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**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 are accepted throughout the year for consideration; however, a minimum submission time of one month prior to the decision date is required. No proposal will be considered on a post-expenditure or post-activity basis. Additional timelines follow.

:

* Open: 2nd week of the fall and spring semester
* Close: Friday before Thanksgiving and end of spring semester
* No summer semester

To submit, required documents (see below) must be sent to Dr. Mary Millikin, Associate Vice President for Academic Affairs in the Office of Accountability and Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu). All proposals that meet the requirements of the applicable grant program will be forwarded to the Chair of the Scholarly Activities Committee for review.

# APPLICATION EVALUATION PROCEDURES

Initial Administrative Review: Upon receipt, the Office of Accountability and Academics will conduct an administrative review of all submitted documents. Grants that meet specific grant guidelines will be forwarded to the Scholarly Activities 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 Dr. Mary Millikin at* [*mmillikin@rsu.edu*](mailto:mmillikin@rsu.edu) *or by calling extension 7605.*

Review by the Scholarly Activities Committee: The Committee will collectively review all applications and rank them in a recommended priority order for funding or not funding. The Chair of the SAC will forward the committee’s decision (with signed Routing Sheet) to the AVPAA, who will forward the submission to the Vice President for Academic Affairs for final review and approval.

**The total review process usually requires four to six weeks**. Hence, it is prudent to submit proposals at least six weeks in advance of need; however, proposals can be considered with four weeks’ notice.

# AWARD NOTICES

When a grant is awarded, an approved budget will be provided in addition to budgetary procedures by the Chair of the Scholarly Activities Committee. The Office of Accountability & Academics will subsequently email instructions to the awardee, department head, and administrative assistant for payment process. In addition, the faculty member/awardee will be asked to sign/email a statement that a final report on the project will be submitted within 10 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 or until such report is successfully submitted.

# GUIDELINES FOR RESEARCH PROPOSALS

These guidelines describe three types of grants: 1) Research Opportunity Grant: Mini-Grant (up to $1500); 2) Research Opportunity Grant: Regular Grant ($1500 - $3500); and 3) Research Travel Grant. These are differentiated by the focus of grant dollars on equipment and supplies (publication costs, etc.) and travel funding. It is possible for a grant application to request both. Adherence to the standard format shown below will expedite the review and evaluation of the proposal.

# MINI OPPORTUNITY GRANTS (Use the Opportunity Grant guidelines and form)

Categories and Priorities

Mini Grants are defined as research and other scholarship activities with a total budget of

$1,500 or less and 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: 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.

**Mini 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 |  |  |  |  |  |

\*Maximum allowed is approximately $1,500.

\*\*Cost sharing is not required. For projects with total cost more than $1,000, 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:\Users\mmillikin\Documents\Custom%20Office%20Templates\GSA%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 in PDF format and emailed to Dr. Mary Millikin in Office of Accountability & Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu).

# To apply, all documents should be in PDF format and emailed to Dr. Mary Millikin in Office of Accountability & Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu).

1. **REGULAR OPPORTUNITY 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.

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: 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.

**Regular 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 |  |  |  |  |  |

\*Maximum allowed is approximately $3,500.

\*\*Cost sharing is not required. For projects with total cost more than $1,000, 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:\Users\mmillikin\Documents\Custom%20Office%20Templates\GSA%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 in PDF format and emailed to Dr. Mary Millikin in Office of Accountability & Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu).

# To apply, all documents should be emailed to Dr. Mary Millikin in Office of Accountability & Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu).

# RESEARCH TRAVEL GRANTS (Use the Travel Grant guidelines and form)

*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. 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. The research proposal submitted to the conference can be useful here.
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.

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 Office of Accountability & Academics at [mmillikin@rsu.edu](mailto:mmillikin@rsu.edu).

**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

*Glassick et al., 1997. Scholarship assessed: Evaluation of the professoriate.*

## 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. Trigwell et al. (2000)* [*Higher Education Research & Development*](http://www.informaworld.com/smpp/title~content%3Dt713423834~db%3Dall)*, Volume* [*19*](http://www.informaworld.com/smpp/title~content%3Dt713423834~db%3Dall~tab%3Dissueslist~branches%3D19#v19)*, Issue* [*2*](http://www.informaworld.com/smpp/title~content%3Dg758484342~db%3Dall) *July 2000 , pages 155 - 168*

# 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?”