

Faculty/Student Research Grants

Request for Proposals 2024-2025

Overview

The purpose of this initiative is to provide support for faculty research proposals that directly involve undergraduate or graduate students in scholarly research or creative activity directed toward a joint presentation, publication, demonstration, and/or performance. The Office of the Provost and Vice President for Academic Affairs has provided funding for this initiative.

One or more undergraduate or graduate students must participate in the proposed project. The students may not be the project director or principal investigator but must work in partnership with the faculty member(s), not merely for or under the faculty. One faculty member must be named as the project director; other faculty members working on the project are to be listed as co-directors. To be eligible to apply for this grant program, you must be a full-time, regular, exempt employee at SRU. Temporary and adjunct faculty members are not eligible to serve as the Project Director, but may serve as a Co-Project Director. Please see the policy at: <https://www.sru.edu/offices/grants-research-and-sponsored-programs/forms-and-policies>.

Due to the number of proposals received and the limited amount of funding available, only one proposal per faculty member as the project director is permitted to be submitted. Also, where multiple proposals include the same team of faculty director and co-directors, funding for one grant will be shared equally among the proposals.

Applicants are strongly encouraged to contact the SRU Faculty Professional Development Committee representatives from their College to discuss their proposals prior to finalizing the document. The Committee members can conduct a non-scored review of draft proposals for faculty members in their College upon request. Draft proposals must be given to the individual Committee member by **Friday, October 25, 2024** to allow sufficient time for comments to be given back to the faculty researcher prior to the submission deadline. Current Committee representatives are as follows:

College of Business	College of Education	College of Engineering and Science	College of Health Professions	College of Liberal Arts	Library, Academic Services and Athletics
Dr. Thuy Bui Finance, Accounting, Marketing, & Economics	Dr. Christine Walsh Curriculum, Instruction, & Educ. Leadership	Dr. Paul Falso Biology	Dr. Betsy Kemeny Psychology, Social Work, & Recreational Therapy	Dr. Gisela Dieter Languages, Literatures, Cultures & Writing	Dr. Alessia Zanin-Yost Bailey Library
Dr. Joseph Losko Safety Management	Dr. Sararose Lynch Special Education	Dr. Qi Chen Computing & Security	Dr. Nikhil Ahuja Public Health Services	Ms. Heather Hertel Art	Administrative Representative
Mr. Larry McCarthy Finance, Accounting, Marketing, & Finance	Dr. James Preston Curriculum, Instruction, & Educ. Leadership	Dr. Richard Marchand Mathematics, Statistics, and Physics	Dr. Patricia Pierce Exercise Science	Ms. Barbara Westman Art	Ms. Casey Hyatt Grants, Research & Sponsored Programs

Student researchers are required to submit an abstract to present the results of the project at the Symposium for Student Research, Scholarship and Creative Activities, which is held during the Spring semester. Faculty recipients are also encouraged to present the findings of the research at a professional conference/workshop and/or to publish the results of the research.

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Application Deadline

The grant applications must be submitted **by 4:00 p.m. on Tuesday, November 12, 2024**. Funding announcement will be made on or before December 1, 2024. Projects can start as early as January 1, 2025 and must be completed by December 31, 2025. A single project may not exceed \$5,000 in requested funds.

Goals of the Program

- Promote undergraduate and graduate research, scholarship, and creative activity.
- Enrich teaching and learning by providing opportunities for students to experience the process of scholarly exploration, discovery, and creative activity under the guidance/mentorship of faculty.
- Promote appreciation of the role of diverse areas of inquiry and ways of knowing in academic fields of study.
- Encourage the pursuit of advanced academic study.

Instructions for Preparing the Proposal

Proposals must be submitted using the electronic application form located on the website at <https://secure.sru.edu/forms/GrantTracker/Home>. Enter your SRU username (leave off the @sru.edu part), and your SRU password. The proposal does not need to be completed in one sitting. It can be saved and worked on at a later time.

Complete the requested information which will be used as the cover page of the application when printed. Keep the following in mind:

- Only one faculty member can be designated as the project director and will be responsible for the overall conduct of the project. Additional faculty members on the project should be considered co-investigators and should be identified as such in the project narrative. (NOTE: Only one proposal per faculty member as the principal investigator is permitted to be submitted.)
- The abstract of the project, written in lay language, must not exceed 150 words. This abstract will be used for publication purposes; therefore, it should be written in a manner for a wide audience.

