

Research Council Small and Large Grants
Up to \$7,500
2008 – 2009

Research Council Grants are awarded to support research, scholarship, and creative achievement conducted by *regular and non-regular faculty members at the level of Assistant Professor and above, including emeritus faculty*. Funds are commonly provided to assist the initiation of new projects and, in disciplines for which securing funds from other sources is particularly difficult, funds are provided to cover costs associated with continuing research projects.

For projects in disciplines where external support is available, the Council gives special consideration to projects that will result in applications for external support. The Office of Research maintains a file of current information on sources of external funding and will assist faculty members seeking outside grant support.

Research Council Grants provide funds for project expenses totaling as much as \$7,500. There are two levels of funding. Small grants are for requests up to \$1,000 and large grant are for requests from \$1,000 to \$7,500. For research projects with budgets larger than \$7,500, consider applying to the Research Board.

ELIGIBILITY

1. Academic appointment (regular and non-regular) at the level of Assistant Professor and above (including emeritus faculty). Retired faculty members, who have requested emeritus status, are eligible to apply for Research Council funds. A letter of support from either the department chair or divisional dean stating that the emeritus request is in process shall be provided with the grant application.
2. Faculty members are limited to three Research Council grants in any five-year period, excluding Small Research Council grants.
3. Faculty members are also limited to no more than one active Research Council grant at the same time, excluding Small Research Council grants.
4. The University expects the applicant to remain a University employee for a minimum of one-year following completion of a funded project.

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MODEL PROPOSALS

A listing of these proposals may be viewed online at

<http://www.research.missouri.edu/funding/model.htm>.

DEADLINES

September 2, 2008

November 3, 2008

February 2, 2009

April 1, 2009

NOTIFICATION DATES (Approximate)

October 14, 2008

December 16, 2008

March 17, 2009

May 19, 2009

APPLICATION INSTRUCTIONS

Application information and forms for Research Council grants are available on the Web at <http://www.research.missouri.edu/funding/internal.htm>. The application should be submitted electronically by using eFunding (electronic proposal system) and one signed cover page should be sent to 205 Jesse Hall or faxed to 884-8371 or e-mailed to melissa@missouri.edu by the deadline. We will NOT accept the signed cover page uploaded to the documents section of eFunding. If applicants have documents that they want the reviewers to view and they are having trouble uploading them to eFunding or converting them to an electronic format, then please send an e-mail to melissa@missouri.edu.

Applicants are encouraged to submit Research Council proposals at least four months prior to the projected start date for their research project.

Format

- Applicants should keep in mind that members of the Research Council Committee represent a variety of disciplines from across the campus. *Therefore, applicants must write their proposals without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area.*

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- Every application must include the required cover page and information requested below. Please use the major organizational headings, in the order given. Include all of the information that is requested under these headings.
- Applications that are incomplete or exceed the page limits will be returned to the investigator for correction.
- It is helpful to include the applicant's name in the upper right-hand corner of each page of the uploaded documents but is not necessary.
- All applications must use 12-point or larger font or 15 characters or less per inch, be single-spaced with 1-inch margins. Any applications that have fonts smaller than 12-point font or more than 15 characters per inch will be returned to the applicant.
- All uploaded files are required to include the principal investigator's last name as the first word in the file name. For example, instead of CV.doc, use DoeCV.doc.
- All words should be in English. If you have a document that is not in English, please provide a translation.
- Sections II, III, IV, V, VI, and Research Compliance listed below need to be uploaded and coded as separate files in eFunding. See below for the code categories. Sections VI and Research Compliance are only if applicable.

I. Cover Page with required signature

As you complete the sections called Applicants, Proposal Information, Compliance, Abstract and the My Account section the system is creating a cover page for you. If you go to the main My Project page and the Action column has a pull down menu. One of the options is Print Cover Page. You can select Print Cover Page at any time before or after you submit the proposal. On the cover page you print out you will find a signature line. One signed cover page should be sent to 205 Jesse Hall or faxed to 884-8371 or e-mailed to melissa@missouri.edu by the deadline. We will NOT accept the signed cover page uploaded to the documents section of eFunding.

II. Detailed Plan of Project (Maximum 5 pages for items A. – E.; No page limit for item F.

This section needs to be coded as Detailed Plan of Project.)

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The plan should include the following information:

- A. Overall goals and objectives or specific aims
- B. Relevant background and literature
- C. Significance of project
- D. Methods and procedures
- E. Justification – How will completion of the proposed work facilitate future career goals? How will the proposed work leverage future funding? If your appointment is different than the traditional 40% teaching, 40% research, and 20% service model, please explain if the difference is relevant to your proposal.
- F. Citations

III. Biographical Sketch/Curriculum Vitae *(Include all of the information below for each applicant listed on the cover page, maximum 2 pages per applicant. This section needs to be coded as Biographical Sketch/Curriculum Vitae. Each Biographical Sketch/Curriculum Vitae can be uploaded as separate files or as one file.)*

Include the following types of information:

- A. Education. Indicate institution, degrees, and dates.
- B. Employment History. Include postdoctoral research and/or professional experience.
- C. List of Grants or Fellowships. Indicate grantor, inclusive dates, and amount of each award. List here those grants not mentioned in the “Internal and External Support” section.
- D. List publications most closely related to the proposed project and other significant publications: include titles and all authors. Indicate refereed journals, juried shows, etc. with an asterisk (*). Summarize your productivity by indicating the total number of refereed and non-refereed journal articles, books, book chapters, invited papers, juried shows, etc.

