2027 Guidelines
Summer Fellowship- Faculty Research Grant Program

Submission Deadlines: Friday, February 12, 2027, 4:00 p.m. (electronic submission only)

Email: 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.

Summer Fellowship – Faculty Research Grant Program funding is designed to be used as "seed money" to assist in the development of new programs of research and/or scholarly activity including creative scholarly pursuits. Summer Fellowship Faculty awards may also be proposed to provide funds for continuing research programs that have moved into new areas of scholarship and/or research activity (if not currently funded). Summer Fellowship awards are not designed (nor will they be typically granted) for developed or established research programs, especially if support from external agencies has been received, is in process, or could be easily obtained.

Faculty grant awardees determine the nature of the proposed budget as well as the planned distribution of any awarded funding (e.g., summer salary, student assistants, travel, etc.). If, after funding has been applied to all new successful grant proposals and some funding remains available and undistributed, proposals from faculty awarded Summer Fellowship funding in the prior year who wish to apply again will be permitted to do so using the same review process to compete for the remaining funds.

Under no circumstance will a faculty member receive funding for or through more than one Summer Fellowship proposal in the same summer (either as the proposal submitter, or as a part of or participant in another submission/ budget). Further restrictions make ineligible a) administrators with more than four credit hours of summer administrative duty and b) Visiting Professors.

Award Information and General Eligibility

- Maximum award amount: $7,500 per proposal (per summer funding period), including fringe. Fringe will not be covered separately by the University.
- 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 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, 2026.
- All awarded funds must be expended between May 17 and August 13 of the grant award year.

Proposal Review: Committee Structure

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 by March 19, 2027. The Provost will notify recipients on or before March 31 of the award year.
The committee will be comprised of five members. Each of the three colleges must have a faculty representative. No department should have more than one representative on the committee. If this final criterion cannot be met, one at-large member from a department that is already represented on the committee may serve.
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. Proposals should be understandable by faculty members from outside of the discipline and should strive to use layperson's language, if possible.

Eligibility Detail

1. All **full-time faculty at Missouri Western State University** are encouraged to apply with the following exceptions. Please note that 2026 awardees may apply, but preference will be given to those applicants who did not receive funding in 2026.

    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

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

Submission Process

Submission deadlines: 2027: Friday, February 12, 2026, 4:00 p.m. (CST) electronically

Proposals and all required documents will be submitted electronically to the facultyresearchgrant@missourriwestern.edu e-mail account by the deadline. If possible, all documents should be merged into a single PDF. In rare instances when materials are not electronic, notify 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 at least five working days prior to the deadline.

2. The faculty PI will receive an email confirming their intent to submit a proposal.

3. All required documents must be e-mailed to facultyresearchgrant@missouriwestern.edu by 4:00 p.m. (CST) on the deadline date. Any submissions that are incomplete at that time, or that are missing the required signatures will not be considered for funding. If possible, all submitted documents should be merged into a single PDF.

4. Members of the Senate *Ad hoc* Committee will be granted access to the submissions 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 receipt of submission.*

Submission Components (8):

1. *Proposal Submission Checklist*
2. *Budget Proposal Worksheet*
3. *Research Plan*. This entire section must not exceed 1500 words. The Research Plan will cover the following topics:

    a. *Nature and impact 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 and objectives, and as applicable, the research hypotheses.
    c. *Procedures.* Provide a detailed description of the proposed research or activity, including (as appropriate) the methods, research design, data collection techniques, and equipment and facilities or instruments for the project.
    d. *Outcomes*. Provide a summary of the expected outcomes and how it connects to the applied learning mission.
    e. *Publication or Presentation*. Explain how results or products will be presented or communicated, and to what audience.
    f. *Feasibility of the Project*. Project feasibility documents the consideration of the available resources and time.
    g. *Application of the Project*. How will the project contribute to the university's applied learning mission?
    h. *Collaborators*. Joint proposals are allowed; however, all joint applicants must be MWSU faculty and meet eligibility requirements.

4. *Additional Funding.* It is expected that applicants disclose any external funding received during the application or award period.
5. *Personal Profile*. All applicants must provide information about years of service at the university, rank, any past sabbaticals, research interests, and expertise.
6. *Supporting Documents*. Supporting documents 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.

7. *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.

   8. *General Counsel/Risk Manager Review*. If your project involves inherent risks or legal issues, applications will require written documentation that you have consulted with the general counsel and/or risk manager. Some situations that likely will require review by counsel and/or risk manager: international travel; any travel with students; involvement by international students, faculty, or staff; hiring of students or other staff; any contracts entered into by faculty and/or the university; purchases above $1,000; subscriptions or annual fees, dues, etc. This list is not meant to be exhaustive. Documentation may include e-mails, meeting notes, and more.

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) Broader impact of project (C) Project implementation plans, (D) Budget, and (E) Application. Each category has a maximum of five points on a 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.

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. **Risk Management/Insurance**: All applicants are responsible for consulting with the Risk Manager, General Counsel, and others about potential risks associated with travel, especially to international destinations. If additional insurance is required, applicants are responsible for discussing these arrangements and providing supporting documentation with their application (refer to Checklist). Participation by international students should be discussed with the Office of Global Engagement.

5. **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.

6. **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).

7. **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."

8. **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. This report should be no more than a one-page document. The report template will include such elements as: how were the goals met, resulting conference presentations, 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.
- Present at the Conference of Applied Learning in Higher Education (CALHE) the year following the grant period.
- Failure to meet any reporting requirements will result 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