

**Research Council Small and Large Grants FY2018-2019**  
**Up to \$12,500**

<https://research.missouri.edu/internal/>

Research Council Grants are awarded to support research, scholarship, and creative activities conducted by tenured, tenure-track, and ranked non-tenure track faculty members, with an earned doctorate (or the discipline's highest earned terminal degree; e.g., MFA), at the level of Assistant Professor and above.

Research Council Grants provide funds for project expenses totaling as much as \$12,500. There are two levels of funding: Small grants are for requests up to \$1,000 and large grants are for requests greater than \$1,000 and to the maximum of \$12,500.

Funds are commonly provided to support 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.

<b>2018-2019 DEADLINES</b>	<b>NOTIFICATION DATES</b>
August 20, 2018 – 5PM	October 12, 2018
October 8, 2018 – 5PM	December 7, 2018
January 22, 2019 – 5PM	March 15, 2019
March 11, 2019 – 5PM	May 10, 2019

Applicants should submit Research Council proposals at least **four months** prior to the projected start date for their research project. Projected start dates are no earlier than the notification date.

**To ensure that you have complied with these Guidelines, the Internal Funding Coordinator can provide a *courtesy compliance review* of your application. To receive a courtesy review, applicants must email the complete application, as described on pp. 5-10 and saved as a .pdf, to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu) at least five (5) days prior to the posted deadline. Any elements of non-compliance will be communicated to applicants by email; it is the responsibility of applicants to submit their corrected application via eFunding (as described on p. 5) by the deadline date and time.**

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## Changes to Guidelines from 2017-2018

- Large Research Council award amounts increased to \$12,500
- Summer Research Salary requests have increased to \$8,500 for salary and benefits and companion funding of \$4,000.
- Budget Justification: Other Personnel (page 8)
  - Funds requested to support graduate research assistants must be accompanied by a detailed description of the research tasks the student(s) will perform, the anticipated amount of time required to complete the tasks, and the professional development benefits that will result from the student(s)' involvement in the project.
- Criteria Used in the Review: Design and Procedures (page 13)
  - Research Council members look for methodological details that are typically included for the type of research proposed. For instance, for research in the Social and Behavioral Sciences, are participant eligibility criteria and recruitment goals articulated? Are psychometric properties of surveys and assessments included? Are experimental protocols adequately described? How will individuals conducting the research protocols be trained and supervised? Is statistical power addressed, even for under-powered designs? Is the data analytic approach aligned with the project's research aims and described with sufficient detail? Is a project timeline with specific outcomes included? In general, are the design and procedures appropriate to achieve the project goals?

## **ELIGIBILITY**

1. Tenured, tenure-track, and ranked non-tenure track faculty, with an earned doctorate (or the discipline's highest earned terminal degree; e.g., MFA), at the level of Assistant Professor and above.
2. Emeritus faculty can apply if they are currently employees of the University and will continue to be an employee for a minimum of one-year following the completion of a funded award.
3. Faculty members are limited to three Research Council grants in any five-year period, excluding Small Research Council grants. A faculty outcome report must be submitted in eFunding for all Research Council grants awarded in the last 5 years for each person listed on the cover page.
4. Faculty members are also limited to no more than one active Research Council grant at the same time, excluding Small Research Council grants.
5. Faculty members may receive Summer Research Salary for no more than 2 summers in any five-year period.
6. The University expects the applicant to remain a University employee for a minimum of one-year following completion of a funded project.

### **Application Preparation and Submission**

All Research Council applications are submitted electronically through eFunding (electronic proposal system), located at <https://research.missouri.edu/efunding/>.

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

Information about Research Council is available at <https://research.missouri.edu/internal/>

Applicants' questions about the submission process can be submitted to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu).

## **Application Format**

- All applications must use a 12-point or larger font or 15 characters or less per inch, and be single-spaced with 1-inch margins.
- The applicant's last name is to appear as a header in the upper right-hand corner of each page.
- All application text should be presented in English. If particular words, a section of text, or a document are essential and are not presented in English, a translation is to be provided.
- Application Sections 1 through 5 (detailed below) are to be combined into a single PDF document in the order indicated below for submission in eFunding.
- The name of the single PDF application file should be [Your Last Name]\_RCApplication.pdf

## **Application Sections**

The sections below comprise a Research Council application. Detailed descriptions of each section follow.

