ORGANIZED RESEARCH GRANTS

OPERATING PROCEDURES and POLICIES

ROGERS STATE UNIVERSITY

MISSION

The purpose of the Organized Research Grant Program at Rogers State University is to provide support for research and scholarly activities. The expected outcomes will be contributions to the institution’s strategic plan in academic innovation in support of research and scholarly activities.

GOALS

The five basic goals of Organized Research at RSU are:

1) To promote faculty interest in research and scholarly activities;
2) To provide support for faculty and student projects in research and scholarly activities;
3) To increase the number of faculty who are engaged in and directing research and scholarly works;
4) To provide more opportunities for undergraduate students to participate in research and scholarly activities; and
5) To enhance the reputation of RSU in the areas of research and scholarship.

In support of the five basic goals, the Organized Research Grant Program will contribute to RSU’s strategic plan in the following ways:

1. Support faculty development based on short-term and long-term needs in order to improve instruction through assessment, program review, faculty development and evaluation processes, instructional methodologies, and student advisement.
2. Promote collaboration within the Rogers State University faculty and between faculty and other entities and institutions (groups, centers, projects, mentors, programs, etc.) in developing action research or action plans to enhance the processes of teaching and learning.
3. Expand the university’s innovation process including research development opportunities, technical support for individual and group projects, evaluation of the project, and dissemination of successful projects to other faculty and staff.
4. Support faculty in experimenting with and implementing new pedagogies that enhance teaching excellence and student learning.
5. Support faculty to advance professionally through study, research, active participation/publication in professional organizations, and other scholarly activities.
ADMINISTRATIVE PROCEDURES

Proposals will be accepted twice each academic year, once in October and once in March. Specific dates will be set each year and posted on the academic calendar.

To submit, required documents (see below) must be sent in PDF form to Daniel Marangoni in the Office of Research and Sponsored Programs at dmarangoni@rsu.edu. All proposals that meet the requirements of the applicable grant program will be forwarded to the Scholarly Research Committee for review.

During an interim period between submission to the Office of Research and Sponsored Programs and evaluation from the Scholarly Research Committee, all submitters will need to be available to work with Daniel Marangoni to fill out administrative paperwork associated with the process.

APPLICATION EVALUATION PROCEDURES

Initial Administrative Review: Upon receipt, the Office of Research and Sponsored Programs will conduct an administrative review of all submitted documents. Grants that meet specific grant guidelines will be forwarded to the Scholarly Research Committee.

Grant projects requiring further review from external departments on campus may include, but are not limited to projects which contain research with human subjects or animals, technology or literature purchases, student workers, and travel.

*It is the faculty member’s responsibility to be aware of all applicable university policies related to their grant project. i.e. RSU Travel Policy and Procedures. Questions regarding these policies can be directed to Daniel Marangoni at dmarangoni@rsu.edu or by calling extension 7583.*

Review by the Scholarly Activities Committee: the Committee will collectively review all applications and rank them in a recommended priority order for funding utilizing the appropriate review sheets. The committee will collect its recommendations and submit the proposals to the Vice President for Academic Affairs for final approval.

The total review process usually requires four to six weeks. Hence, notifications of grant awards can be expected by early December for fall semester applications and early May for spring semester submissions.

AWARD NOTICES

When the grant is awarded, an approved budget will be provided in addition to budgetary procedures. In addition, the faculty member will be asked to sign a statement that a final report on the project will be submitted within 30 days after completion of the project.
Final report requirements will be provided at the time of funding. Faculty members who fail to submit final reports will be ineligible to submit further grants for one grant cycle.

GUIDELINES FOR RESEARCH PROPOSALS

These guidelines describe two types of grants: 1) Mini-Grants and 2) Regular Grants, which are differentiated primarily by the scope of the project and the size of the budget. These guidelines are to be used for reference in research proposal submission. Adherence to the standard format shown below will expedite the review and evaluation of the proposal.

I. MINI-GRANTS

Categories and Priorities

Mini-Grants are defined as research and other scholarship activities with a total budget of $1,500 or less. Mini-Grants normally will be used to support research/scholarly activities in the seven following categories:

1) a preliminary exploratory project to develop a research/scholarly idea to the point that it can be submitted to an external funding agency;
2) a research/scholarly activity proposed in an area where funding from other sources is not available;
3) a short-term faculty research/scholarly training experience (workshop, short course, visit to a research facility, etc.) to acquire specific research/scholarly skills for initiating a research/scholarly project at RSU;
4) support for a small research/scholarly project that significantly involves undergraduate students in research experiences (both research merit and student involvement would be criteria for evaluating the proposal);
5) expenses for research/scholarly publication costs in cases where the manuscript has gone through a peer review process and/or editorial review process that validates its quality; manuscript preparation expenses are supported in this category, as well as journal manuscript page charges and a reasonable number of journal reprints; it is not the intent of this category to provide for the mass printing and distribution of books and monographs;
6) expenses to defray research/scholarly publication costs of manuscripts printed on campus in cases where the publication will have limited circulation; in this case RSU would be granted the copyright, and all revenues would go to RSU.

