



**Minot State University**  
**Small Grants for Faculty Research & Creative Projects**  
**Request for Proposal (RFP)**  
**Deadline: Friday, April 5, 2024**

## OVERVIEW

Minot State University believes that faculty and student research and creative activity which advance knowledge:

- Is vital to maintaining the university as a learning community,
- Enhances the University's reputation,
- Improves teaching and learning; and
- Connects scholars to professional, local, and global communities.

**Small Grants for Faculty Research and Creative Projects (SGFRCP)** are competitive and made based on the following criteria:

- Potential to enhance MSU's reputation for academic excellence,
- Potential to improve teaching and learning at MSU,
- Involvement and benefit to MSU students,
- Potential to produce scholarly and creative work; and
- Qualifications of the researcher.

First-time applicants to the SGFRCP program are encouraged to apply. You are considered a first-time applicant (principal investigator or co principal investigator) if you have never been awarded funding under this grant opportunity.

## ELIGIBILITY

Applicants must be current Minot State University faculty.

## FUNDING

The maximum application request is capped at **\$3000**. Partial awards may be granted. Funding for the 2024-2025 academic year Small Grants for Faculty Research and Creative Projects will be available July 1, 2024, and must be spent or encumbered by June 30, 2025. This is the grant funding period/period of performance.

Funding may be used for the following:

- Externally validated scholarly research or creative projects,
- Equipment and/or software necessary to complete the proposed project,
- Necessary supplies,
- Faculty travel/per diem necessary to conduct the proposed project,
- Travel/per diem for students assisting faculty with the proposed project; and/or
- Student research assistant wages.

In addition to these traditional funding items, funding *toward* the cost of capital equipment (> \$5000 per item) may be included in the proposals.

### **Prioritized Funding Requests**

Priority will be given for the following:

- First-time applications,
- Proposals that assist to startup a research or creative project,
- Research or creative work that demonstrates a contribution to the discipline either

- pedagogically, scholarly, or creatively,
- Research or creative work that is part of a larger project; and/or
- Student involvement in a research or creative project.

### **Lower Prioritized Funding Requests**

The following will be considered for funding at a *lower* priority:

- Submissions by part-time faculty,
- Ongoing projects previously funded by MSU Small Grants; and/or
- Limited funding for stipends for research participants.

### **Will Not Fund**

- Travel to conferences,
- Books or journal subscriptions (unless necessary to carry-out the research project),
- Student-only research,
- Submissions by non-faculty,
- Tuition,
- Personal teaching development,
- Buy-outs or course releases; and/or
- Stipends/pay for faculty time.

### **DEPARTMENT/DIVISION ENDORSEMENT**

Applications must carry the endorsement of the respective chairperson, see proposal outline requirements for more detail.

### **REVIEW PROCESS**

Each grant proposal is reviewed by the MSU Faculty Research Committee. Committee members use a scoring rubric to rank the applications and use these rankings in making final funding recommendations. Funding recommendations are sent to the VPAA for approval and dissemination. Applicants are advised to develop their grant proposals using the following outline which contains the weight of each criterion.

### **PROPOSAL OUTLINE**

All MSU Small Grants for Faculty Research and Creative Projects proposals submitted through this program are required to have a written document that describes the proposed project using the proposal outline as described in this request for proposal (RFP). The following information details the proposal requirements, outline, and scoring criteria.

- 1) **Cover Page:** The cover page should include the following information:
  - a) Heading: “Small Grants for Faculty Research and Creative Projects Proposal”
  - b) Project title
  - c) Applicant’s/Applicants’ name(s)
  - d) School/Division/Department
  - e) Chairperson signature OR attached message indicating support of the proposal.
- 2) **Project Summary:** In 250 words or less, summarize the proposed project.
- 3) **Project Description:** Provide detailed information about the proposed project. The scoring rubric used by the committee includes the sections listed below. Applicants are encouraged to use these headings in preparing the narrative. The following “project description” section should *not exceed eight (8) pages in total*, excluding the bibliography. Each section is worth a specified number of points and weighted. See Evaluation Sheet scoring rubric for details.