1. Detailed Plan of Project
2. Biographical Sketch/Curriculum Vitae
3. Current and Pending Internal and External Support
4. Budget Request and Justification
5. Letters of Support

*Please note*, an Appendix can be submitted as a separate file if relevant (detailed description appears below); however, Research Council reviewers are not required to review Appendices. It is in the applicant's best interest that the Detailed Plan of the project be self-contained.

### **1. Detailed Plan of Project**

Maximum of 5 pages for items A – F; no page limits for items G and H)

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 (For *book-related projects*, applicants should include: (a) the proposed table of contents, (b) a description of the work completed thus far, and (c) a timeline for completing the entire project).
- E. Justification – How will completion of the proposed work facilitate future career goals? How will the proposed work leverage future funding? **If your appointment includes no percent research, please include a letter of support from your department Chairperson that explains how the proposed activity will enhance your current appointment.**

- F. Requests for Summer Research Salary (SRS; parameters explained below in Budget Request and Justification) must be accompanied by a detailed timeline and description of the proposed activities to take place during the period of SRS. Additionally, a description of the proposed outcomes must be included (e.g., what is the ultimate goal for SRS and how will that goal be achieved during the period of the Summer Research Salary support?). If the proposed project extends beyond the period of the SRS, clearly indicate what will be accomplished during the time of the award and how/when the project will be completed. **A letter of support from the appropriate Department Chair or Director confirming that the applicant is released from all teaching and administrative duties during the period of Summer Research Salary is required as part of the application.**
- G. Citations
- H. Book-Related Supporting Documents, including Subvention Requests:  
Applicants requesting Research Council funding to work on book-related activities should include, as a separate PDF, all available peer reviews, the specific terms of the contract between author and publisher, including if a subvention is required, the terms under which any revenue generated by the sale of the work shall be returned to the author and, when possible, the executed book proposal.

The Research Council considers requests for book subvention assistance in cases where the publisher:

- is a non-commercial press;
- uses a peer-review mechanism for selecting books to publish, and;
- stipulates that a subvention is necessary for the book to be published, as in the case where the anticipated sale is too small or too slow to permit timely recovery by the publishers of the initial production expense.

**The Research Council asks that authors not suggest the possibility of a publication subvention in their communications with publishers in cases where no publisher stipulation exists.**

## 2. Biographical Sketch/Curriculum Vitae

Maximum page limit of 2 pages per applicant

Include all of the information below for each applicant listed on the cover page; federal funding agency biosketch forms (e.g., NIH) that are no longer than 2 pages and that include all required information will be accepted.

**Include the following information:**

- A. Education. Indicate institution, degrees, and dates.
- B. Employment History. Include postdoctoral research and/or professional experience.
- C. Research Support. List research projects which highlight your accomplishments. Indicate grantor, inclusive dates, and amount of each award. This is information not recorded 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, invited performances, juried shows, etc.

### **3. Current and Pending Internal and External Support**

No page limit

For each applicant on the cover page, please address items A, B, and C.

#### **A. Research Council Support from the past 5 years**

List prior Research Council Awards for all applicants that appear on the Cover Page. The applicant must complete or update a **Faculty Outcome Report** in eFunding for Research Council support that was awarded in the past 5 years. Please note, applications from individuals who have received previous Research Council Support but have not submitted a Faculty Outcomes Report will be returned and not be reviewed; applicants will be invited to submit for the next deadline. If an applicant or co-applicant has not had Research Council grant funding in the last 5 years, a Faculty Outcomes Report does not need to be submitted. Please note, the Research Council Committee members have access to these reports.

#### **To create a Faculty Outcome Report:**

Log into eFunding

My Projects -> Create New Project or Report -> Faculty Outcome Report for RCC Programs

#### **B. Other Internal Support.**

List all *other* current and pending internal funds, including, for example, start-up funds, Research Board, departmental or school/college funding, Mizzou Advantage, Agricultural Experiment Station monies, and any other special programmatic funds (e.g., Coulter).

