

TO: College of Business Faculty

FROM: Masoud Hemmasi, COB Director of Research

SUBJECT: FY 2011-2012 University Research Grant (URG) Program

DATE: November 3, 2011

Once again the College plans to supplement **FY 2012-2013** URG funding by \$30,000. Therefore, we will be able to give assurance of funding at least 6 faculty members for up to \$5,000 each. The funds are expected to be distributed in the **summer of 2012**. The College supplemental funding is intended to enable faculty to start the proposal preparation process early and not have to wait for the approval of the URG budget by the University, which may be occurring very late during the fiscal year.

Our share of the University's URG allocations for this past summer was approximately \$20,000 and, thus, we are hopeful that we will again receive a comparable amount in support of next summer's program. Therefore, should we end up receiving URG funds through the University's budgetary process, we may be able to raise the support level for our funded proposals and/or provide support (or partial support) for a couple of more proposals (if other strong/fundable proposals are available).

With the above background, please find attached a copy of the **FY 2012-2013 (July 1, 2012-June 30, 2013) University Research Grant Program** policies and proposal guidelines. The forms that are required to accompany the proposal (e.g., cover sheet, professional outcome form, etc.) are all included at the end of this document. Proposals are **due in department offices by 4:30 PM on Thursday, March 15, 2012***.

Please note that:

- All tenured and tenure-track faculty, with the exception of the new faculty who have not formally defended their dissertations as of the URG submission deadline, are eligible to participate in the COB Research Grant Program.
- A faculty member may submit only one single or co-authored proposal in any one year.
- Proposals that receive funding from the Katie School Research/Faculty Development Grants are NOT eligible for funding from the URG program.
- Concurrent submission of the same proposal to both the URG as well as Katie School Grant Programs is NOT allowed.
- A faculty member who is awarded a grant must resign the grant if he/she decides not to return to the University in the following academic year.
- **Those members of the faculty who have previously received three Research Development URGs, must apply for a Grant Development URG, or show evidence of a proposal submission to an external funding organization, before being eligible to apply for another Research Development grant.**

Please make sure you meet all the above eligibility requirements before you spend a significant amount of time preparing and submitting a proposal. If you have questions about the URG Program or any of the other research support resources/services, please don't hesitate to contact me. You can reach me at my office, COB 204 (438-8765). If I am in class or in a meeting, you can leave me a voice mail or send me an email (mhemmas@ilstu.edu) and I will get back with you as soon as I can. Good luck.

* Department Chairpersons will send 5 copies of each proposal and results of departmental evaluations to COB Research Director by **Friday, March 30, 2012**.

University Research Grant Program
College of Business
Proposal Guidelines
FY 2012-2013

Included in this packet are guidelines for preparing your application. Please carefully follow the instructions below. Note that your proposal must be submitted in either the Grant Development or the Research Development category. **Grant Development proposals are designed to develop significant research programs that have a high probability of acquiring external funding and/or to complement awards obtained from an external agency. Research Development proposals are designed to support quality scholarly undertakings of the faculty that are deemed important to the discipline but not designed to directly pursue external support.**

Whichever category you choose, you are encouraged to use this grant program to initiate and extend a long-term research agenda. The evaluation criteria for the two categories are different, and you should be aware of these as you prepare your application. The information regarding evaluation criteria are presented in detail in the pages that follow.

The schedule for the annual research competition, including submission deadlines and award dates, are provided in Appendix A to this document. **Proposals are due in your department office on Thursday, March 15, 2012.**

I. The proposal you develop should include the following components in the order listed. Each item is explained in more detail in later pages.

- A. Cover Page (FORM A)
- B. Abstract
- C. Project Description
- D. Expected Outcome from the Project (FORM B, Professional Outcomes Form)
- E. Importance to the Discipline
- F. Scholarly Record of Author(s)
- G. Report on Outcomes of Previously Funded URGs (FORM C)
- H. Budget Page (FORM D)
- I. Budget Justification

II. Eligibility

- All tenured and tenure-track faculty, with the exception of the new faculty who have not formally defended their dissertations as of the URG submission deadline, are eligible to participate in the COB Research Grant Program.
- However, **after a faculty member has received three Research Development Scholarship awards, he/she must apply for a Grant Development award or show**

evidence of a proposal submission to a funding agency external to the university before being eligible to apply for another Research Development award.

