



## SUMMER 2021 INTRAMURAL GRANTS REQUEST FOR PROPOSALS AND GUIDELINES

- **Deadline for Application:** April 5, 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:** April 30, 2021
- **Grant Funding Period:** May 1, 2021 – August 31, 2021 (no extensions)
- **Contact Information:** Email Brittany Norman at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu) with any questions or to set up a meeting.

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## INTRODUCTION TO MIDWESTERN STATE UNIVERSITY INTRAMURAL GRANTS

As part of the Office of Sponsored Programs and Research mission to support and enhance research across MSU, Intramural Grants are designed to encourage, facilitate and support the research efforts of MSU faculty. The term “research” is used broadly, and includes traditional research, creative endeavors, and all forms of scholarly expression.

The number of awards made are contingent on the availability of funds as well as the quality and quantity of applications received.

To be considered for funding, all intramural grant proposals must adhere to the guidelines stated in this document and on the application form. Incomplete and/or noncompliant proposals may be declined without review.

## SUMMER 2021 INTRAMURAL GRANT PROGRAMS

All applicants should select one of the following grant categories. Applicants with questions about categories, eligibility, or other aspects of the application process are encouraged to contact Brittany Norman in OSPR at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

Grant Description	Individual Award Values (not to exceed)
<a href="#">Interdisciplinary Research Development Grant</a>	\$5,000 or \$7,500 (if research & equipment funding are requested)
<a href="#">Field Research Support Grants</a>	\$5,000, or \$7,500 (if research & equipment funding are requested)
<a href="#">Exploratory Research Pilot Grants</a>	\$5,000, or \$7,500 (if research & equipment funding are requested)
<a href="#">Research Equipment Grants</a>	\$5,000 (equipment funding only)
<a href="#">Research and Community Impact Grants</a>	\$5,000, or \$7,500 (if research & equipment funding are requested)

### INTERDISCIPLINARY RESEARCH DEVELOPMENT GRANTS

- **Deadline for Application:** Apr. 5, 2021 at 5 p.m.
- **Grant funding period:** May 1, 2021-Aug. 31, 2021 (no extensions available)
- **Funding limit:** Two categories of funding are available. Faculty are eligible to apply for:
  - research/creative endeavor funding (limit \$5,000); or
  - research-related equipment funding (limit \$5,000); or
  - both categories of funding (limit \$7,500).

This competitive program provides seed funding for interdisciplinary teams to develop new and innovative research directions with the goal of competing for future external funding opportunities. Areas of particular interest include emerging areas of significant research funding (including, but not

limited to, climate change, resilience, cyber security, STEM education, affordable health care, health, digital arts and humanities, etc). Applicants should consult with their department chair(s) and dean(s) about areas of special interest within their college. Projects whose teams consist of PIs and co-PIs from different colleges are heavily favored. An explicit strategy for securing external funding must be outlined in the proposal. The proposal must describe how the early collaborative efforts will result in new research or creative activities that will lead to external funding, and how MSU Texas will benefit from the research. The grant must identify at least one external funding opportunity that the team will commit to applying for. These grants are not a source of continuing support for an ongoing program, nor can the funds be used for travel to attend or present at professional meetings or conferences. Applicants with questions about categories, eligibility, or other aspects of the application process are encouraged to contact Brittany Norman in OSPR at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

A graduate student research project can be attached to the faculty member's grant, and an additional \$750 can be requested for the student award. The graduate student should develop their grant proposal separately using the Graduate Student Research Grant application form. When requesting a graduate student grant, the PI should make clear the role played by the student in the proposed research. In addition, please remember that all graduate student grants must be expended within the same academic year in which it is awarded—not at the end of the fiscal year, as with faculty grants.