IV. Internal and External Support *(A report(s) needs to be completed for item A. Items B. and C. need to be coded as Internal and External Support.)*

Include all the information below for each applicant on the cover page.

- A. Support from the Research Council Committee.

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Each applicant on the cover page needs to complete or update a Faculty Outcome Report for each approved Research Council, Research Leave and Summer Research Fellowship listed under their My Projects section of eFunding. If the applicant is no longer producing outcomes, then they need to indicate it in the section labeled Please explain the current status of your research project section. The Research Council Committee members will be given access to these reports.

A new report can be created by clicking Create New Project on the My Projects page and selecting Faculty Outcome Report for RC Programs. An old report can be updated by going to the My Projects page, selecting Reuse this Cover Page on the Action menu under the one to edit.

B. Other Internal Support.

List all *other* current and pending internal funds, including start-up funds, Research Board, Instructional Design and Development Grant, Faculty Development Leave, Experiment Station and special programmatic funds.

1. Provide source of support, project title, dates of entire project period, award amount, and extent of overlap with the proposed project.
2. Describe what portion of internal support funds are encumbered/unencumbered.

C. External Support.

List all current and pending external funds. Provide source of support, project title, dates of entire project period, award amount, and extent of overlap with the proposed project.

V. Budget (*Maximum 2 pages. This section needs to be coded as Budget.*)

Applicants may request up to \$7,500. Allowable expenses are listed in the “Budget Categories” section of these guidelines. Round all budget items to the nearest dollar. If applicant and any co-applicants currently have funding for a similar project through outside agencies, a detailed explanation must be given if requesting funds for similar items from the Research Council.

Indicate if the Department or Division will share in the cost of the research.

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Budget Categories - The Research Council Committee considers requests for support in the following categories. Each item in the requested budget should be carefully explained and fully justified. The Research Council Committee will review the budget and may recommend a reduction if the need for each requested item, or its cost, is not clearly established.

- **Personnel.** Funds for other personnel must be justified as an integral and essential component of the proposed project. Generally, such support will be limited to those activities in which the faculty member either does not have the appropriate expertise or for other reasons could not reasonably be expected to perform the task. In the past, types of assistance that typically have been funded include routine laboratory and field work, data entry, and computer programming. The Research Council Committee will consider proposals submitted by faculty members for projects that involve graduate student participation as research assistants. Research Council funds will **not** pay faculty salary, faculty summer salary, or bridge salary for non-regular faculty.
- **Equipment.** The Research Council Committee will fund proposals for equipment to support specific research activities. The applicant should establish that such equipment is not reasonably available for the proposed project elsewhere and is critical to completion of the project.
- **Computing.** The Research Council Committee will consider funding requests for computer software. Requests for computers **require special justification and must be project specific**. (The Council expects that other funds will generally be used to purchase computers.)
- **Travel.** The Research Council Committee will consider requests for foreign and domestic travel to the primary destination for the conduct of research, scholarly and creative activities. Awards normally are limited to lowest round-trip airfare. The Research Council Committee will also consider requests for funds for local travel. Requests for lodging and meal expense reimbursement at a modest level will be considered. Funding for participation in professional meetings or exhibits is not covered by this program and cannot be requested here. See Faculty International Travel guidelines for participation in international meetings.
- **Other Expenses.** Consumable supplies, permission fees, publication costs, copying costs, participant fees, and animal use costs are among the other types of support approved by the

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Research Council in the past. Applicants are strongly encouraged to provide evidence that materials will be obtained at the lowest possible prices. The Research Council Committee will not support campus or local conferences, meetings or symposiums. If incentives are included in your budget, please justify the need for incentives and for the level of incentive funding requested.

VI. Appendix (*Use only if relevant. Reviewers are not required to review. This section needs to be coded as Appendix.*)

If complex methodology, equations, statistical analysis, or artwork is the focus of the project, up to 2 additional pages may be included as an appendix. This must be placed at the end of the application. Do not use the appendix to circumvent the page limitations of the research plan. It is to the applicant's advantage to use the appendix judiciously, because reviewers are not required to review the appendix or refer to materials in the appendix. An application must be able to stand on its own without the appendix.

