REQUEST FOR PROPOSALS (RFP)

Proposal deadlines are as follows:
October 1st and March 1st of each year

Proposals submitted for the October 1st deadline must be completed by June 30th of the following year.
Proposals submitted for the March 1st deadline must be completed by November 30th of the same year.

NOTE: When October 1st or March 1st falls on a Saturday or Sunday, the proposals will be due on the Monday immediately following the deadline date.

OVERVIEW

Undergraduate and graduate students in any major or program at Slippery Rock University are invited to apply for up to $1,000 in funds to support independent research or a scholarly project to be conducted in collaboration with a faculty or staff mentor. Research is defined in a broad context to include any scholarly, creative, entrepreneurial, or civic activity and is not limited to the traditional concept of laboratory studies in the sciences. The goal of this program is to support and promote high-quality student/faculty collaborative research, scholarship and creative activity.

The students are expected to submit an abstract to present their projects at the annual SRU Symposium for Student Research, Scholarship and Creative Achievement held each Spring semester.

The funds are to support student projects; there are no provisions for faculty or staff compensation or student wages. Projects can be those of one student or teams of students; however, one student must be designated as the Student Project Director. In multidisciplinary projects, several faculty or staff may act as sponsors. However, one faculty or staff member must be designated as the primary Cooperating Faculty/Staff Member on the project. The Student Project Director should meet with the Cooperating Faculty/Staff Member prior to preparing the grant proposal to discuss the project and make arrangements to obtain signatures on the proposal. Only one proposal per project is permitted.

Student Project Director’s responsibilities include:
• Consulting with the Cooperating Faculty/Staff Member for guidance with the project;
• Writing and submitting the proposal;
• Conducting the project in a professional and ethical manner;
• Preparing and submitting a final report at the conclusion of the project; and,
• Submit an abstract to present the results at the SRU Symposium for Student Research, Scholarship and Creative Achievement.

Cooperating Faculty/Staff Member’s responsibilities include:
• Providing consultation to the student project director(s) on all phases of the project;
• Obtaining IRB approval for projects involving human subjects, obtaining IACUC approval for projects involving animals in research and/or obtaining approval from the Office of Environmental Health & Safety for projects using hazardous materials prior to the start of the project (if applicable);
• Acting as the cost center manager to expend the funds related to the project, i.e., submit purchase requests for supplies, requisitions for travel, etc.;
• Ensuring that all projects follow SRU policies and procedures; and,
• Sponsoring no more than one project in a funding cycle.
Guidelines and Instructions for Submitting Proposals

Applicant Eligibility Requirements

1. Any full-time undergraduate or graduate student in good academic standing is eligible to apply. Student(s) must be the author(s) of the proposal. Projects in conjunction with credit-bearing courses (i.e., independent studies, internships, etc.) are not eligible for funding.

2. Scholarly projects are broadly defined to include all students in any major. As such, these scholarly endeavors are not limited to those students in the sciences, rather students in the arts, education, and business are welcome and encouraged to apply.

3. Project must be conducted in collaboration with a faculty or staff member. This faculty/staff member must provide a letter of support for the project and sign the proposal form. Reviewers will use the letters to better understand the project being undertaken by the student.

Additional Requirements and Information

1. All proposals will be evaluated on the basis of merit, quality of the project design, and feasibility of a successful completion of the study. The maximum grant award is $1,000 and reviewers may elect to fully fund, partially fund, or not fund a project.

2. Students are required to submit an abstract for a presentation at the annual SRU Symposium for Student Research, Scholarship and Creative Achievement.

3. Student project directors and cooperating faculty/staff members are required to submit a brief report at the completion of the study outlining results and budget expenditures, including reporting any matching funds provided by the Department and/or Dean. Failure to fulfill this requirement will disqualify a student from applying for future grant funds. The sponsoring faculty/staff member will also be disqualified in the next round of funding.

4. Student grant recipients are limited to one award per academic year; in the case of an on-going project the student may reapply in the next funding cycle.

5. Proposals may be submitted by one student or teams of students, with one designated as student project director.

6. Proposals previously submitted and not funded may be revised and re-submitted for consideration.

7. Faculty/staff members may sponsor no more than one project per funding cycle.

8. Projects currently underway will be considered. However, proposals must be submitted prior to the completion of the project. Proposals for projects already completed will not be considered.

9. Proposals submitted after the deadline date or incomplete proposals will not be considered.

10. Proposals submitted exclusively to fund travel to present at conferences or to present results from already completed projects will not be considered.

