

University Research Grant Guidelines – 2006-07

General Provisions

Guidelines are drawn from and are consistent with the stipulations in Sections 9.10 and 12.10.1 of the *Collective Bargaining Agreement between Connecticut State University and the American Association of University Professors*.

University research grant proposals are screened by a University Grants Committee comprised of 12 faculty members drawn equally from the four CSU universities and chaired by an ex-officio member of the Academic Affairs staff in the System Office. Screening procedures are described below.

Applicants for University Research Grants must remain on the faculty for the duration of the grant-supported activity. Faculty planning sabbatical leaves are eligible for a grant. However, faculty on unpaid leave are not. Applicants to this program must be permanent, full-time faculty.

Priorities, evaluation criteria, and proposal guidelines follow. A calendar of contractually established dates for proposal submissions, committee recommendations, and award announcements is found on page 4. A cover sheet for your application is attached.

Priorities

Quality proposals that enhance the educational mission, visibility, and research stature of Connecticut State University are sought. The CSU-AAUP contract specifies that funds will be used for “research grants”. For the purposes of this program a broad definition of research is adopted. Research is defined as any scholarship activity which results in one or more of the following: 1) the creation of new knowledge and understanding in a particular discipline, including making connections across traditional fields (i.e. multidisciplinary research); 2) the application of disciplinary knowledge, methodologies and/or insights to problems of individuals or institutions in the broader society; 3) the production of creative works in the arts; and 4) research in student learning within a particular discipline. However, curriculum development and faculty development projects will not be funded by the CSU-AAUP University Research Grants program. Such projects are best suited for the programs supported by sections 9.6 and 10.6.5 of the CSU-AAUP contract.

Proposals to the University Grants Committee should respond to one or more of the following priorities:

1. Encourage the establishment of new research as defined above.
2. Assist faculty to continue and/or complete meritorious research or creative projects.
3. Encourage projects with potential for future external funding.

Criteria

The Committee will use the following criteria to rate the quality and completeness of proposals:

1. Significance: Evidence of a well-focused and worthy purpose, presented in relationship to previous related scholarship.
2. Workplan: An appropriate and feasible methodology as well as a plan of action or set of conditions that will result in the accomplishment of the objectives of the project in the context of the particular discipline. The work plan should be appropriate to the specific discipline of the proposal. If funds are being requested to purchase equipment, the proposal should describe the specific research activities for which the equipment is needed.

3. **Outcomes and Reporting:** Likelihood of significant outcome, such as publication (e.g. name of refereed journal), conference presentation, performance, exhibition, or other means of dissemination of research results. Submission of a proposal to an external agency for funding is a legitimate, and encouraged, outcome. Applicants should be aware that a final report highlighting scholarly accomplishments will be due 90 days after the completion of any funded project. Reports of joint projects should reflect the contributions of individual participating faculty.
4. **Budget Proposal:** Inclusion of a realistic budget that is clearly stated, justified and consistent with points 1 - 3 above.

Review of the Proposals by the University Grants Committee

For the purposes of grant proposal review, the Committee will divide into two groups of readers each of which will be responsible for reviewing proposals from two universities other than their own. The reviewers from Central and Eastern will be responsible for rating proposals submitted by Southern and Western faculty members while the readers from Southern and Western will be responsible for rating proposals submitted by Central and Eastern faculty members. Each of these two groups will further divide into three panels representing the broad-based disciplinary areas to which proposals are to be submitted – Fine Arts/Humanities; Social Science, Business and Education; and Life and Physical Sciences, Mathematics, Computer Science, and Engineering Technology.

Screening

Each proposal will be read by three reviewers drawn from the discipline areas just described. Each reviewer will be asked to assign a rating from "1" for weak to "5" for excellent in each of the criteria listed above. The scores generated by this rating from the three readers should produce a total proposal score ranging from a low of 12 to a high of 60. The scores will assist in determining which proposals are funded and their level of funding.

