Faculty Research and Instructional Grant
Application
Revised: February 2017
A. Guidelines for Preparing an Internal Grant Proposal

- All full-time faculty are eligible to receive research and instructional development grant funding. **Competitive proposals will have priority, then faculty that are in the first to third year of service at the University.**
- The solicitation for proposals will go out to faculty in the spring semester of each fiscal year. All eligible faculty can participate in a proposal solicitation each spring for the *subsequent* academic (fiscal) year. Note that the University’s fiscal year, July 1 – June 30, sets a constraint on the time-period for expenditures under these grant programs. For example: Bill is a faculty member who submits a proposal in the spring of 2020 – **Bill’s proposal is approved in the spring, but he cannot receive any funding until July 1, 2020 – all funding must be expended by June 30, 2021, and must follow Business Office purchasing procedures and deadlines.**
- The committee will consider proposals for faculty research and instructional development for funding. Only one proposal should submitted by a faculty member in their chosen category, faculty research or instructional development, with a budget limit of $5,000. Applicants are responsible for identifying under which category their application belongs. Proposals in each category will be considered on their merits according to the established criteria (see criteria listed later in this document).
- A joint proposal (multiple eligible faculty members) may be submitted for consideration. However, the budget restriction of $5,000 is still a constraint.
- The Faculty Research and Instructional Development Committee encourages all applicants to work with the Chair of their department to ensure a strong proposal.
- The Faculty Research and Instructional Development Committee is comprised of faculty appointed from all four colleges, and a variety of disciplines. Therefore, prepare a non-technical proposal that clearly and specifically describes the project to a person outside your field of expertise. Please define any technical terms or jargon used in your proposal that may be confusing, or unknown to an outsider.
B. Proposal Specific Guidelines

Proposals should be submitted using the following guidelines:

- The proposal should have a concise, descriptive title.
- The required font is Arial 12-point. Proposals not adhering to this requirement will be returned.
- Submit the proposal before the deadline of 5:00 p.m. on the date posted in the call for applications. The committee will not consider a late proposal.
- The proposal must include the following, in this order:
  - Cover/Signature Page (Section H)
  - Checklist Page (Section I)
  - Abstract written in non-technical language. Limited to 200 words.
  - Narrative written in non-technical language. This section is limited to four (4) double-spaced pages.
    - Include the following as headings in the narrative:
      - Background (relevant research pertaining to your project)
      - List of Objectives/Goals (describe and include rationale for each)
      - Methodology and Feasibility
      - Significance and Impact
      - Expected Outcomes (What is the likelihood that a scholarly or creative activity product or external funding will result from the project?)
    - Budget Summary (Section J)

The following sections are a requirement and should be attached to the proposal, but are NOT included in the four (4) page narrative limit:

- Itemized Budget and Justification
  - Prepare a reasonable budget for the project and document the line items thoroughly. Pay particular attention to the budget justification; it should fully address the reasons for each of the budget requests. See Section G, Guidelines for Preparing a Budget.
  - Funding is limited to a maximum of $5,000 per project.
- References/Bibliography
- Grant History
  - List previous ENMU internal grants awarded, including title, year awarded, and amount funded. For internal grants within the past five (5) years, also attach a copy of the final report (see reporting requirements).
  - List previous and current externally funded grants awarded. Include title, year awarded, amount funded, and the funding source.
  - If this proposal is a continuation of a previously funded project, clearly explain why the additional funding is necessary and the relationship to the previous project.
  - List other grants received, or pending for co-support of this project.
- Vita
- Paginate all pages except the vita and attachments.
- Hand deliver the original proposal, with a completed and signed Cover Page, to the Office of Sponsored Projects, Administration Building, Room 101, by 5:00 p.m. on the due date.
C. Funding Period

Internal Grant funds must be expended within the University’s fiscal year for which they are awarded. That means that all funds should be expended by June 30 of the applicable academic year. Any funds remaining at that time will be forfeited. Grant funding for faculty proposals acted on in the spring are for the SUBSEQUENT academic year, and may be used beginning on July 1 of that year (and must be expended by June 30 of the subsequent year).