- A faculty member may submit only one single or co-authored proposal in any one year.
- Proposals that receive funding from the Katie School Research/Faculty Development Grants are NOT eligible for funding from the URG program.
- The same proposal must NOT be submitted concurrently to both the URG as well as Katie School Grant Programs.
- If awarded a grant, faculty members will be asked to report the professional outcome of the research project to the College of Business Research Office approximately one year after the award. (The form will be provided by the University Research Office.) **Failure to provide the requested information will make the faculty ineligible for future URG awards (until the above requirement is met).**
- **A faculty member who is awarded a grant must resign the grant if he/she decides not to return to the University in the following year.**

III. Evaluation of Proposals

- A. Departmental research committees are the first step in the evaluation process. Departments will, at a minimum, provide the College-level evaluation committee--i.e., Research Subcommittee of the Human Resource Development (HRD) Team--with two items. The first is a ranking of all proposals from the department. Separate rankings will be prepared for each of four categories of proposals (Grant Development - New and Continuing Faculty; Research Development - New and Continuing Faculty).

In addition to the rankings, the departments will provide an objective evaluation of each proposal, addressing as appropriate the evaluative criteria described in Section III. B. 1-3. The College HRD Team's Research Subcommittee will consider carefully the department rankings in its deliberations and determination of proposal rankings at the College level.

- B. At the College level, proposals in each major category will be evaluated on different sets of criteria. In addition, the weights assigned to various evaluative criteria will differ depending upon whether the author is in the new or continuing faculty category. **New faculty are defined as those in the first four years of their academic careers (i.e., in a tenure-track position).**

The criteria and weights are as follows:

1. <u>Research Development Proposals Criteria</u>	<u>Weights</u>	
	<u>New</u>	<u>Continuing</u>
Theoretical/literature background and research methodology	45%	40%
Demonstrated importance to discipline and/or practitioners	45%	40%
Past record of scholarly productivity	10%	20%

2. <u>Grant Development Proposals Criteria</u>	<u>Weights</u>	
	<u>New</u>	<u>Continuing</u>
Theoretical/literature background and research methodology	35%	30%
Demonstrated importance to discipline and/or practitioners	35%	30%
Past record of scholarly productivity	5%	15%
Funding potential	20%	20%
Past record of external funding	5%	5%

3. Areas to which the evaluation committee will pay particular attention in rating the criteria are:

a. Theoretical/literature background and research methodology:

- Internal Consistency
- Clearly Written
- Well-Documented
- Clearly Stated Methodology Where Appropriate

b. Demonstrated importance to discipline and/or practitioners:

- Applied and/or theoretical significance
- Generalizability of results
- Publication potential
- Breadth and depth of multi-authored proposals, which should be greater than that for single-authored proposals. (Proposal breadth and depth are also corroborated through the budget justification: Faculty Salaries.)

c. Past record of scholarly productivity:

- Degree to which the project furthers a long-term research agenda (i.e., is consistent with previous work).

4. Faculty will be informed of the recommendations of the College HRD Team's Research Subcommittee. All applicants will receive notice of the ranking of their proposal in the College. Applicants whose proposals are not funded will also receive written explanations of the committee's evaluation of the strengths of their proposal and suggestions for improvement. All applicants are encouraged to discuss the subcommittee's evaluation with the College Research Director (who chairs the Research Subcommittee).

IV. Division of Funds Across Categories

The division of funds across categories (new *vs* continuing, Grant Development *vs* Research Development) will be flexible and subject to revision each year, reflecting the proportion of the applicant pool in each category and the quality of the proposals in various categories. On proposals of similar quality, Grant Development proposals will receive preference over Research Development projects.

For example, the following steps will be followed by the committee in evaluating proposals and determining awards:

- A. Each committee member will evaluate each proposal using the criteria and weights shown in Section III. B. 1-3, and assign a rating. These individual ratings will be averaged to calculate a single rating for each proposal.
- B. The relative ratings of proposals in the new and continuing faculty categories of the Grant Development and Research Development proposals will be compared.
- C. If the top proposals in the various categories are of similar quality, as evidenced by their ratings, funds will be awarded to the top few proposals in each category, reflecting the proportion of the total pool in each category. If the quality is not reasonably similar across the four categories, the funds will be allocated to the higher quality proposals, according to the judgment of the committee.

V. Explanation of Required Format and Components

A. Format

The proposal should be prepared using 11- or 12-character/inch font, with one inch margins. Please use a separate heading for each component of the proposal.

NOTE: In the interest of fairness to all grant applicants, your adherence to the required format is mandatory. So, please follow the guidelines outlined below and use the prescribed format to provide the requested information in full. Failure to comply will diminish your chances for funding.

