Coffee Talk with OSPR
Sep. 4, 2018

Intramural Awards
Intramural Award Goals

Intramural Grants are intended to

• Support faculty early in their research trajectory
• Provide seed money for projects that can be leveraged for external funding
• Foster innovation and new lines of inquiry
What can be funded?

Intramural awards can fund research and creative endeavors, such as basic and applied research and significant artistic production, creation, or performance, that

- Contribute to professional growth
- Enhance university programs
- Pertain to the discipline(s) of the faculty member(s) applying
- Result in a project that will be disseminated in a professional, public venue
What are the funding limits?

RESEARCH ACTIVITIES................................................................. Maximum of $5,000
• Research expenses include
  – Student wages
  – Purchase of project-related supplies under $500
  – Travel for research or dissemination
  – Other necessary project-related items and services (e.g. publication costs, library resources)

EQUIPMENT.................................................................................. Maximum of $5,000
• Major equipment is defined as equipment, software, or online databases with a cost of at least $500

MAXIMUM TOTAL GRANT FUNDING: RESEARCH + EQUIPMENT.............$7,500
What cannot be funded?

Intramural grant funds cannot be used for
• Coursework toward obtaining an advanced degree
• Taking courses
• General travel experiences
• Travel for research when correspondence, telephone, or internet communication would serve
• Faculty release time
Intramural Grant DOs and DON’Ts

**DO**

- Identify any funding priority areas that apply to your project
  - Early career applicants
  - Senior faculty initiating a new line of research or creative endeavor
  - Leveraging of award for external funding
  - Interdisciplinary applicants
- Explain how your project is aligned with MSU’s strategic plan and mission
- Ensure your proposed project is original, innovative, and/or creative
- Clearly state and describe project goals and objectives
- Clearly describe the appropriate and manageable methodology that will be used to carry out project goals
- Include a detailed and realistic timeline
- Clearly identify and explain the project’s scholarly impact
- Include plans for dissemination

**DON’T**

- Neglect to make a strong case for any funding priority areas and/or strategic goals that you identify
- Assume the reader will infer your project goals and objectives if they are not explicitly stated
- Provide too few details about the methodology, creative design, research plan, processes, or procedures.
- Omit the project timeline or provide too few details

- **Set goals that are unachievable with the resources requested**
Intramural Budget DOs and DON’Ts

**DO**
- Use the required **budget form**
  - You can find it [here](#)
- Get quotes if necessary (attach to proposal)
- Ask for enough money to accomplish your goals
- Provide a clear rationale and explanation for all expenses in the **Budget Justification**
- Include specific information to justify any unusual costs

**DON’T**
- Neglect to itemize your expenses
- Pad your budget
- Under-budget
- Mention expenses in your budget that are not explained in the narrative and justification
- Discuss expenses in the narrative that are not addressed in the budget
Proposal DOs and DON’Ts

DO

• Use Times New Roman font, 12 point, for the entire proposal
• Double space
• Set all page margins at a minimum of 0.5 inches
• Make sure your narrative does not exceed 10 pages
• Submit your application by email to OSPR as a PDF or Word document by the deadline

DON’T

• Use any fonts other than Times New Roman
• Shrink margins or font sizes to make your narrative fit the 10-page limit
• enervate those who will adjudicate your entreaty for capital with gratuitous obscure terminology
• Use jargon and/or language that cannot be understood by readers outside your field.
And definitely DO...

- Read the guidelines (and read them again)
- Carefully follow instructions in the application packet
- Contact OSPR or your college’s University Research Committee member with questions
If your grant is funded

**DO**

- Plan to make purchases/complete travel early enough to complete your project on time (by Aug. 31, 2019)
- Keep track of your own budget throughout the project
- Follow all university policies, including those for purchasing, travel, and student employment
- Understand that all items bought with intramural grant funds are the property of MSU and must be retained by MSU after the project is complete

**DON’T**

- Make any grant-related purchases without first consulting OSPR
- Make changes to your budget without approval
- Wait until the last moment to make major equipment purchases—those often require quotes

When in doubt, ask! Call or email OSPR with any questions.
If your grant isn’t funded

DO

- Consider reapplying in a future award cycle
- Speak with your college’s University Research Committee representative
Donor-Funded Grants for Research on Responses to Sexual Misconduct on College Campuses

- This is a separate grant program with requirements that differ from the Faculty Research and Creative Endeavor Awards
- **Purpose:** “An anonymous donor has established a fund to research responses to sexual misconduct on college campuses using MSU as a case study. The donor hopes that the immediacy of this research might serve to improve processes that can address and reduce the devastating impact of sexual misconduct on today’s college students. The donor, who has had a lifelong interest in enhancing the safety of students on college campuses, said that an enormous opportunity exists at this point in time to make important strides in this area. It is hoped that by studying processes in place at MSU Texas and their impact on student safety, significant improvement might be facilitated on campuses across the nation.”
What will be funded

• Projects in the following fields:
  – Behavioral and social sciences
  – Criminal justice
  – Mass communication
  – Higher education practice and policy
  – Student affairs

• Outcomes must be published studies or poster/oral presentations of national stature.
Eligibility and Funding Limits

- **Eligibility:**
  Tenured faculty, professional staff in applicable fields, and students conducting research supervised by tenured faculty are eligible to apply.

- **Funding Limits:**
  Requests should not exceed $5,000 for faculty and $2,500 for staff or students.

- **Timeline:**
  Results from funded research are expected to be disseminated nationally, preferably no later than 2020.
Reminders for Fall 2018 Intramural Awards:

- Proposals are due by 5 p.m. on Oct. 1, 2018
- Award notification will be made by Nov. 1, 2018
- Award funding period: Nov. 1, 2018 - Aug. 31, 2019

Any questions?