University Research Grant Program:
College of Education Guidelines and Application Materials

All URG applications and the Professional Outcomes forms are available via the [InfoReady platform](). Links to individual applications can be found on our [COE Research and Grants page](). Every application or form that requires the signature of your Chair/Director will be routed to them for their approval once the application is submitted. If you have any questions, please contact Jennifer Dodson at [jndodso@ilstu.edu]().

Program Goal
Illinois State University defines research as "a formal procedure which contributes to the expansion of basic knowledge or applies such knowledge to the solution of problems in society or exemplifies creative expression in a specific field of study. The results of research must be communicated to professionals outside the University through a peer review process in a manner appropriate to the discipline" (University Research Grant Program University-Wide Guidelines, approved 2005).

Award Purposes
The College of Education University Research Grant (URG) Program is designed to:

1. Stimulate development and submission of external grant proposals, and
2. Support development of the research agendas of pre-tenured faculty along with moving research agendas forward for tenured faculty that are important to the discipline.

Award Types
Research Fellowship
These awards are designed to help support a faculty member in the implementation of a research project. Funding for up to $5,000 for 1 principal investigator, or up to $10,000 for multiple principal investigators, can be awarded. Tenured and tenure-track faculty are eligible to apply for this award. Faculty associates and visiting professors may also apply as a part of a team that includes a tenured or tenure-track faculty member. NTTs, AP, and Civil Service staff are **not** eligible to apply. These proposals are due annually on September 30th.

External Grant Development
These awards are designed to support faculty members in the writing of an external grant. Funding for up to $5,000 for 1 principal investigator, or up to $10,000 for multiple principal investigators, can be awarded. Tenured and tenure-track faculty are eligible to apply for this award. Faculty associates and visiting professors may also apply as a part of a team that includes a tenured or tenure-track faculty member. These proposals are due annually on September 30th.

Small Grant
The purpose of the Small Grant program is to provide support when a project of research or scholarship requires additional resources including but not limited to supplies, materials, equipment, software applications, or personnel at a cost not to exceed $750. Tenured and tenure-track faculty are eligible to apply for this award. These proposals are due annually between November 1st and April 1st.

First Year Faculty Research Fellowship
The purpose of this award is to provide funds of up to $1000 to help start a new faculty members' research agenda. Only tenure and tenure-track faculty in their first year in the College of Education are eligible to apply. These proposals are due annually between November 1st and April 1st.

Funding Levels

The above levels of funding are ideal. Adjustments may be made depending on available URG funds and the number of projects that are suitable for funding. Of the URG Funds provided to the COE, $1000 per first year faculty member will be set aside for the First Year Faculty Mid-Year Fellowship. Ten percent of the remaining funds will best aside for the Small Grants. The remaining funds will be designated for the Research Fellowship and the External Grant Development Awards. Pre-tenured faculty* are eligible for up to 75% of the Research Fellowship and External Grant Development Funds. Tenured faculty members are eligible for up to 25% of the funds. Joint proposals submitted by tenured and pre-tenured faculty will be considered in the pre-tenured faculty pool of funds. The proportions may be altered based on the actual number of faculty who submit proposals in each category.

*For the purposes of these guidelines, pre-tenured and tenured faculty refers to the COE faculty member's tenure status, not the tenure status of Faculty Associates who may be applying as part of the research team.

Limitations
1. No project that is already funded by other sources is eligible for submission.
2. Submissions must be turned in before the deadline. No late applications will be considered for funding.
3. Faculty members, faculty associates, and visiting professors may submit only one Research Fellowship/External Grant Development proposal per year.
4. Faculty members, faculty associates, and visiting professors who receive a Research Fellowship or External Grant Development grant are not eligible for any URG award the following year.
5. For every three Research Fellowship grants received, faculty, faculty associates, and visiting professors must submit an external grant through RSP to be eligible to apply for another Research Fellowship grant.
6. For every External Grant Development grant received, faculty, faculty associates, and visiting professors must apply for an external, competitive grant through RSP to be eligible to apply for another Research Fellowship grant or External Grant Development grant.
7. External Grant Development awards are limited to grants not yet developed and are limited to development of external grants with a budget request of at least $50,000.
8. URG recipients not remaining at the University through the academic year of the Research Fellowship / External Grant Development grant must resign the grant and return all monies to the Office of the Dean, College of Education.
9. Funds must be spent before June 30th for the fiscal year awarded. For example, a faculty member applies for URG funding in September 2027. CRC announces the award recipients in October 2027. The award recipient must spend the funds between October 2027 and June 30, 2028 (FY28).