Travel expenses to make scholarly presentation at a professional conference will be partially supported through the mini-grant mechanism. Such presentations must be an integral part of the project under categories 1-4 listed above. Travel that is partially supported by outside funding receives higher ratings by the reviewers. Partial support in the range of 25-30 percent from outside funding sources is expected because it demonstrates broad commitment to the activity.
**Instructions:** the following sections should be clearly labeled on the proposal narrative. Budgets, timelines, and appendices can be put in documents separate from the other narrative sections.

**Organized Research Proposal Routing Sheet** – Filled out

**Abstract:** (200 words or less)
Provide a brief summary of your project.

**How will your project promote RSU’s mission?** (100 words or less)
Briefly, connect the purpose of your research project with an aspect of RSU’s mission statement found on the RSU website here.

**Problem Statement:** (350 words or less)
Clearly define the problem or issue to be addressed. Use statistics (if relevant) to articulate the problem.

**Research Strategy:** (750 words or less)
Describe the significance of the proposed project and associated activities. It is here that you must state the rationale for your proposal and demonstrate that you have a new or substantially different way of addressing the issue. Describe your research methods. Methods can vary by discipline type (that is, Humanities project methods will differ from scientific methodologies) and should be appropriate to the project.

**Evaluation Methods:** (350 words or less)
Describe how you will measure the results of your project. Describe what information you will collect, track, and measure to gauge your progress and results. Include goals and measurable objectives.

**Benefit to Students:** (300 words or less)
Describe how RSU students will either directly or indirectly benefit from the project. For example, students might have a direct role and be compensated for their work, students may satisfy a service-learning requirement, or students may benefit educationally from the research.

**Timeline:**

Note that proposals submitted for the October deadline have a January 1 – June 30 project period within the same fiscal year. Proposals submitted for the March deadline have a July 1 – June 30 project period for the next fiscal year. No word limit: it is preferred that the timeline is visual in nature, such as a calendar or chart.
Budget:

A budget and budget narrative are required at the time of submission. There is no word limit. Detailed line item expenditures should be documented with applicable justification. There is no required format for this section but dollar amounts and explanations should be as specific as possible.

All budgets will be reviewed by the Office of Research and Sponsored Programs prior to review by the Scholarly Activities Committee. During this initial review, the budget will be modified as needed and placed in an appropriate format. This work will be done collaboratively between the faculty member and the Office of Research and Sponsored Programs.

Attachments:

This section allows up to 5 additional pages for relevant support documents if needed.

To apply, all documents should be placed into a PDF format and sent to Daniel Marangoni in the Office of Research and Sponsored Programs at dmarangoni@rsu.edu by the deadline.

II. REGULAR GRANTS

Categories and Priorities

Regular Grants are defined as substantial research and scholarly activities with a total budget greater than $1,500. A typical upper-limit for the annual budget would be $3,500. Regular grants may have potential to:

- Generate revenues that would reimburse RSU beyond the expenses incurred in the original project;
- Be supported with funding from external agencies (foundations, state or federal agencies, or business/industry).

The categories for Regular Grants are:

1. Substantial research of a basic and/or applied nature in any discipline,
2. Scholarly activities of a substantial nature (teaching, discovery, integration, or application) in any discipline. (Appendix G)

These categories are broad to encourage a wide-number of interesting and innovative projects. The Scholarly Activity Committee will welcome the review of all projects that meet these general categories.

Instructions: the following sections should be clearly labeled on the proposal narrative. Budgets, timelines, and appendices can be put in documents separate from the other narrative sections.
**Organized Research Proposal Routing Sheet** – Filled out

**Abstract:** (200 words or less)

Provide a brief summary of your project.

**How will your project promote RSU’s mission?** (100 words or less)

Briefly, connect the purpose of your research project with an aspect of RSU’s mission statement found on the RSU website [here](#).

**Problem Statement:** (350 words or less)

Clearly define the problem or issue to be addressed. Use statistics (if relevant) to articulate the problem.

