



The Office of Sponsored Programs and Research

and

The University Research Committee

are pleased to announce for Fall 2019

The Request for Intramural Grants Proposals

Deadline for Application: Oct. 2, 2019 by 5 p.m.

Award notification will occur not later than Nov. 1, 2019

Grant funding period: Nov. 1, 2019-Aug. 31, 2020.

Note: Funding for Intramural Grants is dependent upon budget status and availability of funds. The University Research Committee makes this application available in advance of formal approval of funding to allow faculty time to write their proposal and to allow funding of those proposals as soon as funds are allocated.

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 Research and Creative Endeavor Award application submissions.



Intramural Grants Guidelines Overview

Purpose: The purpose of the Midwestern State University Intramural Faculty Research and Creative Endeavor Award is to assist faculty members in conducting well-defined and purposeful scholarly activities, including research and creative endeavors that contribute to professional growth and enhance the programs of the University. Activities must pertain to the faculty member's discipline or disciplines in the case of interdisciplinary work, and result in a product that will be disseminated in a professional public venue (exhibition, publication, presentation, etc.).

Eligibility and funding limits: All full-time, ranked faculty at Midwestern State University are eligible to apply. Funding limits for individual grant programs are outlined on the Intramural Grants Request for Proposals, which can be found on the [Fall 2019 Intramural Grants web page](#). 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 for research purposes, library resources, appropriate supplies, secretarial or other professional aid, and other items and services (e.g. submission fees, publication page costs, and reprints). 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, or for travel when correspondence, telephone communication, or Internet-based communication would serve. Routine course development and faculty release time will not be funded with MSU Internal Faculty Grant Awards. Some programs have additional funding limitations—please see the Request for Proposals for details.

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.

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.



Office of Sponsored Programs and Research

and

University Research Committee

Fall 2019

Request for Proposals for

Faculty Intramural Grants

Application Guidelines

1. **Deadline:** Applications are due in electronic format to the Office of Sponsored Programs and Research (OSPR) via email as an attachment at: sponsoredprograms@msutexas.edu not later than October 3, 2019 at 5 P.M.
2. **Format:** All proposals must be submitted as a single PDF document, and must be completed using the Intramural Grant Application Form, which can be found on [Fall 2019 Intramural Grants web page](#). The Faculty Research/Creative Endeavors Grant Application Narrative shall not exceed 10 pages; however, the project summary, bio sketch(es) and the intramural budget spreadsheet are excluded from the page count. Margins on the application form are set at 1 inch and may not be altered. **Proposals that do not adhere to the application guidelines will not be considered for funding.** Application guidelines and templates can be downloaded from the [Fall 2019 Intramural Grants web page](#).
3. 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.
4. **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.
5. **Funding Categories:** Faculty may apply for funding of (a) research/creative endeavor funds, which would fund supplies, student wages, travel, and/or expected publication costs, or (b) research-related equipment funds, defined as equipment, software, or online databases with a cost of \$500 or greater 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). Please identify these different categories on the project summary. 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 for specific funding guidelines.

6. Research is expected to be completed by August 31, 2020. With committee approval and notification of acceptance to present, awardees may have the opportunity to extend the time frame for presentation of research findings/creative endeavor presentations through January 31, 2021. Requests for extension must be submitted using the Intramural Grant Extension Request form and must be submitted no later than July 1, 2020. The form can be found on the [OSPR Fall 2019 Intramural Grant website](#). Requests for extension may not be submitted before May 1, 2020.
7. A **Final Report** of the research/creative endeavor is due in the Office of Sponsored Programs and Research not later than September 30, 2020. The report is to be submitted electronically to sponsoredprograms@msutexas.edu. A template for the report is available here: [OSPR Fall 2019 Intramural Grant website](#).
8. Award Frequency: Guidelines for the frequency of intramural awards are:
 - a. To be considered for intramural grants, each faculty principal investigator 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.
 - b. 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.
 - c. **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.
 - d. 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. Faculty who do not submit a final report by the deadline will not be eligible to apply for new funding until the award cycle following submission of the final report.



Description of Application Packet Materials Required

All applications must be completed using the Intramural Grant Application Form, and must be submitted as a single PDF document.

1. Project summary sheet that includes an abstract;
2. Purpose/aims of the research/creative endeavor;
3. Research question(s) and/or hypothesis(es) and/or creative endeavor outcome: State the research question(s) and/or hypothesis(es) to be examined through this project or describe the outcome anticipated from a creative endeavor;
4. Justification of the importance of the project, including (a) alignment with MSU mission; (b) support for the faculty member's research trajectory; and (c) alignment with guidelines of the specific grant program.
5. Literature review with substantive citations/references. The literature review should be in narrative form—it should not simply be a list of references;
6. Research or creative design and methods: Clearly describe the design and methodology to be used in the research/creative endeavor;
7. 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.
8. Budget justification: The budget information must be entered into the required intramural budget spreadsheet template, which is included as Appendix 1 of the application form. In the proposal narrative, clearly explain all budget expenditures, and include quotes for equipment greater than \$500, as an appendix to the application (quotes from vendors and the budget spreadsheet are not counted in page limit). Differentiate between (i) the research budget and/or (ii) the research equipment budget. Use State of Texas travel rates available at: [State Travel Rates](#);
9. Timeline for the project, by month, with completion of the project not later than August 31, 2020.
10. Specific plans for dissemination of the findings of the project, including the Spring 2021 Celebration of Scholarship; and

11. 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.
12. Appendix 1. Intramural grant budget spreadsheet. Please fill out the intramural budget spreadsheet with the expenses listed in the budget justification narrative. **If a graduate student grant will be attached to your application, do not include the graduate student grant expenses in your budget.**
13. Appendix 2. Biographical sketch for primary investigator, and any co-investigators if applicable, to include (limit each bio sketch to two pages):
 - a. Education
 - b. Academic rank
 - c. Academic Experience (include years in each position)
 - d. Peer-reviewed publications relevant to the subject of the grant application
 - e. Peer-reviewed presentations relevant to the subject of the grant application
 - f. Funded projects and grants
14. **Signatures from the dean and department chair** indicating their knowledge of and support for the proposed project. Please 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 by the dean and department chair.
15. **Language within the application must be jargon-free and clear to readers outside your field.**