Accountability

Outcomes of the URG-funded activities, including all scholarly results of work funded by the grant, are reported on the *Professional Outcome Form*. These forms are submitted in the two fiscal years following the award and are due to due to the Associate Dean for Research by October 1 in each of the 2 years following the award. All URG awardees are encouraged to share their research at College and University research events.

Outcomes in the External Grant Development category must include a submission of an external grant for year 1. If the grant is funded, the outcome for year 2 will summarize the progress of the external grant. If the grant is not funded, the outcome for year 2 will indicate how the grant was revised and resubmitted to the same agency or submitted elsewhere.

Failure to report the professional outcomes by the due dates will result in all investigators involved in the

URG-funded project becoming ineligible for future URG competitions for a period of five years.

URG Life Cycle example for FY2028

May 2027	COE distributes 2027-2028 URG guidelines via website
September 2027	FY28 URG funds available, pending funding from the University
September 2027	Faculty submit FY28 URG applications to Department Chairs/Directors
September 2027	Faculty submit FY28 URG Research Fellowship and External Grant Development URG applications to the College
October 2027	FY28 URG Research Fellowship and External Grant Development recipients are announced
October 2028	Professional Outcome reports for funded FY28 URG projects are due to the College
October 2029	Professional Outcome reports for funded FY28 URG projects are due to the College

Please see website for more specific, current URG dates:
https://education.illinoisstate.edu/faculty-staff/research/

Research Fellowship and First-Year Faculty URG Proposal Components
(This is NOT an application. Links to applications can be found on the website.)

Proposal Component	Content
General Information	Complete the information for type of award; PI/Co-PI names; department/school; tenure status; and other information regarding salary & payment schedule.
Project Dates	Provide the project beginning and end dates.
Approved IRB Protocol	If the intended research involves the participation of human subjects, IRB approval must be obtained for the project for which funds are being requested. If the proposed project has been approved at the time of submission, please provide the approved IRB protocol number. If the project is under review, or if PIs have yet to submit IRB protocol for approval, please indicate this. Funds will not be released until PIs provide approved IRB protocol number.
Total Amount Requested	The total amount requested may not exceed the maximum amount for the specific type of award.
Signatures	The proposal will be routed to the PI and School Director/Department Chair signatures, as well as any Co-PI signature, for confirmation that the project is not otherwise supported by another grant; that the required professional outcome forms will be submitted; and that failure to do so renders the PI and Co-PI ineligible for future URG funding for a period of five years.
Project Title	Provide a descriptive title that concisely captures the intent of the project.
Project Abstract	Provide a 250-word abstract that summarizes the purpose, goal and/or research questions and the intended project activities and outcomes.
Purpose	Explain what the study is about and state your research question(s). Explain how the research questions are tied to the study's purpose and how it will add to the literature as described in your literature review. Explain how your study's results will affect the intended population. Summarize all key aspects of the study within the purpose (details are included in subsequent sections).

Literature Review	Describe how your project is connected to research or theory in your field. Describe the theory, theoretical concepts or research paradigm, research-based models, or practical rationale through which the outcomes of the study will be interpreted. Identify, for your reader, the gap in existing research that your study intends to fill, including seminal research affecting your line of inquiry/research question(s), and up-to-date research. Note: Use "Author" or "Author, et al" when referring to your own work or that of you and colleagues to permit a blind evaluation of the proposal.
Methodology	Describe the project, participants, research design, setting, procedures, etc. and provide a rationale for the methodology, techniques, or modes of inquiry. Describe and justify the kinds of data your chosen methodology and tools & procedures (e.g., data sources, evidence, objects, interviews, surveys, standardized assessments, criterion referenced assessments, databases, images, documents, etc.) will generate to answer your research question/s and why these data sources are appropriate to the proposed project/research question(s). Describe your data analysis approach(es) and how they will be used to analyze data sources. Explain the appropriateness/ utility of your data analysis approach(es) in terms of the anticipated results that your analysis techniques are expected to yield. If two URG proposals are submitted based on a larger project, each proposal should very specifically explain the smaller project being proposed for each URG proposal. If two applications with overlapping aims are submitted, the proposals should acknowledge this overlap and ensure each proposal clearly delineates the research tasks and budget items unique to each proposal. For example, one URG might focus on Early Childhood Education and another might focus on Middle Level Education. The overarching project might be to compare the findings between the two, but both URGs need to be able to stand alone and be clear on its goals and outcomes.
Detailed Budget	Provide a detailed statement of the personnel (faculty salary, civil service hours, graduate assistant, or student help) or the operation costs (contractual, travel for data collection, commodities, printing, postage, equipment, computer software or services). For each budget item for which funds are requested provide the estimated cost bases (e.g., hours and rate of pay). Note: Salary can only be requested for summer salary. Salary will need to be paid in May and June and is subject to any University limits for summer salary. Note: Software purchases can only be funded for the fiscal year of the awarded URG. For example, a 3-year software subscription cannot be purchased because a URG is funded for one year. Note: Faculty may request URG dollars for travel to collect and analyze data, but not for dissemination of findings. Funds to support External Grant Development may be used to meet with Program Officers, collaborators, or research site. Note: URG money may be spent on incentives in accordance with University policy found here. Note: Requests for mobile or computing devices under $750 must be reviewed with the Associate Dean for Research, Faculty Development, Innovation, and

