Research Council Small and Large Grants
Up to $10,000
2015-2016

Research Council Grants are awarded to support research, scholarship, and creative achievement conducted by benefit and non-benefit eligible tenured, tenure-track and ranked non-tenure track faculty members at the level of Assistant Professor and above. 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 $10,000. There are two levels of funding. Small grants are for requests up to $1,000 and Large grants are for requests from greater than $1,000 to a maximum of $10,000. For research projects with budgets larger than $10,000, consider applying to the University of Missouri System Research Board.

Summer Research Salary (SRS) may be requested as part of a Large Research Council Grant application. Summer Research Salary must be used 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 should dedicate their full time to research projects completely unencumbered by teaching and administrative responsibilities. Accordingly, SRS recipients must, during the SRS period, not be employed at the University in any other capacity, and not accept other profitable employment. SRSs are NOT awarded for the preparation of textbooks, preparation of a course or portion of a course, and projects of an explicitly commercial nature. SRS awards are for up to $7,000 in summer salary, including Fringe Benefits. Application for companion funding to support SRS
activities can be requested up to a maximum of $3,000. Companion funding requests must appear as part of the Large Research Council Grant application requesting the SRS.

**ELIGIBILITY**

1. Benefit and non-benefit eligible tenured, tenure-track and ranked non-tenure track faculty at the level of Assistant Professor and above.
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. No faculty member may receive more than the maximum *allowable* Summer Research Salary award distributed over any 2 consecutive summers.
5. The University expects the applicant to remain a University employee for a minimum of one-year following completion of a funded project.

**DEADLINES**

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<th>Applications Closed</th>
<th>Notification Dates (Approximate)</th>
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**APPLICATION INSTRUCTIONS**

Application information and online application for Research Council grants are available on the Web at [http://www.research.missouri.edu/funding/internal.htm](http://www.research.missouri.edu/funding/internal.htm). The application should be submitted electronically by using eFunding (electronic proposal system) located at [https://research.missouri.edu/efunding](https://research.missouri.edu/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.

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

*It is the responsibility of the applicant to ensure that destination or project countries are not under any federal restrictions or embargoes.*

**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.*

- Every electronic application must include the required cover page completed in eFunding, and the information requested below needs to be uploaded to eFunding. Please use the major organizational headings, in the order given. *Include all of the information that is requested under these headings.*

- Please indicate on the cover page under which sector (Behavioral, Biological, Arts & Humanities, Mathematics, Physical, or Social) your project best fits.

- 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 this is not necessary.

- 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. 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

To create a cover page log into eFunding (https://research.missouri.edu/efunding/) using your MU e-mail user name and password. Click “My Projects”, click Create New Project or Report”, and then click “Research Council”. As you complete the sections called Applicants, Proposal Information, Compliance, Abstract and the My Account the system begins to create a cover page for you. To print the cover page after you have completed the above sections, go to the main My Project page and find the Action column on the far right side of the screen that 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. You will find a signature line on the cover page you print out. The cover page needs to be signed, scanned and e-mailed to melissa@missouri.edu. We can also accept cover pages with electronic signatures. We will no longer accept hard (paper) copies of the signed cover page.

If requesting Summer Research Salary, your Department Chair or Director and your Divisional Dean must sign the paper copy of the cover page, indicating departmental and divisional release from all teaching and administrative duties. Cover pages with your signature and the signatures of your Chair and Dean can be scanned and emailed to melissa@missouri.edu as one email or multiple emails. A copy of the application must be given to your Department Chair or Director and your Divisional Dean.

Compliance: If your project does not have any research compliance issues, mark the not applicable box as “yes” and the others choices as “no”. If your project does have research compliance issues, please check the appropriate box(es) and see the compliance section below for what information should be upload to eFunding.
My Account: The **My Account** section can be found by clicking **My Account** after logging into eFunding. There are two items of information that you can be edit in the **My Account** section by you. They are **Nickname** and **Date Employed at MU**. To edit click “My Account”, enter the correct information in the boxes and click “Save”. The rest of the **My Account** section is downloaded from the MU’s Human Resources PeopleSoft information database. To edit the PeopleSoft information, first contact your department PeopleSoft contact person and request that they make the appropriate edits in PeopleSoft. After PeopleSoft editing has been completed send an e-mail to melissa@missouri.edu and request that eFunding be synchronized with PeopleSoft.

