

Minot State University – Small Grants for Faculty Research

Application Directions – **Deadline April 15, 2019**

Each year, faculty from a wide range of disciplines apply for funding through Minot State University's Small Grants program. Each grant application 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. To assist in the review process, faculty applicants are advised to develop their grant proposals using the following outline.

COVER PAGE: The cover page should include the following information:

- The heading "Application for Small Grants for Faculty Research"
- Project title
- Your name
- Department/Division
- Chairperson or supervisor signature OR attached message from your chair indicating his/her support of your proposal

PROJECT SUMMARY: This section provides a 100-250 word abstract or summary of the proposed project.

PROJECT DESCRIPTION: This section provides detailed information about your proposed project. The scoring rubric used by the committee includes the sections listed below. It is helpful to use these headings in preparing your narrative. All totaled, this section should not exceed 6 to 8 pages.

- **Potential to Enhance MSU's Reputation for Academic Excellence (15 points)**. The project should address an issue that is relevant and important to the social, economic, or cultural needs of the community, state, or nation.
- **Potential to Improve Teaching and Learning at MSU (15 points)**. The project should have potential to make a contribution to the teaching and learning at MSU and involve students in the research or as beneficiaries of the resulting new knowledge.
- **Potential to Produce Scholarly Work (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.
- **Quality of Proposed Project (45 points)**. The proposal should have sufficient detail in its objectives, procedures, and methods that it can be externally validated. A project timeline should be included indicating significant points in the project beginning July 1, 2019, and ending June 30, 2020. Funds must be encumbered by May 15, 2020.
- **Researcher's Qualifications (10 points)**. The faculty researcher should have the appropriate expertise, credentials, and experience to carry out the proposed study. This section includes evidence of successful publications, presentations, and external funding of previous MSU-sponsored research.
- **Budget and Budget Justification (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 typically not allowed without permission from the committee. Itemize all budget requests in the budget spreadsheet, and explain and justify all costs in the budget justification narrative. For the Excel budget spreadsheet, visit http://www.minotstateu.edu/rsp/small_grants_for_research.shtml. Maximum request \$3000.
- **Connection to Strategic Plan (5 points)**. Document ways in which the proposed project supports the goals of the strategic plan, [Empowering Generations](#).
- **First Time Applicant (Bonus 5 points)**. You are considered a first-time applicant if you have never been awarded funding under this grant opportunity.
- **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.

BIBLIOGRAPHY: This section provides links to previous or related research relevant to the proposed study. 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.

SUBMISSION IS ELECTRONIC ONLY. Word and PDF files are acceptable. Files must be sent **via email attachment** to Ernst.Pijning@minotstateu.edu no later than by **April 15, 2019**. Applications must carry the endorsement of the respective department/division chairperson via signature, attached document, or email message to the chair of the Faculty Research Committee, [Dr. Ernst Pijning](#). The Faculty Research Grants Committee will review the applications and approve awards. Incomplete proposals will not be funded. Grant awards will be announced the first week of May 2019. Funds awarded will be available July 1, 2019, unless otherwise indicated, and must be expended or encumbered by May 15, 2020. **Each small grant recipient will be required to present at the annual MSU research poster session and submit a final report to the committee.**

Small Research Grant Budget Template		
	Expense	Timeline for Use
Student Assistance (Number of students x hours x rate)		
Travel (for research purposes only)		
Airfare (cost)		
Mileage (miles x see link below)		
Lodging (nights x price)		
Per diem (see link below)		
Supplies (itemize)		
Equipment (itemize)		
Other anticipated expenses (itemize)		
Total (not to exceed \$3,000)		
https://www.gsa.gov/travel/plan-book/per-diem-rates		
Important: No expenses can occur prior to July 1, 2019. You must expend or encumber all expenses by May 15, 2020 to meet the deadlines of the Business Office. Please indicate the amount in the column provided.		