

Summer Research Grant  
Mississippi Valley State University



Faculty Development  
U.S. Department of Education  
Title III, Plan B Program

**Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_



\_\_\_\_\_  
**Department Chair**

\_\_\_\_\_  
**Title III Director**

# Summer Research Grant Guidelines

Notes: The sentences or words that are both highlighted in RED and underlined indicate the suggested changes or additions or both.

**(Discussed by MVSU Faculty Senate on 5<sup>th</sup> April 2016 and Effective 5<sup>th</sup> April 2016 and After if approved)**

## **I. General Information:**

A. Faculty Summer Research Grant was established to promote the professional development of MVSU faculty through action research, the scholarship of teaching and learning, disciplinary research and creative projects;

B. Each grant is awarded up to \$5,000 if the receiver will not teach the Summer School. The amount will be reduced to \$2,500 if the receiver will teach the Summer School. The Faculty Development and Fund Committee, formed by the Faculty Senate, selects grant proposals that are to be funded. The committee must balance the demands of a large number of meritorious proposals against a limited amount of available funds.

C. The Faculty Development and Fund Committee encourages applicants to explore and propose diverse topics as the subject matters for summer research or other types of research. As long as the subject matters are reasonably related to the courses that applicants taught or will teach, the Committee will NOT limit the subject matters to certain geographic areas or certain individuals and will NOT require that the proposed subject matters should connect to certain institutions.

D. Faculty Development Office will announce applications for summer grants on October 1 and accept them from October 15 every year. Applications for grants will be due by January 30 every year, and the committee will make its final decision and a notice will be sent to all applicants before or on the third Thursday of February every year when the research is funded; After the deadline, the Faculty Development Office informs the Faculty Senate whether or not any Development & Fund Committee Members have made applications for the grant. Any member(s) who have made application(s) should excuse from the committee and replacements should be decided by the Faculty Senate;

E. All applicants should submit both a digital copy and a hard copy of the application proposal to MVSU Faculty Development Office for the review by the Faculty Development and Fund Committee. The Faculty Development Office removes the identities and/or identifiable information within the application proposals before delivering these proposals to the committee for review.

F. The Faculty Development and Fund Committee, following *Robert's Rule of Order*, selects a chairperson for presiding over the review process. The chairperson, in consultation with members, decides the manners of how the members use "The MVSU Summer Research Grant Rubric" to independently review the application proposals and how the committee meets. During the committee meeting(s), the chairperson collects "The MVSU Summer Research Grant Rubrics" from the members and summarize the review scores for each application. Based on the summarized scores, the Committee makes the final decision on the candidates who can receive the grants and notifies the Faculty Development Office before or on the third Thursday of February. The term of "meeting" here implies either a regular meeting or a meeting online. Meanwhile, within five working days after the third Thursday of February, the Faculty Development and Fund Committee should submit all approved proposals involving human subjects to MVSU Internal Review Board (IRB) and involving vertebrate animals to the Institutional Animal Care and USE Committee for further reviews.

## **II. Research funds can be used for the following reasons:**

A. Any research activity where faculty members act as the primary investigator;

B. Purchase of supplies, equipment and other necessities not available on campus, but necessary for conducting the research/project (supplies, equipment and other necessities should be ordered as soon as the summer grant funds are available);

- C. Book purchases are prohibited except in for instances in which the J.H. White Library is unable to obtain them via Inter-Library Loan. Such purchases are to be given to the Library upon conclusion of the research project. The Faculty Development Director will provide Purchase agreements, which will include terms of purchase and will be signed by the grantee;
- D. Travel to sites necessary for completing the research project;
- E. Stipends up to 35% of the approved amount of grant;
- F. Title III must approve the budget justifications for the grant before the Faculty Development Office can accept the application.

### **III. Summer Research funds cannot be used for the following reasons:**

- A. Any expenses involving academic credits or the preparation or completion of a thesis and/or dissertation;
- B. Attendance at professional conferences or for paid publications;
- C. Funds to purchase food (unless during travel as scheduled in approved application).

### **IV. Standard Format for Application Proposal:**

A standard format of for an application proposal should include the following subtitles within the text of the proposal and answer the questions under each subtitle. An application proposal will NOT be reviewed without using the following subtitles within the text and over five (5) pages.