B. Required Components

1. Cover Page (FORM A)
The cover page provided in this packet should be completed and placed at the beginning of the application.
2. Abstract
The abstract may not exceed 250 words in length and must be written in non-technical language. It should clearly describe the research problem, the methodology to be used, and the expected outcome from the proposed project.
3. Project Description
The project description may not exceed five single-spaced typewritten pages, including the bibliography. The description should be written in such a manner that is understandable, recognizing that members of the evaluation committee are not necessarily experts in your field. You should “educate” the evaluators in this and subsequent sections by demonstrating the importance of the project to the discipline and clearly explaining the project. Please avoid overly technical terms and define other terms carefully.

The project description has three parts:

Research Problem
Methodology
Bibliography

- a. Research Problem
This section should clearly define the research problem/question to be investigated. A review of the relevant literature, structured to provide a conceptual framework converging upon the topic addressed, should be included in order to explain the significance of the research to be undertaken. The research problem, including hypotheses, research questions, and objectives to be addressed must be clearly stated.
- b. Methodology
The methodology to be employed should be described in specific terms and clearly relate to the research problem, objectives, and expected outcome(s).
- c. Bibliography
The bibliography provides a current list of related works keyed to the project description. The bibliography should be reasonably comprehensive, but not exhaustive.

4. Expected Outcome

On **FORM B**--the Professional Outcome(s) Form (required by the Office of Research and Sponsored Programs), clearly define the product(s) that will be generated by this project. For a Grant Development project, this section must include a discussion of the prospects for obtaining external funding for a proposal resulting from the grant. This explanation should include the agency or agencies to which you plan to submit a proposal, and any supporting information to demonstrate how the agency's funding priorities are related to your project. (If appropriate, this section may also explain how the proposed project will complement a currently funded grant.)

Each year the University Research Council will examine the success of the PIs in satisfying the professional outcomes as submitted with the original proposal on the Professional Outcome Form. The University Research Council expects the professional outcomes of each faculty member will be products that are consistent with the highest academic standards for scholarly productivity in their particular discipline, such as grant proposal, creative work, publication/manuscript submission, professional conference presentation.

5. Importance to the Discipline

Describe how this proposed research will make a significant contribution to the field of study. This section may not exceed half of a single-spaced page.

6. Scholarly Record of Author(s)

This section includes the following for each author:

- Scholarship
- Internal Funding
- Previous External Funding

a. Scholarship

List publications and scholarly accomplishments of the past five years. To aid in the evaluation process, list the following separately:

- (1) Peer-reviewed scholarly publications (research articles, reviews, books and monographs). Use the following format: Name of author, title of article or chapter, name of journal or book, volume, pages, year. Indicate those which were peer reviewed.
- (2) Other publications. Use the same format as in Part (1).

- (3) Scholarly accomplishments (e.g., papers presented at professional meetings, productions, exhibitions and performances.)

b. Internal Funding

List all University Research Grant and COB Research Grant proposals submitted during the past five years and indicate which of them were funded. Report the results of each URG grant funded during the last five years on the form provided with these guidelines **(FORM C)**.

c. Previous External Funding

Provide a list of external proposals submitted during the past five years. If there were none, please indicate. Please indicate those which were funded and those which were not. Indicate those which were funded and those which were not. Indicate with an asterisk those grant applications that resulted in any way from a University Research grant in the past five years. Use the following format: title of proposal, co-investigators, agency, date, and dollar amount.

7. Budget Page **(FORM D)**

The maximum budget request is \$4,500 for a single-authored proposal, and \$9,000 for a proposal with two or more authors. The budget should be carefully developed. Contact the College of Business Research Director with questions. The following information may be helpful for budget preparation:

a. Personnel Services

(1) Faculty Salaries

Faculty salary requests are limited to \$4,500 for a single-authored proposal, or \$9,000 for a proposal with multiple authors. (In other words, the maximum award for any proposal is \$9,000, even if the proposal has more than two authors.)

(2) Student Help

The University has a six-level pay scale that varies from \$5.15 - \$7.25 per hour for Level I, \$5.15 - \$7.75 for Level II, \$5.15 - \$8.25 for Level III, \$5.15 - \$8.75 for Level IV, to \$5.90 - \$9.65 for Level V. Level VI must meet the minimum wage levels, but the increments within the levels

are negotiable. Please contact the Student Employment Office (438-2027) for further details.

(3) Graduate Assistants

The current monthly stipend for non-teaching graduate assistants in the College of Business is \$690. Appointments cannot exceed 20 hours per week.