Proposals

A grant proposal must contain the following:

1. **Cover Sheet Abstract and Sign Off** (Please use the exact format provided on Appendix A.1.)
2. **Proposal Narrative:** The narrative should respond to, and be organized using, the headings delineated in the "Criteria" section on page 1 (i.e. Significance, Workplan, Outcomes and Reporting, and Budget Proposal). The narrative should be limited to 1200 words fitting up to five double-spaced pages of printed text (see numeral 8. below for joint proposals). Appendices may be attached at the writer's discretion. However, appendices will not be scored. Reviewers will be free to judge their relevance in support of the main narrative. Proposals will likely be scored by faculty who are not necessarily discipline specialists, although they will be individuals who work in the broad disciplinary area to which the proposal was submitted. Therefore, proposals should be written for an informed generalist while still giving enough specific information on the significance of the research and the soundness of the proposed methodology to allow a reasonable review. A brief review of related research undertaken by the applicant and/or others will help the Committee understand the significance of your project. A creative arts proposal should contain a description of the work to be produced, materials and facilities to be used, personnel, and production requirements. All travel must be justified; where foreign travel is proposed, the proposer must have ascertained that collections/resources needed for the work are not available in the United States and indicate so in the proposal.
Important Requirement: Proposals requesting support to continue work that was previously funded by this program must include a Report on Previous CSU/AAUP-Funded Research as outlined in Appendix A.2. This summary should include compelling evidence of the impact of the research

conducted such as publications in peer reviewed journals, securing of external funding for the expansion/continuation of the work, presentations at professional conferences, performances or exhibits, book publications, etc. The Report in the form of Appendix A.2 should be no more than one page, and will not count as part of the five-page limitation on the length of the Proposal Narrative.

3. Proposed Budget: (Please use format provided in Appendix A.3.) Awards are limited to \$5,000 per faculty member. The budget must justify and show the relationship of budget items to proposed activities. A brief justification statement for each budget line should be provided (See Appendix A.3.). Legitimate budget items include: faculty stipend, support services, supplies and equipment, and travel. If a stipend for the applicant is part of the budget, the contractual limit of \$2,500 per applicant for the stipend includes the total of salary and normal fringe payments (before tax withholding) as needed. Stipend payments to AAUP members or to CSU students will be administered through University payroll procedures. All budget figures must be rounded off to whole dollar amounts.

4. A Two-Page Curriculum Vitae: Please include a brief vitae of no more than two pages highlighting your educational background, professional experiences, and scholarly accomplishments. Curriculum Vitae in excess of the two-page limit will be disregarded.

5. Human Subjects and Vertebrate Animals: If your research involves either human subjects or the use of vertebrate animals, you must so indicate on the proposal cover sheet. Once a project is funded, the awardee must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. You should contact the appropriate committee on your campus for information on submission procedures and timing. **In no case should work with human beings or vertebrate animals as research subjects be undertaken until the proper approval is obtained.** The review of the proposal will include notification to the universities regarding the need for compliance according to the procedures mandated by the IRB or IACUC. Failure to obtain the proper approval may result in the termination of your award and the recovery of any funds awarded for research expenses including stipends. Letters of approval from the IRB or IACUC must be attached to the final report.

6. Submit FIVE (5) COPIES of the proposal no later than Wednesday February 1, 2006 at 5:00PM to the administrative representative listed below for your campus:

CSU-AAUP Research Grant Contacts Collecting Applications

Univ.	Office/Dept.	Contact	E-Mail address	Phone #
CCSU	Office of Sponsored Programs	Dean Kleinert	kleinertd@ccsu.ctstateu.edu	2-2365
ECSU	Academic Affairs	Dimitrios Pachis c/o Karen Ingalls	ingallsk@easternct.edu	5-5245
SCSU	Sponsored Programs and Research	Patricia Zibluck	zibluk@scsu.ctstateu.edu	2-6801
WCSU	Grants Administration	Margaret Leahey	leaheym@wcsu.edu	7-8281

7. You may, as an individual, submit more than one proposal, but awarded funding shall not exceed \$5,000 per individual faculty member. The limit for the total in stipends for each faculty is \$2,500, regardless of how many proposals the faculty member submits or participates in.