**II. Detailed Plan of Project** *(Maximum 5 pages for items A. – F.; No page limits for items G&H. This section needs to be coded as Detailed Plan of Project.)* The items can be uploaded as separate files or as a single file. This information will need to be uploaded to eFunding as a PDF.)

**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. If requesting SRS, provide a timetable for completion of the entire project. If the project extends beyond the duration of the SRS, clearly indicate what you plan to complete during time of an SRS award.

G. Citations

H. Book Proposals, Subventions, if applicable
Applicants requesting Summer Research Salary to work on a book or proposal for a book should include: (a) the proposed table of contents, (b) a description of the work completed thus far, (c) the portion of the scholarly work that will be completed during the summer research salary award, and (d) a timeline for completing the entire project.

The Research Council will provide 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.

- Authors should not suggest the possibility of a publication subvention in their communications with publishers.

In addition, applicants must provide the Research Council Committee with:

- a copy of all peer reviews available and specific terms of the contract between author and publisher, including the subvention required and the terms under which any revenue generated by the sale of the work shall be returned to the author.
- scanned copies of both the peer reviews received and the proposed contract. The Detailed Plan of Project may still be 5 pages in length, with the peer reviews and contract as additional pages.

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. This information will need to be uploaded to eFunding as a PDF.)

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, invited performances, 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.) This information will need to be uploaded to eFunding as a PDF.)

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

A. Support from the Research Council Committee.

Each applicant on the cover page needs to complete or update a Faculty Outcome Report in eFunding for each previously approved Research Council grant, Research Leave, and/or Summer Research Fellowship listed under their My Projects section of eFunding that are 5 years old or less. If an applicant or co-applicant has not had Research Council grant, Research Leave or Summer Research Fellowship funding in the last 5 years, then they do NOT need to complete a report. On the page with items B. and C. (see below) they may state for item A. that they have not had funding from the Research Council, Research Leave or Summer Research Fellowship in the last 5 years. Please do NOT complete reports for previous Faculty International Travel or Arts & Humanities Domestic Travel awards. 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.
To create a new report log into eFunding, click “My Projects,” click “Create New Project or Report” and select “Faculty Outcome Report for RCC Programs”. The Faculty Outcome Report for RCC programs is for previous Research Council grants, Research Leaves, and Summer Research Fellowships. It is NOT for previous Faculty International Travel or Arts & Humanities Domestic Travel awards.

To update an old report, log into eFunding, click “My Projects,” locate the old report on the list, click “Reuse this cover page” on the Action menu on the far right side of the screen.

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.

3. Provide information about any other funding sources available to support the proposed project, including any personal sources that will be used.

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 & Previous Support** *(Maximum 2 pages. This section needs to be coded as Budget.)* This information will need to be uploaded to eFunding as a PDF.

Applicants may request up to $10,000. 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.

**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. If requesting funds to hire a person outside of the University, please contact Business Services. The Research Council Committee will consider proposals submitted by faculty members for projects that involve undergraduate and graduate student participation as research assistants. Research Council funds cannot be used for financial aid, which includes tuition fee waivers and student health insurance. Research Council funds will not pay faculty salary for the academic year or bridge salary for non-regular faculty.

Summer Research Salary (SRS) may be requested in a Research Council Large grant for the lead applicant for up to $7,000 in Summer Research Salary, including Fringe Benefits. If requesting companion Research Council funds, up to a maximum of $3,000 (see budget categories continued below) associated with a Summer Research Salary request, attach an itemized budget up to $10,000 (including the SRS and Fringe Benefits).

- **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. Applicants should consult university policy (http://www.umsystem.edu/ums/fa/management/travel/) in developing budget requests for travel expenses.

Funding for participation in professional meetings, invited performances, or exhibitions is not covered by this program and cannot be requested here. See Arts & Humanities Domestic Travel and Faculty International Travel guidelines for participation in national and international meetings, invited performances, and exhibitions.

• **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 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. Book indexing costs are not supported. If incentives are included in your budget, please justify the need for incentives and for the level of incentive funding requested.

• **Other sources of Funding:** Does the completion of this project depend on funds from additional sources beyond Research Council? If so, explain how the project will be completed in the event that these anticipated additional funds are not secured.

