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**OPPORTUNITY GRANTS**

**Guidelines**

Opportunity Grants are available to all faculty who are proposing projects relating to scholarly activities or student development. A Mini Opportunity Grant up to approximately $1,500 and a Regular Opportunity Grant up to $3,500 in funding can be requested for projects that:

* Have a basis in strong scholarship
* Improve current University services
* Encourage conversation between faculty and students
* Are presented in formats that are accessible to and encourage participation by students
* Reflect cooperation among several departments or offices

An Opportunity Grant application can be submitted at any time within the schedule below and will be reviewed by the Scholarly Activities Committee (SAC) on a rolling basis. The SAC is a faculty committee that reviews Opportunity Grant proposals and determines approval for funding. Sufficient lead time should be given to the SAC, at least one month in advance of need, to ensure proper proposal review and purchasing procurements can be made according to University policy in a timely manner.

* *Open*:
	+ Second week of fall semester
	+ Second week of spring semester
	+ No proposals are accepted over the summer semester as faculty are off contract
* *Close*:
	+ Friday before Thanksgiving for fall semester
	+ Last day of semester for spring

Opportunity Grant procurements and reimbursements will be handled according to University policy; Administrative Assistants in the department of the faculty receiving an approved proposal will assist the faculty member in completing necessary documents as described below.

**GRANT REQUIREMENTS**

**Goal**: To contribute meaningfully to scholarship in one’s field of expertise through research, creative, and scholarly activities by faculty in all disciplines.

This includes pilot studies or projects that do not have substantial budgetary requirements while engaging students as research collaborators.

If your project requires an IRB approval, an IRB application does not need to be completed at the time of your on-campus grant application, but the IRB approval must be obtained before your research begins. For more information on the IRB application process, visit the [OU iRIS](https://iris.ouhsc.edu/82143578/Login.jsp?s=1640976971978) website and [OU Office of Compliance](https://compliance.ouhsc.edu/HRPP) website.

**Eligible Funding**

* Honoraria for guest speakers
* Local travel for faculty, staff, and students
* Supplies for the project
* Printing and publicity
* Student wages or stipend
* Other associated costs

**Ineligible Funding**

* Faculty or staff wages or benefits
* Out-of-state travel
* Individual items over $1,000
* Food, beverages, other items associated with receptions or banquets

**REQUIREMENTS FOR SUBMISSION**

Submit the following to Dr. Mary Millikin at mmillikin@rsu.edu:

1. *Document Check List* of all required documents for submission
2. This *Opportunity Grants* form
	1. All signatures
	2. “Proposal Narrative Section” completed
3. A current CV reflecting relevant scholarly activity (no more than 2 pages, please)

**PROPOSAL NARRATIVE SECTION**

*Instructions: Provide a thorough explanation of the following information about your proposed scholarly research activity.*

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

Provide a brief summary of the project.

1. **How will your project promote RSU’s** [**mission**](https://www.rsu.edu/about/our-mission/)**:** (100 words or less)

Briefly connect the purpose of the project to an aspect of RSU’s [mission and/or vision](https://www.rsu.edu/about/our-mission/).

1. **Problem Statement and/or Project Description:** (350 words or less).

Clearly define the problem or issue to be address. This includes the need for the project, project goals and objectives, and anticipated impact. Use statistics if relevant to articulate the problem.

1. **Research Strategy:** (750 words or less). Describe the significance of the proposed project and associated activities. It is here the rationale of the proposal is addressed, describing research methodology.
2. **Evaluation Methods**: (350 words or less)

Describe how the results of the project will be measured or evaluated. Include the information that will be used to collect, track, and assess progress and results. Include goals and measurable objectives.

1. **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 student may benefit educationally from the research.

1. **Timeline:** (No word limit)

It is recommended that the timeline be presented visually, such as a chart or calendar for clarity.

1. **Budget:** (No word limit)

A budget and budget narrative are required at the time of submission. Line-item expenditures should be documents with applicable justification. There is no required format for this section, but dollar amounts and explanations are required and should be as specific as necessary to identify and justify the requested funding amounts. The following table will help clarify budget requests.

**Opportunity Grant Budget Information**

|  |  |  |
| --- | --- | --- |
| **Funding Category** | **Requested Funds\*** | **Cost Share\*\*** |
| **RSU Organized Research Funding** | **RSU Academic Department Funding** | **Third Party Cash or In-Kind** | **Totals** |
| Honoraria |  |  |  |  |  |
| Supplies |  |  |  |  |  |
| Facilities |  |  |  |  |  |
| Travel\*\*\* |  |  |  |  |  |
| Publicity |  |  |  |  |  |
| Other (Please clarify) |  |  |  |  |  |
| Total |  |  |  |  |  |

\*Mini Opportunity Grants are funded up to approximately $1,500 and Regular Opportunity Grants are funded up to approximately $3,500.

\*\*Cost sharing is not required. For projects with total cost more than $1,500, the remaining funds must be documented to show that RSU Opportunity Grant funds will sufficiently meet the deficit.

\*\*\*The maximum allowable costs for mileage, lodging and meals are based on current [GSA per diem rates](file:///C%3A%5CUsers%5Cmmillikin%5CDocuments%5CCustom%20Office%20Templates%5CGSA%20website). per diem rates. If you plan to spend more than these amounts for mileage or lodging and meals, you may list these expenses as cost share.

Do not list cost share for administrative expenses such as faculty and staff salaries and benefits. All budgets will be reviewed by the Office of Accountability & Academics prior to review by the Scholarly Activities Committee. During this initial review, the budget will be modified as needed, with the proposal returned to the submitter for revision.

1. **Attachments:**

This section allows additional pages for relevant documents as needed. All documents should be sent to Dr. Mary Millikin in the Office of Accountability & Academics at mmillikin@rsu.edu.

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*Applicant Name*: **Click or tap here to enter text.**

*Project Title*: **Click or tap here to enter text.**

**TOTAL REQUEST:** $Click or tap here to enter text.

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**PROJECT DIRECTOR (May be Applicant)**

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name (Please type): Click or tap here to enter text.

Department: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**Anticipated Number of Students Impacted**: Click or tap here to enter text.

**DEPARTMENT HEAD**

Signature:

Date: Click or tap to enter a date.

Name (Please type):

Department: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.

**CERTIFICATION**

Pending the recommendation of the Scholarly Activities Committee and the approval of the Vice President for Academic Affairs, I certify that the Applicant has permission to travel to the destination listed in the proposal for the dates proposed. The Applicant will need to finalize all travel details according to the University policy, and this certification does not guarantee that the Applicant has already done so or will be able to do so successfully.

**AUTHORIZING OFFICIAL: DEAN**

Signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

Name (Please type): Click or tap here to enter text.

School: Click or tap here to enter text.

Work Phone: Click or tap here to enter text.

Email: Click or tap here to enter text.