The proposal must contain all of the following, and **must be assembled in the order given below.**

IMPORTANT: Proposals not adhering to the instructions below will not be reviewed.

Prepare the project narrative in a Word document **using lay language** (single-spaced, 1-inch margins, a minimum of 11-point font) that provides the following information **in the exact order** with the paragraphs of each section headed with the underlined titles below. The Project Director's last name should be at the top right of each page and insert consecutive page numbers on the bottom of each page. Save the final document as a PDF file and add it as an attachment to the proposal application.

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. Include a brief review of relevant body of scholarship.
- Goals/objectives – List the goals of the research project. Describe to what extent this project will advance faculty/student research at SRU or within the discipline, and how this project contributes to one or more of the goals of the RFP.
- Description of the research project – Describe the design of the project and the procedures to be used or activities to be engaged in to accomplish the specific objects. State whether you plan to conduct your project in-person or virtually/remotely. Use the following sub-headings:
 - a. Purpose/problem to be studied/hypothesis/project to be completed.

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- b. Methodology and/or creative process include the means by which data will be collected, analyzed, and interpreted.
- c. Expected outcome of the project – List the expected outcomes, including what you expect to learn and what others will learn. Describe the means of evaluation and/or dissemination of the findings or results (i.e., presentation, publication, SRU Symposium, etc.)
- d. Roles of the investigators – Identify the faculty investigator, faculty co-investigator(s) and any other non-student collaborators (if applicable) and clearly describe the role(s) of each. Additionally, identify the student(s) by name and define the role of the student(s) associated with the project, including method of selection and whether the project is associated with academic credit-bearing activity. Explain to what extent this project will advance the collaboration in research between the faculty member and the student(s). Also explain to what extent this project will advance the learning experience of the student(s) involved. If student investigator(s) cannot be identified by name, the total number of students to be involved in the project and the required qualifications of the student(s) are to be specified (i.e., prerequisite courses, skills, etc.).
- e. 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. Projects involving hazardous materials must be approved by the Office of Environmental Health and Safety. Approvals do not have to be obtained prior to the submission of the proposal; however, no funds will be released until approval from the appropriate committee has been obtained.)

Timeline (no more than one page): Projects can begin as early as January 1, 2025 and must be completed by December 31, 2025.

Budget Justification: (no more than two pages in length) Provide an explanation for the funding request for each category. Requests for supplies and equipment must be for the proposed research project. Individual supply items do not need to be described, but clearly state why the items are necessary to complete the project. **Compensation for faculty, including travel, are not permitted under this funding program.** Requests for travel, for students, should explain where the student(s) will be traveling, for what purpose, and an estimated cost for items such as airfare or mileage, hotel, tolls, etc. **The new Student Travel Procedures must be followed.** *For most travel, students are responsible for covering their own meals, except in the following cases: 1) A preapproved group meal related to the purpose of the trip (e.g., lunch with a speaker, welcome dinner), paid for in advance by the university; 2) Meals included in registration fees, hotel charges (e.g., continental breakfast), or provided by a host organization; 3) In unforeseen circumstances, such as a major travel delay, the trip leader must consult their university unit head to determine how to handle unplanned meal expenses.* Grant funds may be used for domestic travel only. However, the grant is not intended to fund only travel expenses for students. Proposals should include student involvement throughout the project. The funds are also not intended for departments to purchase equipment. The IATS Office must be consulted if requesting any type of software for compatibility, and to ensure the software (or similar) is not already available. A quote issued by IATS must be attached to the proposal for any requests for software or hardware. Insufficient justification of expenses may lead to the proposal receiving a lower score by the reviewers. **IMPORTANT:** Requested funds cannot exceed \$5,000. Any funds over \$5,000 must be provided by the Department Chair and/or Dean, or other sources. Grant funds also cannot be used for student wages during the period that academic credit is being awarded for work pertaining to the grant. It is not the intent of the grant to pay students who are earning academic credit for the same activity.

Bibliography/References (no more than one page)

Biographical Sketches (no more than one page per person): Include a brief biographical sketch for the project director, the co-director(s) if applicable, and the student(s) working in partnership with the faculty member(s). If the student(s) have not yet been identified, include a brief description of the qualifications

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required of the student(s) to perform the duties. **IMPORTANT:** The name(s) of the student(s) must be provided to the Grants Office prior to the start of the project.

APPENDICES ARE NOT PERMITTED. Please do not include any additional materials not requested in this RFP.