Due to state budgetary constraints – extensions are not possible. [Grant recipient is responsible for following purchasing procedures and meeting purchasing deadlines as set forth by the Business Office for purchases at the end of the fiscal year.]
D. Reporting

Mid-Term Report:
Due on **December 31**, each grant recipient is required to submit the following in summary form:
1. Have you expended your award?
2. Do you still plan to expend all your funds?
3. Is there any portion of your award that can be reallocated for other projects?

Final Report:
Upon completion of the project, but **no later than July 31**, each grant recipient is required to submit a one-page summary of the project. If a paper or presentation is given, as a result of the project, a copy of the paper should be submitted.

The summary should address the following questions:
1. What were your research goals?
2. Describe the progress of each goal listed in the proposal:
   a) Not attempted (0%)
   b) Just started (25%)
   c) Halfway complete (50%)
   d) Nearly complete (75%)
   e) Complete (100%)
3. List the **completed** products that were a **direct result** of the funding. (Presentations, Student Research Conference, posters, publications, patents, art shows, exhibits, films, performances/dances, improved instructional practices). Please email supporting documents to **SPOffice@enmu.edu**.
4. List upcoming products that will be completed no later than one year from the completion of the grant. Please email supporting documentation to **SPOffice@enmu.edu**.
5. Were students supported?
   a) How many undergraduate students and how many total hours per student?
   b) How many graduate students and how many total hours per student?
6. How has this research raised the profile of the department and/or the University?
7. How may external grants have you submitted in the last year? Please indicate the funding agency.
8. Which external funding sources will you apply to within the next year? Be as specific as possible.
E. Internal Grant Proposal Review Process and Guidelines

- Preference will be given to competitive proposals from eligible faculty who are in their first to third year of service at the University.
- The proposals will be evaluated according to the established list of evaluation criteria (sections E and F).
- A committee member will not be allowed to participate in the evaluation of any proposal in which he/she or an immediate family member is a principal investigator or co-investigator.
- The proposals budget is reviewed and the amount awarded is determined by the Committee. The Committee limits funding to, no more than, $5,000 per project.
- Proposals for continuing a previously funded project must clearly explain why the additional funding is requested and how the new proposal relates to the previous project.
- Proposal intended to provide funds primarily for faculty development will be considered, but may be given a lower priority in funding (for a stronger proposal, show how students will be positively impacted by the proposed activity).
- The Committee’s recommendations for funding are reported to the Faculty Senate and the Vice President for Academic Affairs. The Vice President makes the final determination of award.
F. Internal Grant Proposal – General Evaluation Criteria

All grant proposals, research and instructional, are reviewed using the following general criteria:

- New faculty (in their first to third years) with competitive proposals will be given the highest priority.
- Is the proposal complete, well-written, well thought out, consistent, and reasonable?
- Are the budget and proposal consistent? Do they adhere to the maximum funding limit?
- Does the proposer have the expertise to carry out the project?
- Will the activity enhance instruction at ENMU?
- Does the activity enhance the department and/or the University?

The narrative will be evaluated on the following criteria:

- Background – should provide a clear and thorough context for the proposed project that is understandable to someone outside of the field of study.
- Objectives/Goals – the proposal should clearly explain the project objectives and goals, with rationale for each.
- Methodology and Feasibility – the narrative should provide a clear explanation of the proposed methodology and feasibility. The proposal will document that the required resources are available or attainable.
- Significance and Impact – the proposal should clearly define the importance and impact of the project to the field of study (discipline).
- Expected Outcomes – the proposal should clearly identify the potential of the activity to enhance or create a minimum of two of the following: external funding, scholarly or creative product, or instructional innovation. Please state in relation to proposed outcomes how two of these would be completed.
- Writing Technique – writing should be clear, correct and coherent. Organization should be logical and consistent. The proposal will follow the approved style, font (Arial 12-point) and grammar.
- Budget and Justification – the budget and justification should be thorough and adhere to the guidelines for the program.
In addition, the following specific criteria are used to evaluate proposals.

