

## **2023 and 2024 Guidelines**

### **Summer Fellowship- Faculty Research Grant Program**

**Submission Deadlines: 2023:** Friday, February 17, 2023, 4:00 p.m. (electronic submission only)

**2024:** Friday, February 16, 2024, 4:00 p.m. (electronic submission only)

**Email:** [facultyresearchgrant@missouriwestern.edu](mailto:facultyresearchgrant@missouriwestern.edu)

#### **Overview: Summer Fellowship - Faculty Research Program**

The Summer Fellowship - Faculty Research Grant Program is designed to develop and promote the applied learning efforts of the faculty of MWSU. Applied learning at MWSU intentionally connects theoretical classroom concepts to hands-on, real-world applications, and, most importantly, produces graduates who are career-ready from day-one. Providing the support to nurture applied learning efforts is of great importance to the mission of MWSU and is the primary driver of this program. Further, fostering MWSU research programs ensures that faculty are supported in their efforts to provide an educational environment that enriches both student growth and faculty professional development.

An important principle of this program is the acknowledgment that the essence of research varies significantly from discipline to discipline. As such, faculty from all disciplines are invited to apply.

#### **Award Information and General Eligibility**

- Maximum award amount: \$7,500 per proposal (per summer funding period)
- Proposals from all disciplines are welcome and encouraged.
- All full-time faculty employed at MWSU are encouraged to apply.
- Joint proposals from two or more full-time faculty MWSU are permitted. Joint proposals must conform to the same requirements as individual proposals.
  - Total award for joint proposals remains a maximum of \$7,500
  - Joint proposals require each faculty applicant to be considered complete.
  - Joint proposals must identify a single faculty member to serve as the PI
- Certain types of research grants, activities, and items within approved proposals are ineligible for funding. Additional details regarding ineligible expenses are documented in the Guidelines.

#### **Award Timeline**

- The Office of Academic Affairs will announce award recipients on or by March 31 of 2023 and 2024.
- All awarded funds must be expended between May 31 and August 31 of the grant award year.

#### **Proposal Review: Faculty Senate *Ad hoc* Committee**

Faculty Senate has been charged with assembling an *ad hoc* committee to review and recommend proposals for funding. The Committee will make recommendations to the Provost and Vice President for Academic Affairs by March 10, 2023, and March 15, 2024. The Provost will notify recipients on or before March 31 of the award year.

To facilitate review, proposals should be written to ensure committee members of diverse academic backgrounds are able to understand the project, content, and the proposal's significance to the field. Proposals that include a large proportion of highly technical material and discipline-specific jargon run the risk of creating challenges for the Committee in the evaluation process. Although a technical treatment of the content is important, those submitting are encouraged to describe the proposed work in a manner that includes both necessary technical detail and facilitates evaluation by non-disciplinary academic colleagues.

### Eligibility Detail

1. All **full-time faculty at Missouri Western State University** are encouraged to apply with the following exceptions.
  - a. Faculty awardee(s) must be employed as a full-time faculty member at MWSU for the academic year immediately following the summer grant period of the award.
  - b. Administrators with more than four credit hours of summer administrative duty and Visiting Professors are not eligible to apply.
  
2. Certain items within approved proposals are **ineligible for funding**:
  - a. Publication charges for papers, articles, creative scholarship, music, art, or books.
  - b. Any research or other work that will be submitted by the participating faculty member(s) as part of any degree attainment, licensure renewal, or program.
  - c. Work by students or others that does not detail proportionally substantial involvement by the MWSU faculty member(s).
  - d. Projects that would require sustainable support or continued work beyond the summer months specified for this program.
  - e. Any commercial venture or work that constitutes a conflict of interest, or financially benefits the applicant(s), family members, another college or university.
  - f. Administrative overhead, costs, or expenses that directly relate to creating a grant proposal and/or the writing of a proposal.

*\*The University retains the right to review and evaluate all awardee / PI invoices and purchases for compliance with contracts, purchasing processes and University financial practices.*

### Proposal Preparation and Submission Instructions

In preparing proposals for submission, applicants are reminded that the members of the Faculty Senate *ad hoc* committee come from a wide variety of backgrounds, and proposal documents should be written for non-disciplinary reviewers. Applicants should clearly communicate the proposed research and significance for non-disciplinary review; however, enough detail should be included so as to permit the evaluation of elements such as methodological approach, research design, artistic context, and proposal rigor.

The formal requirements for proposals appear below and correspond to the checklist provided on the Submission Cover Sheet.

