2016-2017 Edition

Office of Research and Sponsored Programs
Bloomsburg University of Pennsylvania

Internal Grant Proposal Guidelines and Procedures

PURPOSE OF THE FACULTY ON-CAMPUS (FOC) GRANT PROGRAM

Bloomsburg University promotes transformative learning on campus by encouraging faculty and student research, scholarly, and creative activities through the Faculty On-Campus (FOC) Grant Program. The FOC Grant Program offers directed opportunities for faculty professional development in all disciplines. With limited funding and an active scholarly community, the FOC Grant Program is intended for new faculty starting research, creative, and scholarly projects or established faculty who request support for professional development. To be successful and available to all faculty when need arises, the program supports, as much as it is possible, the development of initiatives and programs that become sustainable through external funding (e.g., revenue, external grants and contracts).

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INTRODUCTION TO INFOREADY REVIEW

InfoReady Review is the competition management system that will be used by the ORSP for internal funding and academic workflow (i.e., submission of grant revisions, grant reports) related to the Faculty On-Campus Grant program. It will be used for submitting, routing approvals, reviewing, scoring, and managing on-campus grants. Access will be through single sign-on, using the same login and password as your university account at the URL bloomu.infoready4.com. For instructions, see: http://www.bloomu.edu/research-infoready.

ORSP will manage Faculty On-Campus Grant program competitions in InfoReady Review. This will include:

Faculty On-Campus (FOC) Grants

- Research and Scholarship Grants
  - Category A – Mini Grants
  - Category B – Regular Grants
  - Category C – Start-up Grants
- Henry Carver Margin of Excellence Grants
- Reassigned Time Applications
- PASSHE Faculty Professional Development Grants

FOC GRANT PROPOSAL FORMAT

While the overall proposal narrative lengths for different competitions or categories of proposals are different, we require the same three parts and formatting of section headings and content for all proposals. Incomplete proposals or improperly formatted proposals will be disqualified from competition.

1. **Grant Application** (including project summary). Complete the **Grant Application (web) Form** in InfoReady Review. Indicate the competition on the form, as the same application form may be used for multiple competitions. The PI submission of a proposal is his/her signature. After the proposal is submitted, chairperson and dean signatures will be obtained electronically. For this reason, faculty are advised to discuss proposals with their chairperson and dean before they submit the proposal. Key elements of the project, such as space requirements, student hires, equipment purchases, travel, and other issues, may affect departments and colleges.

2. **Proposal Narrative (one of two options)**

i. Mini-Grant Format (five pages maximum)

a. **Introduction (Background, rationale and significance of the project)**. For collaborative projects include rationale for a collaborative effort. Explain the need for and significance of the project in an appropriate review of literature or resources for your discipline.
b. **Objectives and relationship to the university strategic plan.** Clearly state the objectives of the project and how your project fits into the overall university strategic plan

and mission.

c. **Methods.** Outline the procedure you will use to accomplish the objectives. Describe all activities needed for the project. For collaborative projects, clearly indicate the function of each person involved and how you plan to work together. Where students are involved in the project, describe the role of the student and how they will be mentored by faculty. Subheadings may be used to delineate topics clearly.
d. **Timeline**. Clearly indicate the anticipated schedule of project activities.
e. **Resources and Facilities**. If the project requires resources and/or facilities in addition to those you are requesting in this proposal, summarize the other resources and facilities available to you.
f. **Expected Results.** Describe the expected impact of the project to the discipline and give plans for publication or dissemination of the results of the project.
g. **Bibliography or Literature Cited**. List bibliographic references cited in the proposal narrative. Instructions for the Bibliography or Literature Cited section are given below.
h. **Detailed Budget**. Provide a detailed budget for the project. Instructions for budget are detailed below.

ii. MoE Grant/Regular Grant (Cat. B)/Start-Up Grant (Cat. C) (20 pages maximum).

Use a proposal narrative format of a research grant competition to which you may apply for external funding in the future.

You may conduct searches through our subscription to **SPIN Plus** (grants and foundations database: http://www.bloomu.edu/research-spin) or review notices from the **grants listserves** (http://www.bloomu.edu/research-listservs).

