



REQUEST FOR PROPOSALS: NEW INVESTIGATOR CATALYST (NIC) GRANTS SUMMER 2021

DEADLINES AND CONTACT INFORMATION

- **Deadline for Application:** ~~April 26, 2021~~ **Updated: May 6, 2021** by 5 p.m., using the [submission web form](#)
 - Note: You must log in to access the survey using your MSU faculty email address (firstname.lastname@msutexas.edu) and current password.
 - Confirmation emails may be captured by MSU's spam system. You can also download a copy of your responses
- **Award Notification:** ~~May 3, 2021~~ **Updated: May 12, 2021**
- **Award Period:** ~~May 3, 2021~~ **May 12, 2021**-April 30, 2022
- **Contact Information:** Email Brittany Norman at sponsoredprograms@msutexas.edu with any questions.

OVERVIEW

The Midwestern State University New Investigator Catalyst (NIC) grants program is intended to support faculty with minimal grants experience as they prepare and submit a grant proposal to an external funding agency. The program provides grants-focused professional development opportunities on grant writing, one-on-one coaching and editing, and limited financial support for other expenses related to proposal development. Previous recipients of intramural grants are encouraged to apply for Catalyst funds when their research is developed to a level that would justify support from external agencies, though having been awarded an intramural grant is *not* a requirement for this program.

Catalyst Grants are competitive, and awards made are contingent on the availability of funds as well as the quality and quantity of applications received.

ELIGIBILITY

Principal Investigators (PIs) must be full-time faculty members at MSU. No support will be provided for any collaborators or co-investigators from other institutions, though faculty working on collaborative applications are welcome to apply.

Applicants must be inexperienced investigators; those who have applied for or received significant external grant funding in the past as a Principal Investigator or Project Director (PI/PD), regardless of the

source, are not eligible for Catalyst funds. Faculty who have served as co-PDs or co-PIs on external grants should contact OSPR prior to beginning an application to determine eligibility.

FUNDING DESCRIPTION

Catalyst grants are intended to support the development of extramural grant proposals; not to support the conduct of research projects. To that end, funding is limited to a few targeted categories. Funds may not be rebudgeted between categories.

All Catalyst Grants start with a base budget of \$3,000, consisting of the following two categories:

- **Grant coaching/consulting:** Up to \$2,000 will be awarded for costs associated with engaging a grant writing coach/consultant.
- **Incentive funding:** \$1,000 will be awarded for faculty incentive funds. These funds will be made available for the PI to use for research-related purposes (e.g. purchase of supplies, travel to present research, travel to conduct research, publication costs) **after timely and successful submission of the extramural grant proposal**. If the proposal is not completed or submitted within 12 months (by April 30, 2022), these funds will not be awarded.

Additional funding may be requested only in the following category (optional):

- **Student Wages:** Faculty who would like to involve students in the proposal preparation process may include undergraduate and/or graduate student research assistant wages in the proposal. Undergraduate wages are set at \$7.25/hour and graduate student wages are set at \$10.75/hour. The students' roles in preparing the proposal should be clearly explained and justified on the application form, as should the number of weeks and hours per week the student(s) are expected to work. Faculty may request up to \$1,500 in student wages.

BUDGET OVERVIEW

Funding Category	Funding Amount
Grant Coaching/Consultant	Up to \$2,000 (fixed cost for all awards)
Incentive Funding	\$1,000 (fixed cost for all awards)
Student Wages	Up to \$1,500 (optional; include justification)

REQUIREMENTS

- Awardees must identify a specific external grant program to which they commit to applying within the next 12 months (by April 30, 2022).
- A link to the external grant program's request for proposals (or the most recent request for proposals/solicitation) must be included on the application form, as well as a description of how the faculty member's project meets the sponsor's priorities and the guidelines of the selected program.
- If the external grant is not funded on the first submission attempt, the faculty member commits to revise and resubmit as early as practical.

- Awardees' proposed externally funded projects must involve student researchers from MSU.
- Awardees commit to working with an external coach throughout the proposal process, submitting drafts and revisions in a timely fashion, and keeping OSPR up-to-date on all progress.
- Awardees commit to attending OSPR's summer grant **workshops (Update: the summer grants academy will be hosted from May 17-May 19, 2021)** and participating in a writing group with other grantseeking faculty members throughout the term of the award.
- Awardees will regularly meet with OSPR staff to provide progress updates, ask questions, and seek additional support that may be needed throughout the proposal process.
- Awardees agree to abide by all MSU and OSPR policies and procedures.
- If the proposal developed with Catalyst funds results in a funded grant, OSPR will recover a portion of the indirect costs to ensure funding is available for future Catalyst Grant award cycles.
- Awardees cannot be PIs or co-PIs on any current outstanding intramural grants. Final reports must be on file for all previous intramural grants.

PROPOSAL COMPONENTS

Fill out the application and upload required documents to the web form linked on page 1 of this RFP.

- **Summary information (filled out directly on web form)**
Please take note of character limits while drafting your proposal.
 1. PI Name
 2. PI department
 3. Targeted sponsor (e.g. National Science Foundation, National Endowment for the Humanities, the Arthur Vining Davis Foundation, etc.)
 4. Name of targeted external grant program and link to most recent request for proposals (RFP)
 5. Deadline (or targeted submission date) for the external grant proposal (must be within 12 months)
 6. Brief explanation of how the proposed project is a good fit for the targeted RFP and sponsor (*Limit: 500 words or approximately 1 page*)
 7. Description of any prior grants experience. Describe any past grant seeking activities (whether or not the grants were awarded). If you have been funded as a PI/PD or co-PI/co-PD on any external grants, include any relevant information (e.g. sponsor, project title, approximate date of award, your role on the project, etc.). If you have no prior grant seeking experience, type "N/A." (*Limit: 250 words, or approximately ½ page*)
 8. Student wage justification. If student wages are requested, include the amount requested and a justification for the proposed cost. See the "Funding Description"

section above for more detail. If no student wages are requested, type "N/A." (*Limit: 250 words, or approximately ½ page*)

- **Uploads**

All documents must be uploaded to the web form in PDF format.

9. **Concept Paper:** Write a concept paper describing the proposed externally funded project. No specific format is required, but OSPR has provided a concept paper guide and suggested template that can be downloaded at the following link: [Concept Paper Guide](#). (*Limit: 2 pages, single spaced*).
10. **CV:** Upload a brief (2 page maximum) CV that includes publications and activities relevant to the proposed project.
11. **Letters of support:** Letters of support from the PI's dean and department chair must be uploaded. No specific format required.