Research Council funds will not be awarded to fund expenses for research collaborators or co-investigators with external institutional affiliations. **Research Council funding is NOT awarded for** the preparation of textbooks, preparation of a course or portion of a course, and projects of an explicitly commercial nature.

• Previous Research Council and other Internal Support
List names and dates of prior funding from the Research Council and/or Arts & Humanities Program in the last five years, including Research Council Small and Large grants, Summer Research Fellowships, Art & Humanities Program Large awards, Arts & Humanities Domestic Travel awards, and Faculty International Travel awards.

VI. **Appendix** *(Use only if relevant; reviewers are not required to review the Appendix). This section needs to be coded as Appendix. If applicable, this information will need to be uploaded to eFunding as a PDF.*

If complex methodology, equations, statistical analysis, or artwork is the focus of the project, up to 2 additional documents 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.) If applicable, this information will need to be uploaded to eFunding as a PDF.*

All research must be conducted in compliance with Federal and University Regulations. We do NOT need the compliance letter(s) or e-mail(s) at the time of the application submission. **Funds will not be released until notice of compliance approval is received in the Office of Research.** A compliance approval letter or e-mail must be either e-mailed to melissa@missouri.edu (after award is made) or uploaded to eFunding (before award is made).

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

**RESEARCH COUNCIL COMMITTEE MEMBERS**

Members of the Research Council Committee, who are appointed by the Senior 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 during its preparation or 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 email melissa@missouri.edu.

**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. For applicants whose proposals are judged to be of similar scholarly merit, preference will be given to junior faculty. 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? Is there a clearly stated hypothesis? 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?

- **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 e-mailed to melissa@missouri.edu at least 30 days prior to the termination date of the project. Only a single, one-year extension will be allowed. If significant changes in the research project are contemplated, they should be described in writing to the Senior Vice Chancellor for Research, who in consultation with the Faculty Fellow will decide whether to approve the changes or resubmit the proposal to the Council as a whole.

If Summer Research Salary is requested, stipends may be awarded for up to $7,000 (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.

Stipends will be paid either in:

- One installment at the end of June or July, or
- Two installments at the end of June and July, or July and August, depending on when the research is performed.

If an applicant is awarded SRS in a Research Council Large grant, and in addition, summer salary support is received 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.

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 for five years.

The purpose of the Outcome Reports is to evaluate the Research Council program and to evaluate the investigator(s). Any investigator who applies after August 2006 will be required to have an up-to-date electronic Outcome Report on file in the Office of Research before they can submit a new Research Council grant, Arts & Humanities Domestic Travel, Faculty International Travel or Research Leave application, request a Research Council time extension, or request a revised budget.

To create a new report log into eFunding, click My Projects, click “Create New Project or Report” and select “Faculty Outcome Report for RC Programs”. The Faculty Outcome Report for RC programs is for previous Research Council grants, Research Leaves, Summer Research Fellowships, and Arts & Humanities Program Large grants. It is NOT for previous Faculty International Travel awards, Arts & Humanities Domestic Travel awards, or Arts & Humanities Program Small grants.

To update an old report, log into eFunding, click “My Projects,” locate the old report on the list, click “Reuse this cover page” on the Action menu on the far right side of the screen.

RESUBMISSION OF RESEARCH COUNCIL GRANT APPLICATIONS:
If your proposal is not recommended for funding, you have the option of resubmitting a revised proposal to another Research Council deadline. However, there is a limit of one resubmission for a given project within a two-year period.

Applicants may submit revised proposals at any of the upcoming deadlines; however, there is one additional requirement for a resubmission (in addition to the proposal). We ask that you also include a statement (2-page limit) with your resubmission that specifically addresses the comments of the reviewers and how the revised proposal reflects your consideration of those comments. The applicant should not only include a response statement; they should also edit the Detailed Plan of Project accordingly. In addition, while the request for a resubmission is promising, it should be emphasized that this does not guarantee eventual approval or award.

After an application and a revised resubmission of that application have been denied funding, any subsequent application cannot be a revision of the previously submitted proposal; for example, it is not sufficient to merely change portions of the aims or methods and re-submit the proposal. In other words, 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 research program 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.

To submit a resubmission in eFunding you will need to complete a new submission and upload the statement mentioned above. The statement needs to be coded in eFunding as Response to Reviewers (Resubmission only).