#### **FIELD RESEARCH SUPPORT GRANTS**

- **Deadline for Application:** Apr. 5, 2021 at 5 p.m.
- **Grant funding period:** May 1, 2021-Aug. 31, 2021 (no extensions available)
- **Funding limit:** Two categories of funding are available. Faculty are eligible to apply for:
  - research/creative endeavor funding (limit \$5,000); or
  - research-related equipment funding (limit \$5,000); or
  - both categories of funding (limit \$7,500).

The faculty field research support grant is designed to support research and creative activities of faculty members gathering data from the field (including, but not limited to, field/ground research and archival research; gathering pilot data). The FRS grants are considered startup funds for research, in that they should lead to the growth and development of continuing research programs. They are not a source of continuing support for an ongoing program, nor should they be viewed as an alternative source of funds for programs already developed to a level that normally would justify support from external agencies nor travel funds to attend or present at professional meetings. Research and creative activities will be broadly interpreted; therefore, a large range of activities can be supported. Faculty members are encouraged to submit proposals for projects that have a potential to produce future externally funded support. Applicants with questions about categories, eligibility, or other aspects of the application process are encouraged to contact Brittany Norman in OSPR at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

A graduate student research project can be attached to the faculty member's grant, and an additional \$750 can be requested for the student award. The graduate student should develop their grant proposal separately using the Graduate Student Research Grant application form. When requesting a graduate student grant, the PI should make clear the role played by the student in the proposed research. In

addition, please remember that all graduate student grants must be expended within the same academic year in which it is awarded—not at the end of the fiscal year, as with faculty grants.

#### EXPLORATORY RESEARCH PILOT GRANTS

- **Deadline for Application:** Apr. 5, 2021 at 5 p.m.
- **Grant funding period:** May 1, 2021-Aug. 31, 2021 (no extensions available)
- **Funding limit:** Two categories of funding are available. Faculty are eligible to apply for:
  - research/creative endeavor funding (limit \$5,000); or
  - research-related equipment funding (limit \$5,000); or
  - both categories of funding (limit \$7,500).

The research pilot grant is intended to support the research and creative activities of faculty members gathering data. In order to be eligible for this program, the applicant must be with the university in a tenured or tenure-track position.

The goal of this program is to support and encourage the development of strong programs of research and creative scholarship by faculty members throughout the university. Grants are considered startup funds for research, in that they should lead to the growth and development of continuing research programs. They are not a continuing source of support for an ongoing program; nor should they be viewed as an alternative source of funds for programs already developed to a level that would normally justify support from external agencies. Neither should they provide travel funds to attend or present at professional meetings. Faculty members are encouraged to develop proposals for projects that have a potential to produce future externally-funded support. Applicants with questions about categories, eligibility, or other aspects of the application process are encouraged to contact Brittany Norman in OSPR at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

A graduate student research project can be attached to the faculty member's grant, and an additional \$750 can be requested for the student award. The graduate student should develop their grant proposal separately using the Graduate Student Research Grant application form. When requesting a graduate student grant, the PI should make clear the role played by the student in the proposed research. In addition, please remember that all graduate student grants must be expended within the same academic year in which it is awarded—not at the end of the fiscal year, as with faculty grants.

#### RESEARCH EQUIPMENT GRANTS

- **Deadline for Application:** Apr. 5, 2021 at 5 p.m.
- **Grant funding period:** May 1, 2021-Aug. 31, 2021 (no extensions available)
- **Funding limit:** \$5,000

The Research Equipment Grants program supports the purchase or development of research equipment to be used by individual investigators or teams of investigators working on innovative projects that already have or will have the potential for external support. Eligible projects must demonstrate how the equipment enhancement will benefit research at MSU Texas with respect to scholarship and external funding portfolios. All funding requested through this program must be used for equipment. Applicants

with questions about categories, eligibility, or other aspects of the application process are encouraged to contact Brittany Norman in OSPR at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

### RESEARCH AND COMMUNITY IMPACT GRANTS

- **Deadline for Application:** Apr. 5, 2021 at 5 p.m.
- **Grant funding period:** May 1, 2021-Aug. 31, 2021 (no extensions available)
- **Funding limit:** Two categories of funding are available. Faculty are eligible to apply for:
  - research/creative endeavor funding (limit \$5,000); or
  - research-related equipment funding (limit \$5,000); or
  - both categories of funding (limit \$7,500).