1. Provide source of support, project title, dates of project period, award amount, and extent of overlap with the proposed project.
2. Provide information about any other funding sources available to support the proposed project, including personal sources that will be used (e.g., salary savings, Research Incentive Funds).

#### **C. External Support.**

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

#### 4. Budget Request and Justification

Maximum 2 pages

Applicants may request up to \$12,500. Allowable expenses are listed in the “Budget Categories” section below. 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 when requesting funds for similar items from the Research Council. If other sources of funding are necessary for completing the proposed research (e.g., department or divisional funds), please indicate the amount/share of those other sources in the overall cost of the research. Research Council funds will not be awarded to fund expenses for research collaborators or co-investigators with external institutional affiliations.

**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.

- **Summer Research Salary.** Summer Research Salary (SRS) may be requested as part of a Large Research Council Grant application. Summer Research Salary is intended to support faculty who will dedicate the summer to original scholarly, research, and creative activities that will result in publications, exhibitions, and other scholarly and creative accomplishments. During the SRS award, faculty dedicate their full time to research projects completely unencumbered by teaching and administrative responsibilities. Accordingly, SRS recipients, during the SRS period, must not be employed at the University in any other capacity, and not accept other profitable employment. SRS awards are for up to \$8,500 in summer salary, **including** Fringe Benefits. SRS justifications must explicitly address why the research project proposed cannot be completed during the regular academic year, when most faculty have a percentage of their appointment dedicated to conducting research. Applicants can request up to \$4,000 in companion funding to support the summer research activities. Requests for companion funds must be justified as per the allowable budget categories described below. **A letter of support from the appropriate Department Chair or Director confirming that the applicant is released from all teaching and administrative duties during the period of Summer Research Salary is required as part of the application.**

**Other 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. If requesting funds to hire a person outside of the University, please contact Business Services. The Research Council considers funding requests for projects that involve undergraduate and graduate student participation as research assistants. Funds requested to support graduate research assistants must be accompanied by a detailed description of the research tasks the student(s) will perform, the anticipated amount of time required to complete the tasks, and



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the professional development benefits that will result from the student(s)' involvement in the project.

- **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. Please note, all equipment purchased, in part or totally, with Research Council funds, is the property of the University of Missouri, Columbia.
- **Computing.** The Research Council Committee will consider funding requests for computer software. Requests for computers **require special justification and must be project specific**, and require that you work with your department IT professionals to ensure capabilities can be met.

**Research Travel.** The Research Council Committee will consider reasonable and necessary requests to defray costs for foreign and domestic travel to the primary destination for the conduct of research, scholarly, and creative activities. Provide the justification of the planned travel to the direct benefit of the project. Awards are typically limited to lowest round-trip airfare. Requests for lodging and meal expense reimbursement at a modest level will be considered. Applicants should consult university policy (<http://www.umsystem.edu/ums/fa/management/travel/>) in developing budget requests for travel expenses.

**Other Expenses.** Applicants are strongly encouraged to provide evidence that materials will be obtained at the lowest possible prices. If research participant incentives are included in your budget, please justify the need for incentives and for the level of incentive funding requested.

Allowable Costs	Not Allowable Costs
<ul style="list-style-type: none"> <li>• Summer Research Salary</li> <li>• Undergraduate student research assistants</li> <li>• Graduate student research assistants</li> <li>• Equipment</li> <li>• Computing and data entry</li> <li>• Travel to primary destination for the conduct of research, scholarly and creative activities</li> <li>• Local travel</li> <li>• Lodging and meal reimbursement</li> <li>• Consumable supplies</li> <li>• Permission fees</li> <li>• Publication costs</li> <li>• Copying costs</li> <li>• Participant fees</li> <li>• Animal use costs</li> <li>• Routine lab and field work</li> <li>• Computer Software</li> </ul>	<ul style="list-style-type: none"> <li>• Financial Aid</li> <li>• Tuition Fee Waivers</li> <li>• Student Health Insurance</li> <li>• Faculty salary for the academic year</li> <li>• Bridge salary for non-regular faculty</li> <li>• Preparation of textbooks</li> <li>• Preparation of a course or portion of a course</li> <li>• Projects of an explicitly commercial nature</li> <li>• Book Indexing Costs</li> <li>• Campus or local conferences, meetings or symposiums</li> <li>• Travel to disseminate information</li> </ul>

## 5. Letters of Support

(No page limit)

Letters of Support are required from all external entities and/or non-MU collaborators whose involvement is critical to the mission of the project. Examples include school districts, state agencies, not-for-profit organizations, and other similar external institutions.