#### **1. Research/Project Objective & Significance**

An abstract or outline of the proposed research/project is required to include a clear indication that you as a faculty member will be able to complete the project, what the research/project intends to accomplish (objectives & significance), how this project benefits your students, how this project benefits the courses you have taught, are teaching, or will teach, whether or not your department chairperson supports your research/project (A letter of support from department chairperson should be included in your application package).

#### **2. Literature Review**

How does this research/project relate to current research or professional progress in the area? How does it fall within the context of extant research/work in the area?

#### **3. Research/Project-Structural Methods**

What research or project-structural methods (or the equivalents in liberal arts and other fields outside a typical scientific project) will you use to achieve the research/project's objective?

#### **4. Research/Project Plan**

What activities are planned? When will the Research/Project be completed?

#### **5. Expected Research/Project Results**

What outcomes do you expect? How will the results be disseminated? (Publication grant proposals should indicate a description of specific journals or publishers likely to consider the work for publication.)

#### **6. Budget Items & Justifications**

What are the budget justifications for all items necessary to complete the research/project, including, but not limited to, travel, supplies, stipends, and equipment?

## 7. IRB Approval

Applicants are required to offer a detailed explanation if research/project involves human subjects. MVSU Faculty Senate Research Grant Review Committee will submit approved proposals with explanation of human subjects to MVSU Internal Review Board (IRB) for further review.

The application proposal should have full and numbered five (5) pages of text in length (no shorter or longer than this) plus a cover page. The cover page is an extra page and should not be counted in the five (5) pages of text. Each page in text is typewritten, double-spaced with 1" margins, number 12 "Times New Roman" character, 22-24 lines.

## V. Applicants who are conducting action research or a creative projects

- A. Grants that fall outside a scientific project should be given the same treatment.
- B. Their proposal must use the standard format as above depicted and explain the project, what it intends to accomplish, and what activities are necessary to complete the project.

## VI. Other criteria for consideration of proposals:

- A. You should write your proposal so that it can be understood by someone outside of your discipline;
- B. Your proposal must be clearly and convincingly articulated;
- C. The research proposal should not exceed 5 pages.

## VII. Restrictions on Funded Projects

- A. No applications will be accepted after the stated deadline;
- B. Funds for the grant must be used by September 1 of the year when the research is funded;
- C. Faculty cannot use grant funds from a third party to complete the project.

## VIII. Responsibilities of faculty members receiving Faculty Summer Research Grants:

- A. Funds will be reallocated if the committee receives no acknowledgment within ten days of receiving approval;
- B. Any publication resulting from the project must acknowledge the support of the University, the U.S. Department of Education, and the Title III Part B Program. Copies must be provided to the Faculty Development Office;
- C. A final report must be submitted to the Faculty Development Office;
- D. No further grants will be given if the researcher fails to submit an acceptable written report and budget by October 15 of the year when the research is funded;
- E. Faculty members who receive a summer research grant are not eligible for a grant the following year. The Faculty Development Office ensures this eligibility.

## IX. Post-Award and Appeal Procedures

- A. All faculty members have the right to review the winners' proposals. Once the proposals are funded, all funded proposals should be immediately available for all faculty members' review from MVSU Faculty Development Office after the funds were rewarded before or on the third Thursday of February every year. If the funded

applicants reject other faculty members' review, the funds should be reallocated. The funded proposals reviewed by faculty members should be exactly the same copies as the Committee reviewed.

B. After the Development & Fund Committee made the final decision before or on the third Thursday of February, the applicant(s) who does not receive funds may file an appeal against the Committee's decision to the Faculty Senate before or on the fourth Thursday of February. The Faculty Senate should establish an Ad-Hoc Grievance Subcommittee to review the appeal. The Grievance Subcommittee can request the Development & Fund Committee to offer their justifications on their decision in front of the Grievance Subcommittee and the appellant(s) in a hearing. After the hearing, the Grievance Subcommittee will make recommendations on the appeal. The Grievance Subcommittee recommendations should be submitted to the Faculty Senate and Office of Academic Affairs and should be available to both the appellant(s) and the Development & Fund Committee before or on the first Thursday of March.