Obtain the guidelines and or instructions for preparing the proposal narrative for a suitable external funding agency in your field. Submit your proposal in the format appropriate for the competition. External reviewers, experts from outside the BU scholarly community, will review this document. These reviewers will sign a confidentiality agreement and receive compensation for their reviews. External reviews will be returned to applicants for the purpose of improving applications for external funding.

3. Curriculum Vitae. Each vita should include formal education, employment, teaching experience, professional activities, publications, and papers presented. Where possible, outline previous research or experience in the area of proposed research or in related areas. List prior publications or work in this area. Limit vita to two pages per applicant.

BUDGET INSTRUCTIONS

The budget must include all anticipated expenses and revenues required to complete a project. Wherever possible, projected expenses should be based on **estimates provided by suppliers or appropriate university offices**. Applicants are expected to request funds only for essential costs that cannot be covered in any other manner.

Expenditures for funded projects must be in keeping with university and state procedures regarding purchases, travel, and personnel costs. **Funds must be expended by the end of**

the project. Any unexpended funds will revert to the university indirect cost account. Any changes in budget line items or extensions of the grant period must be approved in advance in writing by the Director of Research and Sponsored Programs.

Funding levels for grants may range from $500 to $15,000 and may include personnel, supplies, equipment, travel, and operating expenses. See specific instructions in the Request for Proposals (RFP) for the funding and budget categories that apply to each grant competition.

1. Personnel: Faculty. Faculty may include in their budget either Reassigned Time or summer stipends. Currently, the ORSP does not anticipate funding for these budget categories with the current support for diverse faculty endeavors on campus.

Reassigned Time. Due to limited funding, requests for Reassigned Time during the academic year **cannot** be supported by this competition. Faculty with suitable projects are encouraged to apply for Reassigned Time applications as a separate competition.

Summer Stipends. Stipends for faculty are available only under *extraordinary circumstances*. No more than $3,000 plus fringe benefits, per faculty member (**assuming full-time work on the project during that time**) for up to two months may be requested. Lower stipends should be requested if the faculty member(s) would not devote full time to the project during the summer. **Requests for summer faculty stipends must be rigorously justified**.

2. Personnel: Student Wages. Student wages will be limited to the current minimum wage rate and no more than a total of 10-20 hours per week while actively taking classes. During the summer students may work on grant related activities for up to 37.5 hours a week at the current minimum wage. The university work-study program, internship program, or other student assignment should be utilized wherever possible. Students who are not enrolled full-time (e.g., summer students) should have benefits calculated into the budget at 7.65%

3. Fringe Benefits. If summer stipends or student wages are requested, funds must be budgeted separately as indicated in the Budget Summary to cover the State's share of fringe benefits. **Inquire with the ORSP about the current benefits**.

4. Equipment. Requests for equipment should be limited to project-specific items. There are no restrictions on the amount that can be requested within the total budget. Rationale for requested equipment and supplies should be provided as part of Budget Justification.

Start-up equipment: an additional $5,000 for major equipment purchases may be budgeted by new faculty (within 24 months at BU when the project is initiated) applying for Category C Research and Scholarship Grants. Requests for matching equipment funds must be explicitly justified in a separate section of the proposal and the justification should include an evaluation of equipment will support possible future external funding. Include a written justification for Start-up Equipment as a separate topic in the Budget Justification.

5. Supplies. Requests for supplies should be limited to project-specific items. There are no restrictions on the amount that can be requested within the total budget. Rationale for requested equipment and supplies should be provided as part of Budget Justification.

6. Publication Costs. Reasonable costs for page charges and reprints may be included here. Funds allocated for publication costs must be spent BEFORE the end date of the project, 15 May of the next year.

7. Travel. Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered by the departmental or university budget. Conference/workshop travel **will not** be supported unless it is essential to the project activities and outcomes.

8. University Contribution. Matching funds are not required. In the Budget Summary, only specific cash amounts, if any, pledged to the particular project by the university/department and requested Equipment Matching Funds should be listed. It is assumed that in-kind support (e.g., some clerical support, copying, etc.) will be provided from departmental budgets in many instances. In-kind support should not be listed.

9. Other Revenue. If applicable, other funding resources requested by the project participants should be listed here. Listing other revenue will not, in any way, impact on funding decisions. If identical funding is received from other sources, it is assumed that the proposal submitted to the Faculty On-Campus Grants Program will be withdrawn.