8. One single joint proposal may be submitted by two or more faculty members and may be funded for up to the limit of \$ 5,000 per faculty member participating. The limit of \$2,500 for stipends for each faculty member participating is maintained. (Example: although a joint proposal submitted by 2 faculty members may request up to \$10,000, each faculty member can only be allocated a maximum

of \$2,500 for stipends in the budget.) Joint proposals should only involve faculty members from the same institution. In no case will a faculty member be funded beyond the \$5,000 limit, and the \$2,500 in stipend limit, regardless of the number of proposals in which that faculty member participates. Joint proposals should specify the unique contributions and adequate level of work by each of the faculty members participating in the project. In order to accommodate this, the five-page proposal limit is increased by an additional page (representing up to 240 additional words of double-spaced printed text) per faculty member participating in the partnership.

IMPORTANT NOTICES:

- **PROPOSALS FAILING TO ADHERE TO ANY OF THE GUIDELINE ITEMS 1. TO 8. ABOVE WILL NOT BE REVIEWED**
- **PROPOSALS CANNOT BE RETURNED TO APPLICANTS. FUNDED PROPOSALS MAY BE MADE AVAILABLE FOR EXAMINATION BY INTERESTED PARTIES**

2006-2007 Calendar

Wednesday February 1, 2006 by 5:00 p.m.

Deadline to submit FIVE (5) copies of the proposal to the representative from your institution listed above.

Note: No proposals will be accepted after this closing date and time.

Friday March 10, 2006 by 5:00 p.m.

University Grants Committee makes its recommendations to the Chancellor of Connecticut State University. University Liaisons may notify applicants of the Committee's recommendations subject to Board of Trustees approval (see page 3, section 6 for a list of University Liaisons).

Thursday April 6, 2006

The Board of Trustees approves and announces the grants to be awarded.

Within three (3) months of the termination date of a grant --no later than Friday September 28, 2007

The principal investigator(s) shall submit to the Committee (through the university Liaison) and the Academic Vice President at the appropriate University a report describing the results of the research and shall include a detailed accounting of the funds granted. Any funds unaccounted for shall be returned to the University.

APPENDIX A

- A.1 COVER PAGE FORMAT
- A.2 FORMAT FOR REPORTING PREVIOUS CSU/AAUP-FUNDED RESEARCH
- A.3 BUDGET AND BUDGET JUSTIFICATION FORM

Appendix A.1: 2006-2007 University Research Grant Proposal Cover Sheet

Faculty Rank:
Last Name:
First Name:
Department:
Funding Request: \$
Is this a Partnership Application? Yes No Is this a Continuation Project? Yes No
University:
E-mail: Phone:
Campus Address

Please mark one research category that best fits this project:

- Fine Arts and Humanities Social Sciences, Business and Education
 Life and Physical Sciences, Mathematics, Computer Science, Engineering and Technology

If this is a partnership application, list name, rank and department of co-proposers:

Name _____ Rank _____ Department _____

Name _____ Rank _____ Department _____

Project Title:

ABSTRACT (Limit: 100 words)

IRB/IACUC Statement

(If "yes" to either question please see section 5 of "Proposals", p. 3.)

YES NO

 Does your research involve human beings as research subjects?

 Does your research involve vertebrate animals?

Sign-Off Statement (To be signed individually by every faculty applicant; –please use separate sheets as needed)

I hereby acknowledge my understanding that the lack of compliance with the format and terms required in the University Research Grant Guidelines – 2006-07 may result in the proposal being disqualified without review.

Signature of Permanent, Full-Time Faculty

Date

Signature of Permanent, Full-Time Faculty

Date

Signature of Permanent, Full-Time Faculty

Date

Appendix A.2: REPORT ON PREVIOUS CSU/AAUP-FUNDED RESEARCH

Proposals for continuation of work that was funded by this program in previous years should provide a summary of accomplishments in this appendix (not to exceed 300 words). If you received a grant in the 2004-2005 year, please refer to the activities as an interim report. Please include compelling evidence of the impact of the research conducted, such as: publications in peer reviewed journals, securing of external funding for the expansion/continuation of the work, presentations at professional conferences, performances or exhibits, book publications, etc.

Appendix A.3: BUDGET AND BUDGET JUSTIFICATION FORM

Budget Item	Amount (Whole Dollars)	Brief Justification
Faculty Stipend		
Support Services *		
Supplies and Equipment		
Travel		
Total		N/A

* For definition see Section 9.4 of the CSU-AAUP Contract, 2002-2006