**Research Strategy:** (750 words or less)

Describe the significance of the proposed project and associated activities. It is here that you must state the rationale for your proposal and demonstrate that you have a new or substantially different way of addressing the issue. Describe your research methods. Methods can vary by discipline type (that is, Humanities project methods will differ from scientific methodologies) and should be appropriate to the project.

**Evaluation Methods:** (350 words or less)

Describe how you will measure the results of your project. Describe what information you will collect, track, and measure to gauge your progress and results. Include goals and measurable objectives.

**Objectives and Outcomes:** (750 words or less)

Describe the objectives of the project and provide specific outcomes expected from the project. Objectives should be specific, measurable, ambitious, attainable, and timely according to the project period. Outcomes should describe products produced by the project, whether academic or physical in nature, and can refer to the impact upon students involved.

**Benefit to Students:** (300 words or less)

Describe how RSU students will either directly or indirectly benefit from the project. For example, students might have a direct role and be compensated for their work, students may satisfy a service-learning requirement, or students may benefit educationally from the research.

**Timeline:**

Note that proposals submitted for the October deadline have a January 1 – June 30 project period within the same fiscal year. Proposals submitted for the March
deadline have a July 1 – June 30 project period for the next fiscal year. No word limit: it is preferred that the timeline is visual in nature, such as a calendar or chart.

**Budget:**

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All budgets will be reviewed by the Office of Research and Sponsored Programs prior to review by the Scholarly Activities Committee. During this initial review, the budget will be modified as needed and placed in an appropriate format. This work will be done collaboratively between the faculty member and the Office of Research and Sponsored Programs.

**Attachments:**

This section allows up to 5 additional pages for relevant support documents if needed.

To apply, all documents should be placed into a PDF format and sent to Daniel Marangoni in the Office of Research and Sponsored Programs at dmarangoni@rsu.edu by the deadline.

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**Appendix A**

**Standards of Scholarly Work**

**What is Scholarly Work?**

*Whether it is in inquiry, teaching, integration, or engagement, to be scholarly, work must satisfy these six criteria:*

**Standards for Scholarly Work**

*Clear goals; adequate preparation, appropriate methods, significant results, effective presentation, reflective critique*


**Scholarship in teaching has five characteristics**
1. It reflects the natures, values, fundamental concepts and modes of enquiry specific to the discipline.
2. It considers learning assessments and outcomes.
3. It inquires into the effectiveness of aims and research into teaching and learning.
4. It responds to the need for continuous improvement resulting from reflection and inquiry.
5. It communicates new questions and knowledge about teaching and learning.


**Boyer’s Four Areas of Scholarship**

**DISCOVERY:** This element of scholarship is purely investigative, in search of new information. At the core of scholarship, it is "what contributes not only to the stock of human knowledge but also to the intellectual climate of a college or university" and Boyer considers investigation and research "at the very heart of academic life" (17; 18). These scholars ask, "What is to be known? What is yet to be found?" (19)

**INTEGRATION:** This element of scholarship is what happens when scholars put isolated facts into perspective, "making connections across the disciplines, placing the specialties in larger context, illuminating data in a revealing way" -- work that "seeks to interpret, draw together, and bring new insight to bear on original research" (18-9). Closely related to discovery, integration draws connections and examines contexts often in an interdisciplinary and interpretive way. Boyer sees integration as a growing trend in universities, where disciplines are converging and the boundaries between fields is becoming blurry. These scholars ask "What do the findings mean? Is it possible to interpret what's been discovered in ways that provide a larger, more comprehensive understanding?"

**APPLICATION:** This element of scholarship is the most practical in that it seeks out ways in which knowledge can solve problems and serve both the community and the campus. As opposed to merely "citizenship," Boyer argues that "to be considered scholarship, service activities must be tied directly to one's special field of knowledge and relate to, and flow directly out of, this professional activity" (22). He importantly notes that knowledge is not necessarily first "discovered" and then later "applied" -- "new intellectual understandings," Boyer writes, "can arise out of the very act of application...theory and practice vitally interact and one renews the other" (23). These scholars ask "How can knowledge be responsibly applied to problems? How can it be helpful to people and institutions?"

**TEACHING:** This element of scholarship recognizes the work that goes into mastery of knowledge as well as the presentation of information so that others might understand it. "Teaching, at its best, means not only transmitting knowledge, but transforming and extending it as well" -- and by interacting with students, professors themselves are pushed in creative new directions (24). These scholars ask "How can knowledge best be transmitted to others and best learned?"