Proposals must follow the conventions below. Applicants should monitor the Proposal Application Checklist and Google Drive folders to confirm all necessary materials have been submitted:

1. Proposals are to be submitted electronically to the Proposal Google Drive folder
2. All documents must use 12-point font, 1-inch margins, and Times New Roman typeface.
3. All proposal documents must be in full-page format (no columns).
4. The Research Plan (detailed below) may be no longer than seven (7) double-spaced pages.

*\*Note: Submissions that are not complete will not be reviewed or considered for award. It is the responsibility of the PI to verify all elements of the proposal have been submitted.*

### Submission Process

Submission deadlines: 2023: Friday, February 17, 2023, 4:00 p.m. (CST) electronically  
2024: Friday, February 16, 2024, 4:00 p.m. (CST) electronically

Proposals and all required documents will be submitted electronically. All documents will be submitted to a Google Drive folder created and named for the PI as outlined below. In rare instances when materials are not electronic, notify [facultyresearchgrant@missouriwestern.edu](mailto:facultyresearchgrant@missouriwestern.edu) well before the deadline to discuss arrangements.

#### TO BEGIN THE SUBMISSION PROCESS:

1. Notify the Office of the Provost of intent to submit a proposal via email at [facultyresearchgrant@missouriwestern.edu](mailto:facultyresearchgrant@missouriwestern.edu). This triggers the creation of a Google Drive submission file for the PI within 1 business day. *\*Note: Notification of intent to submit less than 1 business day before the due date is not recommended and could impact submission.*
2. The faculty PI will receive an email verifying creation of and access to the Google Drive Proposal Submission file. It is the responsibility of the PI to verify access and upload capability.
3. All required documents must be uploaded into the appropriate folder by 4:00 p.m. (CST) on the deadline date. PI file access will be removed after the deadline. Any submissions that are incomplete at that time, or that are missing the required signatures will not be considered for funding.
4. Members of the Senate *Ad hoc* Committee will be granted access to the Google Drive Proposal Submission file only after the due date.

*\*Note: Only complete applications will be reviewed. Applications with missing information or documentation will not be reviewed or evaluated. Faculty members submitting materials are responsible for verifying and uploading all documents into the submission's Google Drive.*

Submission Components (8):

1. Proposal Application Checklist (PAC)
2. Budget Proposal Worksheet. Applicants have relative flexibility regarding the use of financial support, as Summer Fellowship - Faculty Research Grant funding can be used entirely for salary support or can be split between salary and other research-related expenses (i.e., to be paid for directly from a university account).

Applicants must complete the Budget Form and provide both specific details and clear justification for all funds requested. All listed expenses related to the research being proposed should be documented (e.g., salary, student assistants, purchases, equipment, travel).

3. Non-Technical Abstract. (not to exceed 300 words). Submissions must include a non-technical abstract that provides an overview and summary of the proposal content, and that can be easily understood by reviewers outside the discipline.
4. Research Plan (a-g). This entire section (a-g) must not exceed **7 double-spaced pages**. The Research Plan is composed of the following 7 sections:
  - a. Nature and significance of the proposal. Provide a description of the proposal and should include an introduction suitable for the faculty grant reviewers outside of the discipline. If applicable, describe consortia or collaborative research arrangements involved in the proposal.
  - b. Goals and Objectives. Briefly and clearly state the goals, objectives, desired outcome, and if applicable, the research hypotheses at the completion of the award period.
  - c. Procedures. Provide a detailed description of the proposed research or activity, including (as appropriate) the methods, research design, data collection techniques, equipment and facilities or instruments for the project. Proposals involving data collection or surveys should employ best practices in data management and security.
  - d. Outcomes. Provide a summary of the expected outcomes based on the Goals and Objectives section above (Section b).
  - e. Publication or Presentation. Document the planned dissemination and communication of finding or scholarly product. Explain how results or product will be presented or communicated, and to what audience, as well as how this dissemination is regarded in relation to departmental Promotion and Tenure Guidelines and/or in annual Faculty Evaluations.
  - f. Feasibility of the Project. Project feasibility documents the consideration of the available resources and time, as well as the background of the applicant(s) as relates to the project. Discuss (as applicable) time constraints, access to primary sources such as archives, as well as variables such as travel and foreign language competence.
  - g. Collaborators. Joint proposals are allowed; however, all joint applicants must be MWSU faculty and meet eligibility requirements. Other collaborators or individuals proposed as participants and included as a part of the proposed research must be listed, and their role detailed in this research proposal.
5. External Funding. Applicants must document external funding sources, pending

applications, and the relationship of the Summer Fellowship proposal to any planned, proposed, or awarded external funding. It is expected that applicants disclose any external funding received during the application or award period.

