



Minot State University
Small Grants for Faculty Research
Request for Proposal (RFP)
Deadline: Friday, April 14, 2023

OVERVIEW

Minot State University believes that faculty and student research which advances 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 awards 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.
- Potential to produce scholarly work, quality of proposed project.
- Qualifications of the researcher.

First-time applicants to the Small Grants for Faculty Research program are especially encouraged to apply. You are considered a first-time applicant 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 2023-2024 academic year Small Grants for Faculty Research will be available July 1, 2023, and must be spent or encumbered by June 30, 2024, the funding period/period of performance.

Funding may be used for the following:

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

In addition to these traditional funding items, capital equipment 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 project,
- Research that demonstrates a contribution to the discipline either pedagogically or scholarly,
- Research that is part of a larger project, and/or
- Student involvement in a research project.

Lower Prioritized Funding Requests

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

- Submissions by part-time faculty,
- An ongoing project that has previously been funded, and/or
- Stipends for research participants.

Will Not Fund

- Travel to conferences,
- Non-research projects,
- 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 department/division chairperson, see proposal outline requirements for more detail.

REVIEW PROCESS

Each grant proposal is reviewed by members of the MSU Faculty Research Committee. Committee members use a scoring rubric to rank the applications and use these rankings in making final funding decisions. 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 Grants proposals submitted through this program are required to have a written document that describes the proposed research project using the proposal outline as described in this request for proposal (RFP) document. 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 Proposal”
 - b) Project title
 - c) Applicant’s/Applicants’ name(s)
 - d) Department/Division
 - e) Chairperson or supervisor signature OR attached message from your chair indicating his/her support of your 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 your narrative. The following “project description” section should *not exceed eight (8) pages in total*, excluding the bibliography.
 - a) Enhancing MSU’s Reputation for Academic Excellence (10 points).
Explain how this project will enhance MSU’s reputation for academic excellence. This may include social, economic, cultural, or other investigations and contributions to MSU’s reputation.
 - b) Improving Teaching and Learning at MSU (10 points).
Explain how the project shall contribute to the teaching and learning at MSU.
 - c) Involving/Benefiting Students (10 points).
Explain how this proposed project shall involve students in the research and/or how students shall be beneficiaries of the resulting new knowledge.
 - d) Quality of Proposed Project: *The Literature* (10 points).
The proposed research project should be sufficiently pinned to the current literature. Is it clear that the applicant(s) know the current literature relative to the proposed research project? The literature review does not need to be lengthy, but it should be sufficient to indicate how the proposed study builds upon the current knowledge base.
 - e) Quality of Proposed Project: *Methodology* (10 points).
Describe the research design and methods that shall be implemented relative to this research proposal.
 - f) Quality of Proposed Project: *Contribution* (10 points).
The project should make a unique contribution to the knowledge base of the discipline and should have a plan for disseminating the findings in an appropriate venue, either on or off campus. The proposal should have sufficient detail in its objectives, procedures, and methods that it can be externally validated.
 - g) Timeline (10 points).
A project timeline should be included, indicating significant milestone points in the project, and complying with the Faculty Research Committee’s calendar of key dates and the Project period of performance. Funds must be encumbered by the end of the grant year. (Project period of performance: July 1, 2023, through June 30, 2024).

h) Researcher's Qualifications (10 points).

The faculty researcher must demonstrate the appropriate expertise, credentials, and experience in their respective discipline to conduct the proposed study.

This section includes evidence of successful publications, presentations, and, if applicable, external funding of previous MSU-sponsored research.

i) Connection to Strategic Plan (10 points).

Document ways in which the proposed project supports the goals of the strategic plan, [Empowering Generations](#).

j) Budget and Budget Justification Narrative (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, capital equipment may be included in the proposals. 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. *Itemize all budget requests in the budget form (Attachment A) and explain and justify all costs in the budget justification narrative section of the Project Description. All applicants are required to include a budget justification narrative as well as [Attachment A: Small Grants for Faculty Research Budget Template](#). Maximum request allowable, \$3000. Project budget period: July 1, 2023, through June 30, 2024.*

Total points available based on the above criteria = 100

k) First-Time Applicant (Bonus 10 points).

You are considered a first-time applicant if you have never been awarded funding under this grant opportunity. If you are a first-time applicant, please note this in your application materials. (The total rubric is based on a 100-point scale; although, it is possible for first time applicants to score 110 total points.)

l) Continued Funding.

If requesting continued funding for a project funded during a previous Small Grant period, include a paragraph summarizing the previous research results and dissemination; justify need for requesting additional funding. Also, please disclose additional funding (internal/external) that supports this project.

4) **Bibliography:** This section provides a list of previous or related research relevant to the proposed study. 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:
 - 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 department/division 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. department/division endorsement - if not on cover page,
 3. project summary,
 4. project description,
 5. bibliography; and
 6. Attachment A: *Small Grants for Faculty Research Budget Template*.
- Title the final proposal single PDF file as follows: **Last Name First Initial MSU SGFR Proposal 2023**.
- Upload and submit the single PDF file, final grant proposal document, via the **Small Grants for Faculty Research Proposal Submission Form** no later than **11:59pm CT, Friday, April 14, 2023**. Access the submission form [here](#) or via the following link: <https://forms.office.com/r/X5pJqdv60B>.

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 5, 2023**.

REPORTING REQUIREMENTS

Each small grant recipient will be required to submit a final grant report to the committee by **June 30, 2024**, and present at the annual MSU research poster session. Details regarding the poster session will be shared later.

Attachment A: Small Grant for Faculty Research Budget Template

Please include budget detail 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.

Project Title:		
Faculty Name:		
	Expense Total	Timeline for Use
Student Assistance		
<i>MSU student employment wage guide</i>		
(# students x # hours x rate = total)		
Student Assistance Fringe Benefit		
<i>Part-time/temporary employee rate is based on 7.65% for Social Security and 1.06% for Workers Compensation.</i>		
(Student wage total x 8.71% fringe rate = total)		
Travel (for research purposes only)		
<i>MSU travel guidelines</i>		
<i>Mileage info, in-state rate \$.625/mile)</i>		
<i>Lodging in-state rate \$96/night including tax</i>		
<i>Per diem in-state rate \$35/day</i>		
<i>Out-of-state per diem rate guide</i>		
Airfare (estimated cost)		
Mileage (# miles x per mile rate = total)		
Lodging (# nights x price = total)		
Per diem - (per diem rate x # days = total)		
Supplies (itemize)		
Equipment (itemize)		
Other anticipated expenses (itemize)		
Total (not to exceed \$3,000)		
Important: No expenses may occur prior to July 1, 2023 . Projects must expend or encumber all expenses by June 30, 2024 .		