(4) Civil Service - Extra Help

The hourly wage for extra help corresponds to the position level. There is a 900-hour limit for extra help employees. Check with the Human Resources Office (438-8311) for details.

b. Operations

(1) Contractual Services include the following:

- Professional and artistic services
- purchase of computer software
- services through Photographic Services
- off-campus copying*
- electrical supplies
- mechanical supplies (repair & maintenance items)
- parts and fittings for furniture & office equipment (repair parts)
- structural and maintenance materials and repair parts
- statistical & tabulation services, including computer services when performed by other than ISU Computer Center
- subscriptions & information services
- rentals - real & personal property

*If the copying is to be done on campus through Rapid Print, using the investigator's department vendor card, or having library materials copied at Milner, the line item to be used is Printing. If copying is done off campus, with reimbursement to the investigator or to the place of business, the line item to be used is Contractual.

(2) Postal Services

Postage charges through the University Mail Service

(3) Commodities include:

- educational and instructional material
- office and library supplies
- University Central Stores supplies
- video cassettes, films and tapes costing under \$100
- floppy disks for computers
- food supplies

If the cost is **under \$100**, the following are also classified as Commodities:

- office and furniture equipment
- all tools
- equipment parts and fittings (minor accessories for equipment purchases)
- parts and fittings for furniture and office equipment (minor accessories under \$100)

Generally, funds should not be requested for books and journals available at the library.

(4) Travel

Use of travel funds is governed by regulations of the University Board and the state of Illinois. Copies of these regulations are available in department offices and in the Comptroller's Office. Travel includes transportation, food, lodging and other costs in connection with official business. Also included are charges for use of University fleet cars. The State of Illinois sets limits on reimbursement for lodging.

Use the lowest possible air and rail fare.

The rate for mileage for private cars is 30 cents per mile. Per diem for meals is \$32. For University cars, allow 30 cents per mile and \$35 for daily charges. Please check with your departmental secretary to clarify details on travel costs.

(5) Printing expenses include:

paper for typing, duplicating and printing
printed forms, reports, pamphlets, booklets and fliers
charges for mimeograph, copying* or duplicating services
envelopes--printed with return postage code

*Copying charges for on-campus copies are printing expenses; off-campus copying is classified as Contractual.

(6) Equipment

items of a durable nature costing \$100 or more
(Equipment costing less than \$100 are Commodities expenses)

If the cost is **over \$100**, the following is considered Equipment:

office furniture and accessories
machinery and major tools
scientific instruments and apparatus
video cassettes and films
reference book sets
equipment not elsewhere classified

Equipment purchased with University funds becomes the property of the University, and it will normally remain in the investigator's department for instructional or research operations. Do not request funds to duplicate equipment already available in the University unless you provide a very strong justification.

8. Budget Justification

Each item must be clearly and completely justified. The College Research Committee will consider this carefully in its evaluation of your proposal. Special attention should be given to the following:

- a. For salary requests in proposals with multiple authors, explain the roles and responsibilities of each researcher. This information will be used to evaluate breadth and depth

of such proposals. For single-authored proposals, provide any appropriate explanation of the author's activities that may not be clarified in the narrative.

For all salary requests, indicate the exact date for the time period in which remuneration is requested. This is necessary and very important because a contract is required. The designated time period for receiving salary must be specific dates within the fiscal year (July 1 - June 30).

- b. For Regular and Work-Study student help, describe duties, number of hours and hourly rate in each category.
- c. For Graduate Assistants, describe duties, the number of months or semesters to be employed and the monthly stipend.
- d. Describe work to be done by Civil Service Extra-Help and anticipated number of hours.
- e. Itemize and explain the need for all other expenses that will be incurred: Contractual Services, Postal Services, Travel, Commodities, Printing, Equipment, Computer Services, and Telephone Services.

Appendix A
University Research Grant Program Timeline (FY2012-2013)

- March 15** Faculty proposals are due in department offices.
- March 30** Department Chairpersons will send 5 copies of each proposal and results of departmental evaluations to COB Research Director.
- May 15** The College of Business will submit to the Office of Research and Sponsored Programs (RSP) its list of faculty awardees along with the **Anticipated Professional Outcome Forms and Budget Forms**.
- May 15** The College of Business will announce the recipients of its University Research Grant Awards (pending approval of the University's URG budget).
- July 1** Faculty will receive their University Research Grant award dollars, pending approval of the University's URG budget.
- October 1** Of the following year. Recipients of University Research Grants in the preceding two years will submit to the Research Director evidence of the professional outcomes of their grants and verify completion of the project described in the **Professional Outcome Form** which accompanied the original University Grant proposal. COB Research Director will assemble and forward this information to the University Research Office by no later than **October 18**.