6. Curriculum Vita. The applicant and any joint applicants are required to submit 2-page Curriculum Vita (CV) as a part of the required materials, focused on the experience, expertise, and scholarly work relevant to the proposal. **Proposals with missing CVs will be considered incomplete.**
7. Appendix. The Appendix consists of supporting documentation may include materials such as: any research, data collection or survey instruments, human subject releases (if relevant), conflict of interest documents, animal care and use documentation, interview protocols, or any other data collection tools.
8. Institutional Committee Submission Verification and Documents. If the research requires or potentially requires approval from the University's Institutional Review Board (IRB) or IACUC either as non-exempt or exempt, the IRB / IACUC application for approval must be submitted with the proposal no later than the due date. Proposals should submit evidence of IRB / IACUC submission and are encouraged to attach document(s) that are included as a part of IRB / IACUC consideration.

Proposals claiming "exemption" will be required to submit all documentation – exemption will not be assumed, and full IRB / IACUC consideration will be required. The Proposal PI is responsible for completing the IRB / IACUC application by the Summer Fellowship deadline. No work may begin, and no funding will be released until all IRB / IACUC processes are complete.

### Proposal Review

The *Ad hoc* committee of the Faculty Senate will review all complete submissions for strengths and weaknesses in five areas: (A) Clarity, (B) Research significance, (C) Research methodology, (D) Budget, and (E) Feasibility. Each category has a maximum of five points on a Likert scale for a potential total score of 25. Below are anchors for the 1-5 scale used for each of the five areas:

- Score of 5 ~ Excellent, no critical weaknesses.
- Score of 4 ~ Very strong with very few weaknesses.
- Score of 3 ~ Strong, but with some weaknesses.
- Score of 2 ~ Some positive features, but with significant weaknesses.
- Score of 1 ~ Several critical weaknesses.

The *Ad hoc* Committee is able to offer qualitative comments as a part of the review to assist in creating a recommendation to the Office of the Provost.

### Award Notification and Conditions

1. All PIs will be notified of award status by Academic Affairs by March 31 of the submission year.
2. **Student Research Assistants:** Paid student research assistants must be current MWSU undergraduate or graduate students enrolled during the previous academic year (i.e., fall or spring semesters), with the exception of new, first time students. All paid student research

assistants must enroll in a one-credit Summer Independent Research course (offered by faculty's home department) during the summer grant award period.

3. **Travel:** MWSU travel regulations must be followed, and costs for travel to conduct research must be at the lowest reasonable rates. The PI is responsible for all travel documentation and compliance with University travel regulations.
4. **Equipment and materials:** Upon completion of the funded project, all equipment and materials become the property of the University for use by the appropriate department or entity.
5. **Limited Summer Teaching by Recipients:** Faculty members who receive summer fellowships are permitted to teach no more than four (4) credit hours in the summer (this limitation applies to all faculty included as a part of joint proposals or receiving all or part of funding).
6. **Publication Credit:** All resulting presentations, publications, creative products, or materials must acknowledge support from MWSU using the following citation: "Financial support for this research was received from the Division of Academic Affairs, the Office of the President at MWSU, and the MWSU Foundation."
7. **Overdrawn accounts:** Should the PI / research grant account become overdrawn; it will be the responsibility of the faculty member acting as PI to personally cover the overage.

## Reporting Requirements

Faculty awarded Summer Fellowship funding are required to:

- Provide a final report to the Provost and Vice President for Academic Affairs no later than week six (6) of the fall semester following the summer grant award period.
  - Academic Affairs will provide funded recipients with a report template and due date at the start of each summer award period.
  - The report template will include such elements as: resulting publications or acceptances, grant proposals, additional funding received, or any other significant outcomes that are the direct result of the Program award.
- Submit a post-award report 3 years after the award. This report, also to be submitted to the Provost and Vice President for Academic Affairs, will document the longer-term impacts of the Summer Fellowship program. Academic Affairs will provide funded recipients with a report template as well as a specific due date at least 3 months before expected submission.
- Participate or present the resulting research, scholarly, or creative work as a part of events or activities to support Missouri Western State University.
- Failure to meet any reporting requirements results in ineligibility for all subsequent awards.

## Contacts

General inquiries regarding this program should be made via email to the Division of Academic Affairs

[facultyresearchgrant@missouriwestern.edu](mailto:facultyresearchgrant@missouriwestern.edu)