- a) Enhancing MSU's Reputation for Academic Excellence (5 points x 1.5 = 7.5 points).  
Explain how this project will enhance MSU's reputation for academic excellence. This may include social, economic, cultural, creative, or other investigations and contributions to MSU's reputation.
- b) Improving Teaching and Learning at MSU (5 points x 1.5 = 7.5 points).  
Explain how the project shall contribute to teaching and learning at MSU.
- c) Involving/Benefiting Students (5 points x 1.5 = 7.5 points).  
Explain how this proposed project shall involve students in the research or creative project and/or how students shall be beneficiaries of the resulting new knowledge.
- d) Quality of Proposed Project:
- a. Review of the Existing Body of Work (5 points x 3 = 15 points). The proposed project should be sufficiently pinned to the current existing body of work. Is it clear that the applicant(s) know the current existing body of work relative to the proposed research or creative project? Sufficient detail to indicate how the proposed project builds upon the current knowledge or creative base.  
*If research literature is not available for your topic (e.g., creative projects), please write a project narrative of the proposed work. Demonstrate an awareness and understanding of work that has been done in the project area and identify how this project differs from the previous work done by you and others in the field. Provide visual samples, if appropriate.*
  - b. Project Design/Methodology (5 points x 4 = 20 points).  
Describe the methods/project design to be implemented relative to this proposal. The proposal should have sufficient detail in its goals, objectives, activities/procedures, and analysis/evaluation. Explain how the project will be carried out.
  - c. Contribution/Significance (5 points x 3 = 15 points).  
The project should make a unique contribution to the knowledge or creative base of the discipline and should have a plan for disseminating the findings or work in an appropriate venue (e.g., professional conferences, peer-reviewed journals, performance, gallery showings).
- e) Timeline (5 points).  
The project timeline should be included, indicating significant project milestones, and complying with the RFP calendar of key dates and project period of performance (July 1, 2024, through June 30, 2025). Must include required Poster Session participation (March/April 2025) and Final Report (June 2025) in the timeline.
- f) Faculty Qualifications (5 points).  
The faculty member must demonstrate the appropriate expertise, credentials, and experience in their respective discipline and methodology to conduct the proposed project. This section includes evidence of successful publications, presentations, performances, artifacts, etc. *If applicable, note external funding of previous MSU-sponsored projects.*
- g) Connection to Strategic Plan (5 points x 1.5 = 7.5 points).  
Document ways in which the proposed project supports the goals of the MSU strategic plan, Empowering Generations.
- h) Budget Template and Budget Justification Narrative (5 points x 2 = 10 points).
- The proposed budget should be cost-effective and make appropriate use of the

funds. Equipment, supplies, travel for research purposes only, and student assistance are all potential areas commonly funded. In addition to the traditional funding items, cost *toward* capital equipment (> \$5000 per item) may be included in the proposals.

- The Budget should be completed using the Small Grants Budget Template and include itemization and a justification narrative in the Project Description, for all costs. The budget must follow the grant period of performance (**July 1, 2024, through June 30, 2025**). **Maximum request allowable, \$3000.**
- Transfers from funded line items, such as a transfer from student assistants to travel or equipment, after a grant proposal is funded are not allowed without prior permission from the committee.
- Use **Attachment A: Small Grants Budget Template**.

***Total points available based on the above criteria = 100 points***

i) **First-Time Applicant (Bonus 5 points)**.

The applicant is considered a first-time applicant principal investigator if they (or any co-principal investigator) have not been previously awarded funding under this grant opportunity. No bonus point will be given if the applicant does not mention they are a first-time applicant in the proposal. (The total rubric is based on a 100-point scale; although, it is possible for first time applicants to score 105 total points.)

j) **Continued /Additional Funding**.

If requesting continued funding for a project funded during a previous Small Grant period, include a paragraph summarizing the previous project results/work and dissemination. Include justification for requesting additional funding. Please explain how the proposed project relates to a previously funded project. Please disclose additional funding (internal/external) that supports this project.