FORM B

UNIVERSITY RESEARCH GRANT PROGRAM
Professional Outcome Form
(See Instructions on Reverse Side)

1. Check appropriate boxes.

Type of Outcome: <input type="checkbox"/> Intended Professional Outcomes (Submit with URG proposal) <input type="checkbox"/> Accomplished Professional Outcomes (Due October 1, 2012)	Faculty Status: <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure Track University Research Grant Category: <input type="checkbox"/> Grant Development <input type="checkbox"/> Research Development
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Principal Investigator(s) (Please Print) _____

College/Department(s) _____

Title of Proposal: _____

2. Briefly describe the URG project (3-5 lines).

3. List the intended outcome(s) (i.e., product/work/result) of this URG briefly and clearly. Be specific regarding the number of items in each category listed. **Outcomes must be completed by October 1, 2012.**

4. Signatures:

P.I. _____

Date _____

P.I. _____

Date _____

Chair _____

Date _____

Dean _____

Date _____

Professional Outcome Form Instructions

1. Complete information in box.
2. Description of the project should be brief and in non-technical language suitable for informed, non-specialist readers. The purpose of this description is to inform the reader of the primary focus of the project and the appropriateness of the intended professional outcomes.
3. Professional outcomes can include a wide range of scholarly activities. Possibilities include: conference presentations, research articles, research books, and chapters or articles in books, external grants, exhibitions and performances, research lectures or recitals, or other professional outcomes appropriate to the discipline. **“The professional outcomes must be consistent with the highest academic standards for scholarly productivity in your discipline.”** See attached summary of characteristics and examples of professional outcomes.

When selecting intended professional outcomes for the Professional Outcome Form, the time frame for the URG project should be kept in mind including deadline for reporting accomplished outcomes. Please identify outcomes to be accomplished by **October 1, 2012**.

4. Complete signature section.

**COLLEGE OF BUSINESS
REPORT ON OUTCOMES FROM PREVIOUSLY FUNDED UNIVERSITY RESEARCH GRANTS**

Please provide the requested information for each URG grant received within the last five years (**FY2007-FY11**; funds received in fiscal years beginning **July 1, 2006 through July 1, 2010**). One page per grant is required.

Applicant's Name: _____

Title of Project: _____

Fiscal Year in which funds were received:

1. a. Presentation at National Meeting:

Organization: _____

Month/Year: _____ Number of Pages: _____

Title of Paper: _____

b. Presentation at Regional Meeting:

Organization: _____

Month/Year: _____ Number of Pages: _____

Title of Paper: _____

2. a. Article in Refereed Publication:

Journal: _____

Date: _____ Volume: _____ Number of Pages: _____

Title of Article: _____

b. Article in Non-Refereed Publication:

Journal _____

Date: _____ Volume: _____ Number of Pages: _____

Title of Article: _____

3. Grant Proposal submitted to external agency:

Title of Proposal: _____

Name of Agency: _____

Date Submitted: _____ Amount: _____

Was proposal funded? ___ Yes ___ No

FORM D

PROPOSED BUDGET
July 1, 2011 - June 30, 2012

A. PERSONNEL SERVICES	<u>Amount</u>
Faculty Salary.....	\$ _____
Civil Service-Extra Help .. # hours ____ X rate of pay	\$ _____
Graduate Assistants.....# months ____ X stipend	\$ _____
Student Help.....# hours ____ X rate of pay	\$ _____
 B. OPERATIONS	
<u>Contractual Services</u>	\$ _____
Computer software _____	
Xeroxing (off campus) _____	
Other _____	
<u>Postal Service</u>	\$ _____
<u>Travel</u>	\$ _____
(give approx. date(s) of Travel Month/Yr. _____/	
Private Car _____ University Car _____	
Air or Rail _____ Other _____	
<u>Commodities</u>	\$ _____
<u>Printing</u>	\$ _____
Printing, duplicating _____	
Xeroxing (on campus) _____	
Paper, envelopes, etc. _____	
<u>Equipment</u>	\$ _____
<u>Computer Services</u>	\$ _____
<u>Telephone</u>	\$ _____
TOTAL BUDGET	\$ _____

*Indicate full payroll amount (100%) needed. Note that if Work-Study money is requested and a regular student worker is employed instead, the money will be reduced by two-thirds in transferring from Work-Study to Regular. If transferring from Regular to Work-Study, the money will be increased by two-thirds.