A Letter of Support is required from your department chairperson if your appointment includes no percent research. The letter should explain how the proposed activity will enhance your current appointment.

A Letter of Support is required from your department chairperson if you are requesting Summer Research Salary. The letter of support should provide confirmation that you will be released from all teaching and administrative duties during the period of Summer Research Salary.

## 6. Appendix

Include an appendix only if essential (e.g., complex equations or statistical methodology, sample artwork). If an Appendix is warranted, up to 2 additional documents may be included; the file is to be named Your Last Name\_Appendix.pdf and uploaded separately to eFunding as a PDF. **Reviewers are not required to review the Appendix. It is in the applicant's best interest that the Detailed Plan of the project be self-contained.**

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**Adherence to these application guidelines ensures equity and fairness among all grant applicants, therefore, applications that are not submitted in the requested single PDF, are incomplete, are without sections in the correct order, and that do not meet the format and/or section page-limit requirements will be returned and not be reviewed; applicants will be invited to submit for the next deadline.**

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## **Research Compliance**

All research must be conducted in compliance with Federal and University Regulations.

If your research project will involve any of the following, please work with the appropriate offices to ensure protocols and necessary approvals are in place when funding notices are issued.

- **Human Subjects:** Application information and forms may be obtained from the website listed below or from the MU Human Subjects Research Protections Program/IRB coordinator (882-3181). The title recorded on your approval letter from the IRB should match the title of your proposed Research Council project.
- **Vertebrate Animals:** Application information and forms may be obtained from the website listed below or from the ACUC Coordinator (884-6758). A grant/protocol comparison will be conducted by the Animal Care Quality Assurance office prior to the transfer of funds.
- **Export Control:** For research involving collaboration, or sharing technology with colleagues in foreign countries, training foreign nationals, shipping equipment to a foreign country, or work with a country subjected to US sanctions, please contact the Office of Research Export Compliance Manager (884-9954).
- **Environmental Health and Safety:** For research involving any hazardous, radioactive, chemical or biologically restricted materials. Application forms for the following committees – Hazardous Materials, Radiation Safety, rDNA/Biosafety - can be found on the Environmental Health and Safety website: <http://ehs.missouri.edu/> or by calling (882-7018).
- **Conflict of Interest:** Employees must self-disclose outside interests or business activities that represent a conflict of interest. Following submission of your proposal, please expect email correspondence with additional instruction required to complete your application. Information is available from the website listed above or may be obtained by contacting the Conflict of Interest office directly (882-3841).

<https://research.missouri.edu/compliance/>

The Research Council does not need documentation of compliance approval(s), protocols or e-mail documentation at the time of the application submission. If your proposal is selected for funding documentation of research compliance will be requested and confirmed by the Internal Funding Coordinator. Funds will not be released until all research compliance approvals are received and confirmed. Questions related to research compliance procedures can be sent to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu).

## **Research Council Committee Information**

Members of Research Council Committee, who are appointed by the Vice Chancellor for Research, Graduate Studies, and Economic Development, review Research Council grant applications. The Vice Chancellor for Research, Graduate Studies, and Economic Development makes awards based on recommendations from the Research Council Committee.

**Contact with current Council members regarding your application during its preparation or before or after review is inappropriate, due to the potential for and the appearance of a conflict of interest.**

A list of current members is available at <https://research.missouri.edu/internal/researchcouncil>

## **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. The Research Council Committee strongly encourages cost matches from other sources, including Divisions, Departments, RIF accounts, salary savings, or external funding.