This competitive program provides funding for projects that advance faculty research and provide positive impact to the campus and local community.

The goal of this program is to support and encourage the development of strong programs of research and creative scholarship by faculty that benefit the community. Examples of such programs include (but are not limited to) workshops, summer programs, and lectures. All projects must involve clear research goals and outcomes. These grants should support new and innovative research programs and community projects or new directions for existing programs and projects. These funds should not be viewed as an alternative source of funds for programs already developed to a level that would normally justify support from external agencies. Neither should they provide travel funds to attend or present at professional meetings. Faculty members are encouraged to develop proposals for projects that have a potential to produce future externally-funded support. Applicants with questions about categories, eligibility, allowable expenses, or other aspects of the application process are encouraged to contact Brittany Norman in OSPR at [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu).

A graduate student research project can be attached to the faculty member's grant, and an additional \$750 can be requested for the student award. The graduate student should develop their grant proposal separately using the Graduate Student Research Grant application form. When requesting a graduate student grant, the PI should make clear the role played by the student in the proposed research. In addition, please remember that all graduate student grants must be expended within the same academic year in which it is awarded—not at the end of the fiscal year, as with faculty grants.

### OPTIONAL PROPOSAL DRAFT REVIEW

- **Deadline to request a draft review:** March 17, 2021 by 5 pm.
- **Review comments will be returned by:** March 26, 2021

OSPR offers to review one complete proposal draft per Principal Investigator (PI) for completeness and adherence to the program guidelines. Proposals must be emailed to [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu) in Word document format with the Excel budget sheet included as an additional attachment by 5pm on March 17, 2021. OSPR will NOT edit proposals or evaluate the scientific/artistic merit of the project - this review will simply check for completeness and adherence to program requirements and intramural grant guidelines.

## GENERAL INTRAMURAL GRANT GUIDELINES

### ELIGIBILITY AND FUNDING LIMITS

All full-time, ranked faculty at Midwestern State University are eligible to apply and serve as Principal Investigator (PI) and/or co-PI, unless otherwise noted in the program description.

Types of projects funded include basic and applied research, as well as significant artistic creation, production, or performance. Grant funds may be requested for student wages, purchase of equipment, travel to conduct research, library resources, appropriate supplies, professional contracts (e.g. transcription, recording), and other items and services. All proposed expenses must be listed on the budget spreadsheet and fully explained in the budget justification narrative.

Grant money cannot be used to assist in course work toward obtaining an advanced degree (including thesis and dissertation), for taking courses, for general travel experience, for travel to attend or present at professional meetings or conferences, or for travel when correspondence, telephone communication, or Internet-based communication would serve. Routine course development and faculty release time will not be funded. Some programs have additional funding limitations—please see the program descriptions for details.

### FUNDING PRIORITIES

Internal grant funds are intended to support faculty early in their research trajectory, to leverage prospects for external funding, to foster innovation, and to support institutional goals. In all cases, the applicant will describe how the proposed project aligns with and supports the Midwestern State University mission. Although all research proposals will be considered, priority will be given to applicants who will leverage this funding to seek future external funding.

### FUNDING CATEGORIES

Funding Categories: Faculty may apply for funding from the following categories:

- a) Research/creative endeavor funds, which would fund supplies, student wages, travel, and other approved project costs, or
- b) Research-related equipment funds, defined as equipment, software, or online databases *with a cost of \$500 or greater and a useful life of longer than one year* necessary to conduct research. (Note: For clarification on research-related equipment, see Fiscal Regulations and Procedures Policy number 5-21 Higher Education Assistance Fund (HEAF). These guidelines will be used for determining eligibility of equipment). When purchasing equipment above \$500, include quotes for the equipment/software/databases with the project application.