BIBLIOGRAPHY OR LITERATURE CITED

A Bibliography or Literature Cited lists the relevant references on the topic of the proposal. Applicants should prepare a bibliography that is comprehensive and supports the proposed project within the space constraints of the proposal. For example, a Mini Grant proposal (with a five-page narrative) could be expected to have a smaller, more focused Bibliography or Literature Cited than a Regular, Start-up, or Margin of Excellence grant proposal (with 20-page limit). A Bibliography or Literature Cited section for these latter competitions should contain a comprehensive literature review supported by an extensive Bibliography or Literature Cited.

In-Text Citation Format: All in-text citations of references will be author name and year format or author name and page format, as appropriate for your discipline. Follow the guidelines for AAA, APA, MLA, or CSE style citations.

Bibliography or Literature Cited Section: All references or works cited in the proposal must be provided as a complete reference in this section.

Andruss Library Resources: The library maintains web links for guidelines to all the citation formats. It also maintains licensing for bibliographic programs available through the web (e.g., Refworks and EndNote Web). Both bibliographic programs support direct import of references from search databases supported by EbscoHost and Thomson Reuters. Visit: http://guides.library.bloomu.edu/content.php?pid=491626

EVALUATION OF PROPOSALS

Depending on the FOC Grant program competition, your application may be reviewed either by members of the Faculty Professional Development Committee, external reviewers, or a committee of administrators for funding decisions. Reviewers will provide numerical scores using the criteria rubric below. Scores from the reviewers will be used to prioritize funding by the ORSP. For Category B (Regular Grant) and C (Start-up Grant) Research and Scholarship proposals and Henry Carver Margin of Excellence proposals, external reviewers not affiliated with BU will provide scores and comments on proposals, independent of on-campus reviews, that authors may use to prepare competitive proposals for external funding opportunities.

Criteria	*Points*
1. Clarity of the Project Summary	0-5
2. Addresses contemporary issues in the discipline	0-5
3. The project displays innovation, creativity, and/or uniqueness	0-5
*4. Clarity of the project design to the BU Strategic Plan**	0-5
*5. Clarity of the project design to the BU Mission Statement**	0-5
6. Clarity of the Objectives	0-5
7. Appropriateness of the methodology	0-10
8. Measures or outcomes appropriate to the project objectives	0-10
9. Potential for impact in the discipline	0-10
10. Effectiveness of proposed dissemination of results	0-10
11. Project engages students	0-5
12. Project is competitive for external funding	0-5
13. Overall proposal clarity, organization and completeness	0-10
14. Overall Budget and Budget Justification are accurate and logical	0-10
TOTAL	0-100

*Review Bloomsburg University's **Strategic Plan** and **Mission Statement**, available at https://www.bloomu.edu/strategic, and consider how activities in the proposed project align with campus priorities.

EXPLANATION OF EVALUATION CRITERIA

1. **Clarity of the Project Summary**. The Project Summary should convey all the elements of the proposal. Scoring: 0=poorly written, vague or incomplete to 5=well written, covers the entire scope of the project.
2. **Addresses contemporary issues in the discipline**. How well do the project outcomes fill a need in the discipline? Scoring: 0=low impact on the discipline to 5=high impact on the discipline.
3. **The project displays innovation, creativity, and/or uniqueness**. Originality in the design and/or execution of the project. Scoring: 0=low level of originality and creativity to 5=highly unique design and execution of the project.
4. **Clarity of the project design to the BU Strategic Plan**. Has the author explained how the proposed project supports the university's strategic plan? Score: 0=no explanation of how the project relates to the strategic plan to 5=clear explanation of how the project relates to the strategic plan.

