

SVSU RESEARCH PROPOSAL COMPONENTS

What is this for? *Faculty Research* is defined as research leading to publication or presentation.

Who is eligible? Proposals are accepted from full-time faculty members on continuing appointment.

The review committee will appreciate the preparation of your proposal **as one document upload** containing the following components.

NARRATIVE

1. **Goal(s) and Objective(s):** State clearly the research problem/question or creative concept that will be addressed during the period of the proposed project.
2. **Background and Context:** Describe the relation of the proposed project to the present state of knowledge in the field. Cite relevant references.
3. **Significance and Impact:** Provide a description of the importance of the work and its impact upon
 - your research work;
 - your discipline;
 - Saginaw Valley State University; and
 - Society in general.Describe any special qualifications you have that would be advantageous for project completion.
4. **Methods/Procedures/Materials:** Describe in clear and understandable terms the general plan of work to achieve the objective(s).
5. **Timeline:** Provide an outline of the activities to be carried out during the period of funding for the proposed project and a publication projection within a reasonable period of time after receipt of the award. If additional time beyond the proposed release time is needed, identify how the time will be obtained and funded.
6. **Describe contingency or alternate plans.**
7. **Evaluation:** Describe how you will assess ongoing project activities to demonstrate that the project is making progress in meeting the goals. Describe the anticipated final “product” of the proposed project (i.e. a published work, policy recommendation, body of work for a show or performance, etc.) Describe the publication/presentation of the findings of the research in a significant refereed journal and/or specific targeted journals or publishers.

BUDGET: Explain how each item requested is essential for successful completion of the project. The following list provides possible uses of the funds; not all projects will use all items listed below.

- Explain how release time is essential for successful completion of your project.

*Note: *Faculty Research Grant* applicants should not request financial support for his or her salary; proposals may request release time for the Fall and/or Winter semesters **of the next academic year**. For example, if you are applying November 15, 2009, the release time you request will be for the fall 2010 or winter 2011.

- Student assistant wages: estimated cost/hour x number of hours/week x number of weeks = total

Wages for student assistants may be requested; the maximum number of hours that a student may work during the academic year is 20 hours per week by law. See <http://www.svsu.edu/careers> for current student worker wage rate.

Undergraduate Student Research: Additional monies are available to support undergraduate student research as part of the faculty research application.

- Equipment: Clearly justify the need to purchase equipment in terms of project objectives and how you will use the equipment.

Equipment: Include current quotes from likely vendors as part of the budget narrative for items \$500 and over. If a yearly service/maintenance agreement is required, include an email from your Dean indicating yearly service/maintenance support for this equipment. **Not allowed:** Purchase of computers strictly for word-processing, instructional, or administrative purposes.

- Supplies and materials: include number of items x cost per item. Explain how you will use these items.
- Travel costs: Clearly explain the need for the travel as it pertains to your proposed project. Possible costs include flight costs, mileage costs x number of miles, number of trips, hotel costs x number of days, number of days x \$35/day per diem.

Travel, domestic and international, is allowed to research sites, collections, and/or conferences.

To determine the allowable rates, refer to the SVSU Operations Manual at <http://www.svsu.edu/operationsmanual/>.

- **Other Costs:** Include postage, photocopying, computer software. Explain how these costs support your project.

CURRICULUM VITA (two page limit)

Attach a two page curriculum vita that includes your professional experience detailing job experience, research, publications, grants, activities, honors, awards, and committees **that are relevant to the project proposed.**

PREVIOUS FUNDING SUPPORT & PROGRESS REPORTS

The purpose of this section is to demonstrate that 1) as a researcher you complete your work and 2) as a researcher you are making progress on your research. Include the following sections, as appropriate.

- **Prior Internal Funding Support:** Include a list of internal grants received from SVSU or prior employers that pertain to this line of research. If previous *Faculty Research Grants*, including *Release Time* and *Professional Development Grants*, have been awarded that support this research, attach the one page final project report per award received.
- **Prior External Funding Support:** List all externally funded grants received from federal, state, industry, foundation, or other sources relevant to the project proposed.
- **Future Funding:** The *SVSU Research Grant* program can assist the PI in establishing a long-term program of externally funded research, creative, and scholarly activity. In this section identify external sources and their specific funding competitions (i.e. NIH R01) that fund this type of project; describe your plans to submit a proposal to these agencies and how this funding will increase your chances of success.

APPENDIX

The purpose of the appendix is to demonstrate the willingness of other collaborators, support for equipment maintenance from your Dean, use of off-site facilities that is essential to your project completion. When appropriate, include letters from the appropriate people to confirm their commitment of time, support, or facilities use for your project.

NOTE: Faculty Research Grants are one-year awards.

GUIDELINES

- Release time must be used in year one and cannot be extended.
- Accounts for monetary awards will be closed on June 30, the project end date. Any funds remaining will be returned to the University.
- Final Reports are due 90 days following the project's end date, usually by September 30.
- An extension for the use of monetary funds may be granted upon request, if extenuating circumstances prevent the faculty member from completing the scope of work in one year and funds remain.
- Faculty who receive approval to extend their project may not apply for or receive another award in the extension year.
- Faculty who have been awarded three unit grants in the last five years are ineligible for additional awards unless they have applied for external funding through Sponsored Programs.

EXTENSION

SVSU Faculty Research Awards are awarded for one year time period from July 1 through June 30. Should a faculty member require additional time to complete their project, the faculty member should request an extension utilizing Sponsored Program's Office. This office is responsible for tracking requests and reporting.

- Step 1: The faculty member may request an extension at any time, but at least 10 days before the grant ends - by June 20 yearly. Faculty should send an email with a one paragraph rationale for the request to Sponsored Programs.
- Step 2: SP → will route your request to your Dean who will verify the work is in progress and needs additional time to be completed, then → your request will be forwarded to the Vice President for Academic Affairs for approval.
- Step 3: You will receive a written response from Sponsored Programs.