

## Research Council Small and Large Grants (2017-2018)

### Up to \$10,000

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

Research Council Grants are awarded to support research, scholarship, and creative achievement conducted by *tenured, tenure-track, and ranked non-tenure track faculty members, with an earned doctorate, at the level of Assistant Professor and above*. 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 greater than \$1,000 and to a maximum of \$10,000. 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.

### 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.
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.

### DEADLINES

August 21, 2017; 5:00pm

October 9, 2017; 5:00pm

January 16, 2018; 5:00pm

March 12, 2018; 5:00pm

### NOTIFICATION DATES (Approximate)

November 2, 2017

December 7, 2017

March 8, 2018

May 10, 2018

\*\*\*Please note, applicants are encouraged to submit Research Council proposals at least four months prior to the projected start date for their research project.

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**Application Preparation and Submission**

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

The sections below comprise a Research Council application (detailed descriptions of each section follow). For submission, Sections 1 through 5 are to be combined into a single PDF document in the order indicated below for submission to eFunding. This file is required to include the principal investigator's last name as the first word in the file name. For example, instead of RCApplication.pdf, use [Your Last Name]\_RCApplication.pdf. The Cover Page is created by eFunding using data provided by the applicant.

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.

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

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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.

**eFunding-Generated Cover Page**

To create a cover page, log into eFunding (<https://research.missouri.edu/efunding/>) using your MU e-mail user name and password. Select "My Projects", select "Create New Project or Report", and then select "Research Council". As you complete the sections labeled **Applicants**, **Proposal Information**, **Compliance**, **Abstract** and **My Account**, the system creates a cover page for you. Be sure to provide all information that is requested.

Compliance: If your project does not require adherence to research-related compliance regulations (e.g. human subjects, vertebrate animals, etc.), mark the **not applicable** box as "yes" and the others choices as "no". If your project does require research compliance, please mark the appropriate box(es). Further information about Compliance appears below.

**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 edit in the **My Account** section. 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 MU's Human Resources PeopleSoft information database. To edit the PeopleSoft information, first contact your department Human Resources person and request that they make the appropriate edits in PeopleSoft. After PeopleSoft editing has been completed, send an e-mail to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu) and request that eFunding be synchronized with PeopleSoft.

**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

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- 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.

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.*

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## **2. Biographical Sketch/Curriculum Vitae**

Include all of the information below for each applicant listed on the cover page, maximum 2 pages per applicant; 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. 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.

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

For each applicant on the cover page, please address items A, B, and C; there is no page limit.

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

Each applicant listed on the cover page needs to complete or update a **Faculty Outcome Report** in eFunding for each Research Council, Research Leave, or Summer Research Fellowship that was awarded in the past 5 years. Please note, applications from individuals who have not submitted a Faculty Outcomes Report from previous Research Council funding 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, Research Leave, or Summer Research Fellowship funding in the last 5 years, a Faculty Outcomes Report does not need to be submitted. Please note, Faculty Outcome Reports are not required for previous Arts & Humanities Domestic Travel or Faculty International Travel awards. Please also note, the Research Council Committee members have access to these reports.

To create a Faculty Outcomes Report, log into eFunding , click “My Projects,” click “Create New Project or Report” and select “Faculty Outcome Report for RCC Programs”. 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.

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**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, Agricultural Experiment Station and special programmatic funds.

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 \$10,000. 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. **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.

**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,

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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 \$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.

- **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. 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 considers funding requests for projects that involve undergraduate and graduate student participation as research assistants. Please note, however, that Research Council funds cannot be used for financial aid, 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.
- **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.**
- **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 are typically limited to lowest round-trip airfare. The Research Council Committee also considers 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.umssystem.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 the Research Council and cannot be requested here. See Arts

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& 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. 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.

**5. Letters of Support** (No page limit)

Letters of Support (e.g., MU and/or non-MU collaborators, school districts, state agencies, archives, or outside institutions) should be included as the final pages of a complete Application.

**Appendix**

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

**Research Compliance**

All research must be conducted in compliance with Federal and University Regulations. The Research Council does not need the compliance approval letter(s) or e-mail documentation at the time of the application submission. **However, funds will not be released until notice of compliance approval is received.** After awards are made, documentation of research compliance can be e-mailed to [internalfunding@missouri.edu](mailto:internalfunding@missouri.edu) or uploaded to eFunding.

**If your research 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.**

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- **Human Subjects: Are Human Subjects involved?** 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).
- **Vertebrate Animals: Will activities involve vertebrate animals?** Application information and forms may be obtained from the website listed above or from the ACUC Coordinator (884-6758).
- **Export Control: Will your research involve** 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).
- **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).
- **Environmental Health and Safety: Does your research involve 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).

**Research Council Committee Members**

Members of Research Council Committee, who are appointed by the Vice Chancellor for Research, Graduate Studies, and Economic Development, review Research Council grant applications. A list of current members is available at <https://research.missouri.edu/internal/files/RCCCommittee.pdf> . 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.** The Research Council Committee encourages discussion of the Research Council grant program and guidance on the specific proposal with *former* members of the Council. A list of *former* members who have served in the last three years is available at <http://www.research.missouri.edu/funding/internal.htm>.

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**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.** Are the design and procedures appropriate to achieve the stated goals? 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? 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?

**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

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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.

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. If significant changes in the research project are contemplated, they should be described in writing to the Vice Chancellor for Research, Graduate Studies, and Economic Development, 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.*

If Summer Research Salary is awarded, the appropriate Department Chair or Director and Divisional Dean will be contacted to confirm that the applicant is released from all teaching and administrative duties during the period of Summer Research Salary. Summer Research Salary 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.

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.***

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**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. 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). 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. For submission of revised applications, the file is required to include the principal investigator's last name as the first word in the file name and to indicate that the application is a revision. For example, [Your Last Name]\_RevisedRCAApplication.pdf. 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 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.