Faculty may not apply for release time. Please refer to individual grant program descriptions and the “Eligibility and Funding Limits” section of this document for more specific funding guidelines.

### FUNDING PERIOD AND PURCHASING TIMELINES

Research is expected to be completed by August 31, 2021. No extensions will be granted on Summer 2021 grants.

All purchases and expenses should be completed as early as possible. To adhere to the Business Office's fiscal year closeout guidelines, OSPR will not approve any additional expenses on Summer 2021 grants after the business office's deadlines (normally around August 15).

### **UNIVERSITY RIGHTS**

Title to all permanent materials and equipment purchased with MSU funds rests with Midwestern State University. Current MSU policy will prevail to answer questions regarding intellectual property rights for research or creative productions resulting from projects supported by MSU funds. If the grant recipient's official employment at MSU terminates during the award period, the MSU grant terminates on the same day.

### **ADJUDICATION OF PROPOSALS**

Complete proposals will be read and ranked by members of the University Research Committee.

Incomplete proposals will not be ranked. Evaluation and awards will be made on the basis of intellectual and creative merit and adherence to application guidelines. Moreover, the clarity and quality of the written text will be important considerations in ranking.

To aid in the thorough evaluation of your proposal by committee members, please ensure that the language within the application is jargon-free, clear, and accessible for review by individuals outside of your discipline.

Membership of the University Research Committee: The committee reports to Dr. Kathryn Zuckweiler, Dean of the Graduate School and Director of the Office of Sponsored Programs and Research, who convenes and chairs the sessions. Each College appoints a member to serve as the representative to the committee. Appointments are made at the beginning of the Fall semester.

### **FINAL REPORT**

A Final Report of the research/creative endeavor is due in the Office of Sponsored Programs and Research not later than September 30, 2021. The report is to be submitted electronically to [sponsoredprograms@msutexas.edu](mailto:sponsoredprograms@msutexas.edu). A template for the report is available here: [OSPR Summer 2021 Intramural Grant website](#).

### **AWARD FREQUENCY**

Guidelines for the frequency of intramural awards are:

- a) Faculty may only serve as a PI and/or co-PI on **one** active intramural grant.
- b) To be considered for intramural grants, each faculty PI must submit an application to the Office of Sponsored Programs and Research by the deadline specified in the request for proposals. It is

the principal investigator's responsibility to ensure that the application is complete and submitted by the deadline.

- c) Intramural Grants provide seed money for faculty initiating a new line of research or creative endeavor (new topic or extension of existing stream of inquiry). Faculty may be funded for up to two awards on substantially similar projects, however the second application must clearly describe the unique aspects that differentiate the second application from the first. Applications that do not clearly differentiate the projects and/or represent a third or subsequent request for a similar project will not be considered for funding.
- d) **Faculty may be funded for up to two awards in a rolling five-year window representing the most recent five years.** Faculty who use an intramural grant as seed money to produce a major output or obtain significant external funding will have their five-year clock reset and are eligible to apply for intramural grants in the year following the major output or receipt of external funding.
- e) Faculty who accept an Intramural Grant must submit a **final report** to the Office of Sponsored Programs and Research by the deadline stated in the award letter. If a final report is not submitted by the deadline, or if a project is approved for an extension, the PI and any co-PIs will not be eligible to apply for new funding until the award cycle following submission of the final report. Faculty may not hold more than one active intramural grant at a time.

## APPLICATION GUIDELINES

### DEADLINE AND SUBMISSION

Applications are due in electronic format to the Office of Sponsored Programs and Research (OSPR) not later than April 5, 2021 at 5 P.M.

All applications must be uploaded to the [intramural grant submission web form](#).

1. Summer 2021 Faculty Research Grant Application Form – uploaded as a single PDF document
  - All signatures (dean, department chair, PI, and co-PIs) must be obtained prior to submission
2. Intramural Grant Budget Template – uploaded as an Excel Workbook document.