RESEARCH COMPLIANCE (*This section needs to be coded as Compliance Paperwork.*)

All research must be conducted in compliance with Federal and University Regulations. A compliance approval letter or e-mail must be submitted to the 205 Jesse Hall (Office of Research) or uploaded to eFunding or e-mailed to melissa@missouri.edu before a fiscal account can be set-up. **Funds will not be released until notice of approval is received in the Office of Research.**

Application forms for the following committees can be found on the Office of Research website: <http://www.research.missouri.edu/complia/index.htm>

- **Human Subjects.** Application information and forms may be obtained from the website listed above or from the Campus IRB coordinator (882-9585) or from the Health Sciences IRB coordinator (882-3181).
- **Animal Protocols.** Application information and forms may be obtained from the website listed above or from the ACUC Coordinator (884-6758).
- **Export Controls.** Any actual or deemed export of certain technology may be restricted by the Department of State or the Department of Commerce. Any involvement of non-U.S.

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citizens with restricted technology should be referred to the MU Office of Research (882-9500).

Application forms for the following committees can be found on the Environmental Health and Safety website: <http://ehs.missouri.edu/>

- **Hazardous Materials.** Authorization information may be obtained from the website listed above or from the Hazardous Materials contact (882-7018).
- **MU Research Reactor.** Authorization information may be obtained from the website listed above or from the Reactor contact (882-5226).
- **Radiation Safety.** Authorization information may be obtained from the Radiation Safety Coordinator (882-7221).
- **rDNA/Biosafety Protocols.** Authorization information may be obtained from the website listed above or from the rDNA/Biosafety Coordinator (882-7923). Note that possession of Select Agents is regulated through the MU Biosafety Committee.

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RESEARCH COUNCIL COMMITTEE MEMBERS

Members of the Research Council Committee, who are appointed by the Vice Chancellor for Research, review Research Council applications. Occasionally to meet disciplinary expertise requirements, *ad hoc* faculty reviewers also provide evaluations. **Contact with current Council members regarding your application before or after review is inappropriate, due to the potential for and the appearance of a conflict of interest.** The Research Council Committee encourages discussion of the Grant program and guidance on your specific proposal with *former* members of the Council. A list of former members who have served in the last three years is available from the Office of Research. If you have questions or desire guidance in the preparation of a proposal, please contact the Office of Research, 203 Jesse Hall.

CRITERIA USED IN THE REVIEW

In the review process, the Council seeks to identify and support the most worthy applications, regardless of discipline or faculty rank. *Faculty members are limited to three Research Council grants in any five-year period, excluding Small Research Council grants. Faculty members are also limited to no more than one active Research Council grant at the same time, excluding Small Research Council grants.* The Council gives preference to applications from faculty members who have not received a Research Council grant in the last five years. The Research Council Committee encourages cost matches from other sources, including Divisions, Departments, RIF accounts, or external funding.

All applications are reviewed in accord with the following criteria:

- **Goals/Objectives.** Is the overall goal of the project well conceived? Are the specific objectives clearly stated?
- **Intrinsic Merit.** (Significance, originality and creativity) If the project is successful, will it result in an important, original contribution?
- **Design & Procedures.** Is the design appropriate to achieve the stated goals? Are the procedures clearly stated? Is the approach sound and innovative?
- **Feasibility.** Is the project likely to succeed? Can the project be completed in the time allowed? Are the necessary support resources available?

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- **Qualifications.** Does the applicant have the training and demonstrated expertise in the area of the proposed project?
- **Productivity.** Has the applicant demonstrated productivity in publications, presentations, and creative works? What products have resulted from past Research Council support?
- **Need for the Resources.** What resources are available to the applicant? What resources are available to support work in the field? What special circumstances exist (e.g., new scholar, new project, interruption of external funding)? What opportunities exist for "leveraging" the funds to enhance (e.g., extend, expand) the proposed project and attract future external funding?
- **Budget Evaluation.** Is the budget adequate and appropriate?

ADMINISTRATION OF AWARDS

The Office of Research submits the proposals to the Research Council Committee and administers its recommendations. Within reasonable bounds, projects approved for funding by the Research Council Committee are to be completed as described in the original application. If the project extends beyond the duration of the project period, a formal request for an extension must be filed in the Office of Research at least 30 days prior to the termination date of the project. If significant changes are contemplated, they should be described in writing to the Vice Chancellor for Research, who in consultation with the Chair of the Research Council Committee, will decide whether to approve the change or resubmit the proposal to the Council as a whole. *At the end of the project period, all funds will revert to the Research Council unless an extension is granted. Funds not used at the end of the extension will revert to the Research Council.*

OUTCOME REPORT FOR RESEARCH COUNCIL AWARDS

The first fiscal year after your award has been granted, the Office of Research will request you fill out an Outcome Report on your award. Then the Office of Research will request updates every year to the Outcome Report until the project is finished.

The purpose of the Outcome Reports is to evaluate the Research Council program and not to evaluate the investigator(s). Any investigator who applies after August 2006 will be required to

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have an up-to-date electronic Outcome Report on file in the Office of Research before they can submit any new Research Council, Research Leave or Summer Research Fellowship applications, request Research Council time extension or request a revised budget.

RESUBMISSION OF RESEARCH COUNCIL GRANT APPLICATIONS:

Effective for applications submitted for the September 4, 2007 deadline and later:

If your application is not recommended for funding, you have the option of resubmitting a revised application to another Research Council deadline. However, there is a limit of two resubmissions for the same project within a two year period.