the goal of the ORPRC and VPAA to complete the process as expeditiously as possible.

GUIDELINES FOR GRANT PROPOSALS

Please follow the guidelines listed below to expedite the proposal review process by ORPRC.

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 in the following 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/scholarly activity proposal where funding from other sources is not readily available;
3. a short-term faculty research/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/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);
- 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 (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/scholarly publication costs of manuscripts printed on campus in cases where the publication will have limited circulation (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.
- 9. other types of scholarly activities not listed above (please provide narrative description).

B. Format for Mini-Grant Proposals

Please follow the format outlined below; it 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 end on or before June 30 (end of Fiscal Year). Contact the Office of Academic Affairs if a longer period is needed to complete the project because funding cannot be guaranteed beyond the current fiscal year.
- e. Please note that no match is required for this category of mini-grant.
- f. Submit one copy of the request to Academic Affairs.

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 end on or before June 30, (end of Fiscal Year). Contact the Office of Academic Affairs if travel involves dates in the next fiscal year.
- d. **All out-of-state travel must be approved in advance** (review Office of Finance guidelines 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.

II. Award Notices

When a grant is awarded, an approved budget and budgetary procedures will be provided by the VPAA (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 (deadline may be extended upon request).

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 the effectiveness of the Organized Research Grant program.

PROCEDURES:

The committee procedures include the following:

1. Funding priorities for Mini-Grants will be:
 - A. **Research/scholarly activity other than Travel**—funded at 100% of request up to \$1,700.
 - B. **Travel mini-grants for research/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. Travel grants require a 30% match from other sources (e.g., departmental, school, personal, external)
 - C. 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 grants. The source of the match is not required but may be included.
 - D. **Due to number of applications and availability of funds, the required match percentage may be altered.**
 - E. **Faculty may submit only a single application per academic year.**
 - F. Submit grant requests to the Office of Academic Affairs (Administration 307); a grant request may be scanned and submitted electronically to bkclark@se.edu and jmaple@se.edu.
2. 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.

EVALUATION OF MINI-GRANTS

Members of the ORPRC will evaluate grant applications using, at least in part, the following questions.

- Are the specific objectives clearly stated?
- Is there evidence of a literature review or background statement?
- Has the applicant done previous work in this area?
- Is the methodology adequately described?
- Is the budget reasonable for the scope of the project?
- Are there other general concerns?
- Will the project promote faculty interest/activity?
- Will the project provide support and opportunities for student participation?
- Will the project lead to faculty development?
- Does the project have potential to enhance the reputation of SE?
- Is proposed activity a preliminary exploratory project to develop an idea?
- Is the proposed activity in an area where funds are not readily available?
- Is the request for a short-term faculty training experience?
- Does the activity support for undergraduate students?
- Does the application request support for a faculty member's sabbatical?
- Is the request for expenses for peer-reviewed publication?
- Is the request for expenses for a limited-circulation Publication?

ROUTING SHEET

**ORGANIZED RESEARCH PROPOSAL
2018-2019**

Title of Application: _____

Name of Applicant: _____

Type of Grant:

Non-Travel Mini Grant

____ Research

____ Other Scholarly Activity

Travel Mini Grant

____ Research

____ Other Scholarly Activity

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:** _____

Organized Research Funds Budget Form-A
Research or Other Scholarly Activity other than Travel—2018-2019

Check one of the following: Research_____ Scholarly Activity_____

Applicant _____ Budget Period _____

<u>1.</u> Supplies and Materials	
<u>2.</u> Equipment (<\$500; itemize)	
<u>3.</u> Equipment (>\$500; itemize)	
<u>4.</u> Software	
<u>5.</u> Student Worker	
<u>6.</u> Communication/publication	
<u>7.</u> Local travel/per diem/lodging	
<u>8.</u> Contractual Services	
<u>9.</u> Other Miscellaneous Costs, please itemize:	
<u>10.</u> Sub-Total	
Funding Calculation	
<u>11.</u> 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. <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;"> _____ Sub-total (Line 10) </div> <div style="text-align: center;"> - \$1,700 = </div> <div style="text-align: center;"> _____ Match Required </div> </div>	
<u>12.</u> Enter lesser of two amounts: sub-total (Line 10) or \$1,700	
<u>13.</u> Total match required from other sources (e.g., department, school, personal, external); enter Line 11	
<u>14.</u> Total Budget Request Allowed: Enter Line 12	

Organized Research Funds Budget Form-B

Travel Mini Grant for Research or Other Scholarly Activity--2018-20198

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

Check one of the following: Research____ Scholarly Activity____

Applicant _____ Budget Period _____

1. Conference Registration	
2. Lodging	
3. Airfare/Public Transportation	
4. Cab Fare/Local Transportation	
5. Per Diem	
6. Parking	
7. Tolls	
8. Rental Car	
9. Other Miscellaneous Costs, please itemize:	
10. Sub-Total	
Funding Calculation	
11. If Sub-total (Line 10) exceeds maximum amount allowed for travel grant (\$1,700), enter amount greater than \$1,700; if not, enter 0	
12. Enter lesser of two amounts: sub-total (Line 10) or \$1,700	
13. Multiply amount on line 12 by 0.30 (30%)	
14. Enter value for Line 12 – Line 13	
15. Total match required from other sources (e.g., department, school, personal, external; enter Line 11 + Line 13	
16. Total Budget Request Allowed: Line 10 – Line 15.	