All applications are reviewed in accord with the following criteria:

- **Goals/Objectives.** Is the overall goal of the project (e.g., hypothesis and/or objectives) well conceived and important?
- **Intrinsic Merit** (i.e., Significance, originality, and creativity). If the project is successful, will it result in an important, original contribution?
- **Design & Procedures.** Reviewers look for methodological details that are typically included for the type of research proposed. For instance, for research in the Social and Behavioral Sciences, are participant eligibility criteria and recruitment goals articulated? Are psychometric properties of surveys and assessments included? Are experimental protocols adequately described? How will individuals conducting the research protocols be trained and supervised? Is statistical power addressed, even for under-powered designs? Is the data analytic approach aligned with the project's research aims and described with sufficient detail? Is a project timeline with specific outcomes included? In general, are the design and procedures appropriate to achieve the project goals?
- **Feasibility.** Is the project likely to succeed? Can the project be completed in the time allowed? Are the necessary support resources available? Are letters of support included?
- **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? For project in disciplines where external support is available, the Council gives special consideration to projects that have great promise for applications to external agencies.

- **Budget Evaluation.** Is the budget adequate and appropriate?

### **Resubmission of Research Council Grant Applications:**

If an application is not recommended for funding, applicants have the option of resubmitting a revised proposal to another Research Council deadline. Only one resubmission is allowed for a given project within a two-year period.

Applicants must also include a statement (2-page limit) with the resubmission that specifically addresses the comments of the reviewers and how the revised proposal reflects consideration of those comments. The applicant should not only include a response statement; they should also edit the Detailed Plan of Project accordingly. This response to reviewers should be included as the first 2 pages of the application. In addition, while the request for a resubmission is promising, it should be emphasized that this does not guarantee eventual approval or award.

If a proposal has been submitted two times for Research Council review and not funded, it cannot be revised and re-submitted. The Research Council recognizes that for many PIs, multiple projects in a sustained, programmatic line of research may bear some similarities to one another. However, a new proposal must differ substantially from previously unfunded proposals. If the new proposal does overlap with a previously unfunded proposal, the PI is asked to include in the new application a discussion of the nature and extent of overlap in order to support the new application's substantial difference.

### **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. Please note, Research Council funds cannot be used for reimbursement for items purchased before the grant start date. The earliest a grant account can be established is the first of the month during which the grant application was approved.

In order for funds to be distributed, an official grant start date, MoCode for the transfer of funds, and approval letters or approved protocols for any compliance requirements must be emailed to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu). The project start date must occur within 6 months from the date on the award letter.

### **No Cost Time Extension**

If the project extends beyond the duration of the project period, a formal request for an extension must be e-mailed to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu) at least 30 days prior to the termination date of the project. Only a single, one-year extension will be allowed.

### **Changes in Project Scope of Work**

If significant changes in the research project are contemplated, they should be described in writing to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu), who, in consultation with the Faculty Fellow, will decide whether to approve the changes or resubmit the proposal to the Council as a whole. *Please note that Research Council awards are not transferrable among investigators.*

### **Summer Research Salary**

Summer Research Salary stipends may be awarded for up to \$8,500 (including Fringe Benefits) to cover up to two months of research activity depending on the nature of the project. Applicants should specify in the proposal the anticipated amount of time to be spent on the project.

Additionally, if an applicant is awarded Summer Research Salary and also has summer salary support from an outside agency that limits the funds for salary to less than 2/9 of the applicants regular nine month salary, the applicant may *use the SRS to supplement the salary award from the outside agency*, up to an amount that equals 2/9 of the applicant's regular nine-month salary. (Some outside agencies do not allow for supplementation of salary for the two-month summer period. In such unusual circumstances, compensation may be negotiated for a longer period during the summer). Summer salary from internal funding sources (Research Council and Research Board) is limited to 2/9 of the applicant's regular nine-month salary.

***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. Please work with your department fiscal administrator and the [Internal Funding Coordinator](#) when funds need to be returned to the Research Council.***

### **Reporting**

An Outcome Report, including an Income Statement(s), must be submitted in eFunding at the conclusion of your project.

#### **To create a Faculty Outcome Report:**

Log into eFunding

My Projects -> Create New Project or Report -> Faculty Outcome Report for RCC Programs