### FORMAT

All proposals must be submitted in the formats described in the “Deadline and Submission” section above.

All proposals must be completed using the provided forms, which can be downloaded on the [Summer 2021 Intramural Grants web page](#).

The proposal must be completed using the Intramural Grant Application Form and must adhere to all formatting and instructions included on the form. The proposal narrative shall not exceed 10 pages; however, the project summary, biographical sketches, and intramural budget spreadsheet are excluded from the page count. Margins, font sizes, and font spacing on the application form may not be altered. Proposals that do not adhere to the application guidelines will not be considered for funding.

### STYLE

To aid in the thorough evaluation of your proposal by committee members outside your field please ensure that language within the application is jargon-free and clear to readers.

### DESCRIPTION OF REQUIRED APPLICATION MATERIALS/SECTIONS

All applications must be completed using the Intramural Grant Application form and Intramural Grant Budget Template and must be submitted according to the guidelines above. Proposals must be complete in order to be evaluated. Additional guidance on the requirements for each section listed below can be found on the application form.

- I. Project Summary Sheet, which includes signatures from the department chair and dean
- II. Purpose and aims of the project
- III. Research questions and/or hypothesis(es) and/or creative endeavor outcome

- IV. Justification of the importance of the project, including (a) alignment with MSU mission and strategic plan; (b) support for the faculty member's research trajectory; and (c) alignment with the guidelines of the selected grant program.
- V. Literature review -- include a review of relevant literature or description of artistic/creative precedence (for artistic/creative endeavors). This should be in narrative form—not a list of references.
- VI. Research or creative design and methods: Clearly describe the design and methodology to be used in the research/creative endeavor
- VII. Protection of human subjects/animals (if applicable to the project): Clearly describe methods for protection of human subjects or animals and state plans for attaining IRB or IACUC approval if required
- VIII. Budget Justification: In the budget justification narrative, clearly explain why/how each expense is necessary to achieve the project aims and how the amount was calculated. Ensure that the amounts in the budget justification match the totals on the budget spreadsheet. In addition, list the date by which each expenditure should occur (no later than Aug. 31, 2021). Use State of Texas travel rates available at: [State Travel Rates](#).
- IX. Timeline for the project, by month, with completion of the project not later than August 31, 2021.
- X. Specific plans for dissemination of the findings of the project, including the Spring 2022 Celebration of Scholarship; and
- XI. Description of other university or external funding and how it relates to the project described in this application. Please indicate any potential external grant programs or other external funding sources that could provide future funding for the proposed project.
- XII. Continuation project information – If this project is a continuation of a project initiated with a previous intramural award, describe the rationale and benefits of requesting an additional intramural award in this funding cycle. Also describe how this project is different from the previously funded project.
- XIII. Prior intramural grants – If the PI or co-PIs have been awarded any intramural grants in the previous 5 years, identify all relevant grants, the PIs and co-PIs, the award cycle (e.g. Fall 2018; Summer 2019), and the project titles.
- XIV. References – List references using a discipline-appropriate citation style.
- XV. Appendix 1: Biographical Sketches for the principal investigator and any co-investigators, if applicable. Use the provided templates.

XVI. Appendix 2: Intramural grant budget spreadsheet (a separate Excel file). Please fill out the intramural budget spreadsheet with all expenses listed in the budget justification narrative.

#### **IMPORTANT CONSIDERATIONS**

- **Signatures from the dean and department chair** indicating their knowledge of and support for the proposed project are required on the Project Summary Sheet. Plan ahead and request these signatures *early*, as submissions without signatures may not be accepted or reviewed. Be aware that some departments/colleges may institute their own deadlines to submit a proposal for signature.
- **Institutional Review Board (Human Subjects Protection) Consideration:** In order to expedite the process, faculty are encouraged to submit IRB applications to college representatives concurrent with Intramural Grant application submissions.