Include:

- Title and date of previously funded Small Grant for which you are requesting continuation funds.
- How were funds previously used and what was spent/remaining?
- Why the need for continued funding?
- Describe any barriers or challenges that impacted the project.

4) **Bibliography:** This section provides a list of previous or related research or work relevant to the proposed project. The bibliography should be a *concise* list of relevant resources. The bibliography pages do *not* count toward the eight (8) page limit total for the “project description” section.

### **FORMATTING GUIDELINES**

- Follow these page/word limit specifications:
  - Cover page
  - Project Summary - 250 words or less
  - Project Description - no more than 8 pages
  - Bibliography – concise
- Use one (1) inch margins at top, bottom, and both sides

- Use no less than 1.5 line spacing
- Use a font that is twelve (12) point or larger
- Use one of the following fonts: Times New Roman, Courier, Courier New, or Arial

### **SUBMISSION PROCESS - ELECTRONIC ONLY**

Please note: Proposals must carry the endorsement of the respective chairperson via cover page signature, attached signed document, or a copy of an email message to the director of the Office of Sponsored Programs.

- Combine all final proposal documents/sections into a single PDF file which includes all required proposal materials, in the following order:
  1. cover page,
  2. chairperson endorsement - if not on cover page,
  3. project summary,
  4. project description,
  5. Attachment A: *Small Grants for Faculty Research & Creative Projects Budget Template*.
  6. Attachment B: bibliography
- Title the final proposal single PDF file as follows: **Last Name First Initial MSU SGFRCP Proposal 2024.**
- Upload and submit the single PDF file, final grant proposal document, via the **Small Grants for Faculty Research & Creative Projects Proposal Submission Form** no later than **11:59pm CT, Friday, April 5, 2024**. Access the submission form [here](#) or via the following link: <https://forms.office.com/r/jgKs92yYfH>.

### **NOTIFICATION OF AWARDS**

The Faculty Research Grants Committee will review the grant proposals and approve awards. Incomplete proposals will not be funded. Awards will be announced by **Friday, May 3, 2024**.

### **REPORTING REQUIREMENTS**

Each small grant recipient is required to present at the annual spring MSU research poster session and submit a final grant report to the committee by **June 30, 2025**. Details regarding the poster session will be shared later.

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**Attachment A: Small Grant Budget Template**

Please include budget details and calculations in addition to the total expenses for each category. An Excel budget template is available [here](#) to assist you in preparing your budget, as needed.

<b>Project Title:</b>		
<b>Faculty Name:</b>		
<b>Budget Narrative Description</b>	<b>Expense Total</b>	<b>Timeline for Use</b>
<b>Student Assistance</b> <i>MSU student employment wage <a href="#">guide</a></i> <i>(# students x # hours x rate = total)</i>		
<b>Student Assistance Fringe Benefit</b> <i>Part-time/temporary employee rate is based on 7.65% for Social Security and 1.06% for Workers Compensation.</i> <i>(Student wage total x 8.71% fringe rate = total)</i>		
<b>Travel (for research purposes only)</b> <i>MSU travel <a href="#">guidelines</a></i> <i>Mileage <a href="#">info</a>, in-state rate <a href="#">\$.655/mile</a></i> <i>Lodging in-state rate <a href="#">\$107/night including tax</a></i> <i>Per diem in-state rate <a href="#">\$45/day</a></i> <i>Out-of-state per diem rate <a href="#">guide</a></i>  <i>Airfare (estimated cost)</i> <i>Mileage (# miles x per mile rate = total)</i> <i>Lodging (# nights x price = total)</i> <i>Per diem - (per diem rate x # days = total)</i>		
<b>Supplies (itemize)</b>		
<b>Equipment (itemize)</b>		
<b>Other anticipated expenses (itemize)</b>		
<b>Total (not to exceed \$3,000)</b>		
<b>Important:</b> No expenses may occur prior to <b>July 1, 2024</b> . Projects must expend or encumber all expenses by <b>June 30, 2025</b> .		