5. **Clarity of the project design to the BU Mission Statement.** Has the author explained how the proposed project supports the university's mission? Score: 0=no explanation of how the project relates to the mission statement to 5=clear explanation of how the project relates to the mission statement.
6. **Clarity of the Objectives**. Are objectives clearly defined? Scoring: 0=objectives are not clearly stated to 5=objectives are clear and appropriate for the discipline.
7. **Appropriateness of the methodology**. Will the procedures yield outcomes or measures suited for the project? Is the timeline appropriate? Is the expertise of the investigator documented? Are sufficient resources available? Scoring: 0=the methods are either inappropriate or inadequately described in the proposed project to 7=the methods are clearly described and well suited for the outcomes and/or measures.
8. **Measures or outcomes appropriate to the project objectives.** Are the measures or outcomes well suited for the objectives of the project? Scoring: 0=the outcomes or measures are either inappropriate or inadequately described in the proposed project to 8=the outcomes or measures are clearly described and well suited for the objectives of the project.
9. **Potential for impact in the discipline**. If the project is completed as stated, how much impact will the project have in the discipline? Scoring: 0=no impact to 5=impact for the faculty and/or students involved only to 10=high impact on the discipline.
10. **Effectiveness of proposed dissemination of results.** Is the proposed dissemination of results appropriate for the discipline and does it engage faculty and/or student with external experts in the discipline? Scoring: 0=no dissemination of results described to 10=presentation or performance at national or international meetings and publication/presentation and/or performance in peer-reviewed venues.
11. **Project engages students**. Are students involved in the project and what is the level of professional engagement and faculty mentoring embedded in the project? Scoring: 0=no student involvement to 5= student engagement in planning, execution, and dissemination of the project outcomes with clear support from a faculty mentor.
12. **Project is competitive for external funding**. Does the project address a contemporary issue or creative outlet in the discipline? Scoring 0=not competitive for external funding to 3=potentially competitive for external funding with some grant-writing assistance to 5=competitive for external funding.
13. **Overall proposal clarity, organization and completeness**. Adherence to guidelines, clarity and completeness of presentation, organization. 0=poorly organized and hastily written to 5=organized proposal with major editorial mistakes to 10=well organized and edited for clarity, completeness, and conciseness.
14. **Overall Budget and Budget Justification are accurate and logical**. The budget proposal must be clear in the table and requests in all budget categories must be described in detail in that narrative of the Budget Justification. Scoring: 0=budget not provided or poorly prepared with numbers that do not agree to 5=budget table is correctly completed but narrative does not clearly explain how requests were calculated to 10=budget table is correct and narrative clearly indicates how costs requests were derived.

REPORTS

A **Grant Report** with two sections, Outcomes Reporting and Financial Reporting, will be due in the Office of Research and Sponsored Programs 30 days after the end of a funded project. Download the Grant Report Form from the ORSP web page, rename the file (e.g., *last name_RS_award year.pdf*), and complete the form. Upload the completed Grant Report to InfoReady Review under your award.

PASSHE FACULTY PROFESSIONAL DEVELOPMENT COUNCIL ANNUAL GRANT PROGRAM

This grant program is hosted by the PASSHE Faculty Professional Development Council to promote opportunities for faculty as teaching scholars. The announcements are made in October and the competition deadline is in February of each year. This grant competition has an announcement with details for preparing proposals that is independent of the format and guidelines for the BU Faculty On-Campus Grants program. When applying for these grants, follow the guidelines provided in the RFP from the PASSHE office. We hold an internal, on-campus competition to select up to 16 proposals that will be forwarded from the Office of Research and Sponsored Programs to compete in the PASSHE-wide competition. All proposals for this competition must be reviewed and endorsed by the Faculty Professional Development Committee at BU. Submitted proposals must have the signature of both the FPDC Chairperson and the President of the university.

On-Campus Competition for the PASSHE FPDC Grants
Each year that PASSHE offers the FPDC Grants, the Office of Research and Sponsored Programs will host an internal competition for proposals to represent BU in the PASSHE-wide competition. The criteria for competitive proposals are given in the "*General Information and Guidelines*" provided by the PASSHE Office. Proposals must be submitted to InfoReady Review (URL: bloomu.infoready4.com) by 4:30 pm on December 31st each year.

Evaluation of Proposals by the BU Faculty Professional Development Committee
The BU committee will evaluate proposals for the PASSHE FPDC Grant competition and recommend up to 16 proposals to represent our campus. Reviews will be returned by ORSP on the fourth Friday of January of each year. Applicants may work with representatives from the BU committee to improve their proposal for the PASSHE-wide competition.

Submission of Proposals to the PASSHE Competition
Final proposals, complete with revisions satisfactory to the BU committee and signatures of the BU committee Chairperson and President, will be submitted through the Office of Research and Sponsored Programs. Proposals are due to the Office of Research and Sponsored Programs a minimum of two days before the competition deadline at the PASSHE Office.