11. Research involving human or animal subjects and/or hazardous materials must obtain the approval from the appropriate regulatory committee prior to the start of the project. Approvals are not required prior to the submission of the proposal; however, compensation will not be released to the student project director until all approvals are obtained.

PREPARATION OF THE PROPOSAL

1. Prepare a proposal in a Word document written in lay language, single-spaced, minimum 11-point font with 1” margins that provides the information for items a. through e. below in the exact order with the paragraphs of each section headed appropriately. Number the pages consecutively at the bottom of the page and put the last name of both the faculty/staff member and student project director at the top right of each page (FACULTYLASTNAME/STUDENTLASTNAME). IMPORTANT: Save the file as a PDF document to attach to the online application form. Remember that reviewers come from a variety of disciplines which means that the proposal must be clearly understood by someone outside of your field of study – so write appropriately. Proposals not adhering to the guidelines will not be reviewed for funding consideration. Use the following format:

a. Project Description (no more than three pages)
   • Overview -- Briefly describe the background and significance of the project. Clearly state your view of the proposed project’s significance.
   • Goals/objectives of project -- List the goals of the project. Describe to what extent this project will advance the student’s scholarly endeavors at SRU or within the discipline.
Description of the project -- Describe the design of the project and the procedures to be used or activities to be engaged in to accomplish the specific objects using the following sub-headings:

- **Purpose** – For research proposals, describe the problem to be studied/hypothesis to be tested. For non-research proposals, describe the project to be completed.
- **Methodology/Process** – For research proposals, describe the steps by which data will be collected, analyzed, and interpreted. For non-research proposals, describe the steps that will be taken to complete the project.
- **Brief summary of career objectives** – State the career goals of the student investigator(s) (i.e., plans for graduate school and/or future employment) and how this project will contribute to those goals.
- If appropriate, a description of the use of humans or animals in the research. (Note: If funded, the project must be submitted to the IRB for research involving human participants or the IACUC for research involving animals. No funds will be released until approval from the appropriate committee has been obtained.)

Expected outcome of the project -- List the expected outcomes, including what you expect to learn and what others will learn. Also, describe the means of evaluation and/or dissemination of the findings or results (i.e., presentation, publication, exhibit, performance, etc.). Be sure to include specific information on the name(s) of the professional organization(s) and/or journal(s) that will be targeted to disseminate the finding or results.

**b. Project Timeline** (no more than one page). Projects can begin upon notification of funding. **Funding announcements for proposals submitted for the October 1st deadline will be announced by November 1st and projects must be completed by June 30th of the following year. Funding for proposals submitted for the March 1st deadline will be announced by April 1st and projects must be completed by November 30th of the same year.** The timeline should reflect these beginning and ending dates.

**c. References** (no more than one page). This section must include all of the literature citations mentioned in the sections above. The format of references will vary from one discipline to another, but they should be consistent. References citations cannot be entirely web-based and must include some citations from journals and books.

**d. Budget Justification** (no more than two pages). Provide a written explanation for the funding request for each category, including any funds provided by the Department Chair, the Dean and/or other sources. Individual items do not need to be described, but clearly state why the items are necessary to complete the project. Requests for travel should explain where the individual(s) will be traveling, for what purpose, and an estimated cost for items such as airfare or mileage, hotel, tolls, meals, etc.

**e. Resume** of the student project director (no more than two pages) outlining the student’s academic career.

**f. Support letter** (with signature) from the collaborating faculty/staff member. This letter should address the significance of the project to the student as well as the qualifications of the student to complete the study.

**Budget Table** – Use the online Application Form to complete the budget. (A blank budget table is included in Attachment A for use in drafting the budget.) **Proposal Request funds cannot exceed $1,000.** Any funds over $1,000 must be provided by the Department Chair, the Dean, and/or from other sources. Any matching funds expended must also be reported in the final report. All materials or equipment purchased will become the property of Slippery Rock University at the completion of the project. Purchasing of materials/supplies must follow Slippery Rock University’s purchasing procedures. The IT Department must be consulted if requesting any type of software for compatibility and to be sure the software (or similar) is not already available. **Price quotes must be obtained by the IT Department must be attached to the proposal narrative.**

2. Funds for travel must follow SRU’s travel policies. (To view policies, visit the website at [http://www.sru.edu/offices/accounting-services/travel-info](http://www.sru.edu/offices/accounting-services/travel-info)) **IMPORTANT:** Grant funds may not be used to support faculty/staff compensation or student wages, exclusively to fund travel for conference presentations, and/or to present results of an already-completed project.
SUBMISSION INSTRUCTIONS