Application Procedures

Proposals must be submitted electronically at <https://secure.sru.edu/forms/GrantTracker/Home> by 4:00 PM on Tuesday, November 12, 2024. *****Send a copy** of the submitted proposal to the Department Chair and Dean for approval. Approval must be communicated electronically (via email or electronic signature) to casey.hyatt@sru.edu by the submission deadline. **REMINDER: Allow sufficient time for your 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.**

*****Once you click on the submit button in the online portal, you will receive a confirmation that your proposal was submitted. Click on the "Download your submitted proposal in PDF form." This will add a signature page to your proposal. You must obtain the signatures listed on the page. Once all signatures are collected, please email the signature page to Casey Hyatt in the Grants Office by the deadline time and date.**

Review Procedures

The SRU Professional Development Committee will review proposals received in response to this RFP. **The proposals will be reviewed by faculty members outside of your discipline area and, therefore, 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 Affairs. **The Committee reserves the right to not review any proposals that are incomplete or do not follow the above guidelines and to recommend partial funding of the proposal(s).**

Terms and Conditions of Award

A project completion report detailing the outcomes of the project, including the dissemination of the project's results, is to be submitted to the Office of Grants, Research and Sponsored Programs no later than 30 days following the completion of the project, or at the latest, by January 31, 2026. The student investigator(s) must also complete a final report outlining their experience on the project. Forms will be sent to the project director to distribute to the student investigator(s). **Proposals from previous grantees with outstanding final reports will not be reviewed.**

Projects are to be completed by December 31, 2025. All proposals should reflect an ending date no later than December 31, 2025. Requests for an extension to complete a project or present at a conference after the stated project period end date must be made by at least 30 days prior to the end of the project period stated on the grant proposal. Requests must be made by completing a no-cost extension request for an internal grant, found on the Grants Office webpage (<https://www.sru.edu/offices/grants-research-and-sponsored-programs/forms-and-policies>) by the project director to the Office of Grants, Research and Sponsored Programs with a justification on why the project could not be completed by the anticipated end date and a new project end date. Requests for extensions made after the project period ends will not be approved.

Student researchers are required to submit an abstract to present the project at the Symposium for Student Research, Scholarship and Creative Achievement. Faculty recipients are also encouraged to present the findings of the research (with participation of the student[s]) at professional conferences/workshops and/or to publish the results of the research. **NOTE:** If the conference will be held after December 31, 2025 the project director must request an extension to use the grant funds for travel.

Unexpended grant balances must be returned at the end of the project period.

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Questions

Questions concerning the application procedures/guidelines may be directed to any of the Professional Development Committee members listed on the first page or to Casey Hyatt by phone at 724-738-2045 or via email to casey.hyatt@sru.edu.

REMEMBER

- ✓ Complete the proposal online and click “submit” button
- ✓ Print the proposal and **sign as the Project Director**

OR

Download and insert your digital signature with Adobe

- [Click here for “Steps to sign a PDF”](#)
- ✓ Obtain the approvals of your Department Chair and Dean
 - Be sure to check with your Chair and Dean for the timeline they expect in order to receive your proposal for review.
 - Emails are acceptable
- ✓ Send the approved proposal to casey.hyatt@sru.edu in the Office of Grants, Research and Sponsored Programs, 302 Old Main, by **4:00 PM on Tuesday, November 12, 2024.**

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ATTACHMENT A

Blank budget table for use in drafting the budget.
This information will be input into the budget table on the electronic application form.

Budget

Requested funds cannot exceed \$5,000. Any funds over \$5,000 must be provided by the Department Chair and/or Dean, 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: Grant funds cannot be used to support faculty compensation, including travel. Grant funds also cannot be used for student wages during the period that academic credit is being awarded for work pertaining to the grant. It is not the intent of the grant to pay students who are earning academic credit for the same activity. Grant funds may be used for domestic travel only.

Category	Proposal Request	Department Chair or Dean Matching Funds	Other Matching Funds	Total Project Cost
Student wages (\$10/hour)				
Fringe Benefits (7.65% of student wages for summer work ONLY)				
Supplies				
Operating Expenses (postage, photocopying, etc.)				
Travel (for current rates, see http://www.sru.edu/offices/accounting-services/travel-info)				
Other				
TOTALS				

*NOTE: All matching funds must be provided by either the department chair, the dean or other sources. The signatures of the department chair and the dean on the proposal indicate they agree to the budget proposed.