<table>
<thead>
<tr>
<th>Research Projects</th>
<th>Instructional Projects</th>
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<tbody>
<tr>
<td>• Originality of proposed research</td>
<td>• Innovativeness</td>
</tr>
<tr>
<td>• Access to appropriate facilities and equipment for research project</td>
<td>• Potential for implementing improvements in pedagogy, curricula, or course delivery in person or online.</td>
</tr>
<tr>
<td>• Required authorizations for special procedures obtained or considered, e.g., use of human subjects, use of animals, etc.</td>
<td>• Promotion of instructional renewal</td>
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<tr>
<td>• Draft sample(s) of proposed surveys, exams, questionnaires, etc. (where applicable)</td>
<td>• Potential for improving instruction for a significant number of ENMU students, presently, and in the future</td>
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<tr>
<td>• Potential for project to generate external funding</td>
<td></td>
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<tr>
<td>• Potential for project to generate scholarly or creative activity in research that will result in external visibility (through publications, display, or performance)</td>
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G. Guidelines for Preparing a Budget

1. **Personnel:**
   - Involvement of ENMU students in grant projects is encouraged. Salary for undergraduate students is at a rate of $7.50 per hour, graduate students are at a rate of $10.00 per hour.
   - Faculty/staff salary is **not** allowed.

2. **Equipment:** (as normally defined)
   - Any single item whose cost exceeds $1,000.
   - An item that has a shelf life of at least one year, and
   - A University inventory tag can be affixed to the item.

   All three criteria must normally be met in order to qualify as equipment – however, there are exceptions to a (i.e., an $800 item that can be classed as equipment based on its primary usage). Items such as software are not considered equipment since C cannot be accomplished, and items a and b may or may not be true. If the University’s inventory department rules that an item is not equipment, they will charge the purchase to the appropriate category within the budget.

   All requests for computer equipment and/or software must be justified as items not available from other University sources. Contact ITS for a quote(s) and compatibility requirements. Typically, requests to purchase laptop computers are not supported as part of these grants.

   All equipment purchased from a grant remains the property of the University at the termination of the grant.

3. **Supplies and Expenses:**
   - Supplies are not covered under equipment.
   - Expenses are items that wouldn’t be categorized as supplies, but would incur a cost to obtain, such as postage, duplicating, and registration fees.

4. **Services:**
   - Consultants’ fees cover external professional services that the project director is not qualified to perform (i.e., data analysis and professional oversight).
   - Consultants are not ENMU employees.

5. **Travel:**
   - Travel is allowed only if the project cannot be accomplished without it. Travel expenses may not exceed the current University reimbursement rates for mileage, per diem, and meals (contact the Business Office or your department secretary for the current rate). Airfare is paid at the coach rate only. Standard University travel reimbursement policies apply to all travel expenses. You must file a travel request and have it approved before travel is taken.
Since only limited funds are available and a grant primarily to fund travel may not be competitive with other grant proposals – the faculty member is encouraged to seek additional travel funds from other sources in addition to the grant (i.e., departmental funds, college funds, external funds, etc.).
Cover/Signature Page

_____ Research Grant  _____ Instructional Grant

_____________________________  ________________________________
Applicant  Department

________________________________  ________________________________
Title of Proposal

________________________________
Amount Requested $

Is this project possible if funds are awarded Feb 1 to June 30?  ____Yes  ____No

________________________________
Applicant’s Signature  Date

________________________________
Department Chair’s Signature  Date

This grant is subject to approval from:
Human Subject Protection Committee  _____ Yes  _____ No
Animal Care and Use Committee  _____ Yes  _____ No

**Note:** If human subjects or animals are involved, you must have the approval from the Human Subjects Committee or the Animal Care & Use Committee **before** starting the project or the release of funds occurs. **A signed copy of the committee’s approval is required for your grant file.** Copies of the University’s Policies and Guidelines for the Protection of Human Subjects and the Application for Permission to Use Animals form are located here: https://my.enmu.edu/web/grant-and-content-management/office-of-sponsored-projects