Complete the online Application Form located at https://secure.sru.edu/forms/GrantTracker/Home. User name is an SRU email address with the password being the one used to access the SRU email account. The proposal does not need to be completed in one sitting. It can be saved and worked on at a later time. Upload the proposal and the letter from the sponsoring faculty/staff member to the Application Form. Submit the application by clicking on the “Submit” button by 4:00 PM on October 1st or March 1st. (NOTE: When October 1st or March 1st falls on a Saturday or Sunday, the proposals will be due on the Monday immediately following the deadline date.) Print a copy of the submitted proposal and obtain the required signatures. Submit the signed Application Form to the Office of Grants, Research and Sponsored Programs, 008 Old Main, by the same deadline. Late proposals, incomplete proposals or those not sponsored by a faculty/staff member will not be considered. REMINDER: Allow sufficient time for the Department Chair and Dean to review the proposal prior to signing the proposal. Check with these individuals on how much time prior to the deadline they require to review the proposal.

REVIEW PROCEDURES

The SRU Student Research Grants Committee will review proposals received in response to this RFP. The proposals may be reviewed by individuals outside of your discipline area; therefore, proposals should be written with that in mind. The Committee will make funding recommendations based on their review to the Provost and Vice President for Academic and Student Affairs. The Committee reserves the right to not review any proposals that are incomplete or do not follow the above guidelines. The Committee also reserves the right to recommend to fully fund, partially fund, or not fund a project.

TERMS AND CONDITIONS OF AWARD

Both the cooperating faculty/staff member and the student project director will need to complete a final report form detailing the outcomes of the project, including the dissemination of the project’s results, no later than 30 days following the completion of the project. Proposals from previous grantees with outstanding final reports will not be reviewed. Failure to fulfill this requirement will disqualify a student from applying for future grant funds. The sponsoring faculty member will also be disqualified in the next round of funding. Unexpended grant balances must be returned at the end of the project period.

Requests for an extension to complete a project must be made at least 30 days prior to the end of the project period stated on the grant proposal. Requests must be made in writing (using the Request for No-Cost Extension for Internal Grants form) by the project director to the Grants Office with a justification on why the project could not be completed by the anticipated end date and a new project end date.

Student project directors will be required to submit an abstract to present the project at an SRU Symposium for Student Research, Scholarship and Creative Achievement. Failure to fulfill this requirement will disqualify a student from applying for future grant funds. The sponsoring faculty member will also be disqualified in the next round of funding. Recipients are also encouraged to present the results of the project at professional conferences/workshops, publish the results of their projects, exhibit works and/or perform the work as appropriate.

QUESTIONS

Questions concerning the application procedures/guidelines may be directed at any time to Nancy Cruikshank, Director of Grants, Research and Sponsored Programs, by telephone at extension 4831 or by e-mail to nancy.cruikshank@sru.edu.
APPENDIX A

Blank budget table for use in drafting the budget.
This information needs to be input into the budget table on the electronic application form.
Do NOT attach this form to the proposal narrative.

**Budget**

Requested funds cannot exceed $1,000. Any funds over $1,000 must be provided by the Department Chair, the Dean, and/or other sources. **Use whole dollars only** and put the total for each line item in the table. A detailed description of each category must be provided in the Budget Justification section.

IMPORTANT: Funds for travel must follow SRU’s travel policy. Grant funds may not be used to support faculty/staff compensation or student wages, or may not be used exclusively to fund travel for conference presentations or to present results of an already-completed project. Requests for any technology (i.e., software, etc.) must attached a price quote obtained from the IT Department to the proposal narrative.

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<th>Category</th>
<th>Proposal Request</th>
<th>Department Chair or Dean Matching Funds</th>
<th>Other Matching Funds</th>
<th>Total Project Cost</th>
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<td>Operating Expenses (postage, photocopying, etc.)</td>
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<td>Travel (for current rates, see <a href="http://www.sru.edu/offices/accounting-services/travel-info">http://www.sru.edu/offices/accounting-services/travel-info</a>)</td>
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<td>Other</td>
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<td><strong>TOTALS</strong></td>
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*NOTE: All matching funds must be provided by the Department Chair, the Dean and/or other sources. The signatures of the Department Chair and the Dean on the proposal form indicate they agree to the budget proposed.*