	Outreach <u>prior to</u> submission. Note: The maximum allowable budget is $5,000 for proposals with a single PI or $10,000 for proposals with multiple PIs. Variations may be made based on available URG funds.
Budget Narrative	Provide an explanation of how each item supports the proposed research or scholarship activities. Explicitly link each budget item/expenditure to the project's goals in the justification of that item in the narrative. Provide a clear justification for using grant funds for faculty salary. Note: The College Research Committee may recommend budget adjustments. Note: While collaboration within and cross departments is encouraged, a rationale for having two PIs on a proposal should be described and each PI's level of effort or contribution should be provided (e.g., please indicate percentage of each PI's effort/contribution). A detailed description of each PI's roles and responsibilities should be delineated. In addition, each PI's level of effort needs to be disclosed on the year-one and year-two URG professional outcomes forms. Note: Please include a detailed budget with line items including salaries and wages (estimation of time and hourly rate), equipment, materials and supplies, travel, and services. For example, if the URG is used to write a literature review that will take approximately 25 hours to write, a faculty member's hourly rate would be $200/hour.
Professional Outcomes & Dissemination	Describe your anticipated professional outcomes for years 1 and 2. In projecting outcomes, applicants should include results likely to occur within two years from the date of the award. The anticipated professional outcomes must be realistic yet consistent with the highest academic standards for scholarly productivity and may include (but are not limited to) presentations, publications, manuscript submissions, external grant proposal submissions, grant resubmissions, or other recognized scholarly outcomes. Note: The *actual* outcomes of the RF & 1Y URG-funded activities are reported on *Professional Outcome Forms* submitted at the end of Year 1 and 2. The outcome forms are due on October 1 in each of the two years following the award and identify all scholarly results of work funded by the grant.
References	Provide a complete reference list. Note: Use "Author" or "Author, et al" when referring to your own work or that of you and colleagues to permit a blind evaluation of the proposal.
Funding Questions (Yes or No)	I am willing to be funded for less than the $5,000 amount for URGs should funding not be available. I understand that I will not be eligible to apply for a Research Fellowship or External Grant Development URG the following year if I am funded at a lesser amount.

External Grant Development URG Proposal Components
(This is NOT an application. Links to applications can be found on the website.)

Proposal Component	Content
General Information	Complete the information for type of award; PI/Co-PI names; department/school; tenure status; and other information regarding salary & payment schedule.
Project Dates	Provide the project beginning and end dates.
Approved IRB Protocol	If the intended research involves the participation of human subjects,

	IRB approval must be obtained for the project for which funds are being requested. If the proposed project has been approved at the time of submission, please provide the approved IRB protocol number. If the project is under review, or if PIs have yet to submit IRB protocol for approval, please indicate this. Funds will not be released until PIs provide approved IRB protocol number.
Total Amount Requested	The total amount requested may not exceed the maximum amount for the specific type of award.
Signatures	The proposal will be routed to the PI and School Director/Department Chair signatures, as well as any Co-PI signature, for confirmation that the project is not otherwise supported by another grant; that the required professional outcome forms will be submitted; and that failure to do so renders the PI and Co-PI ineligible for future URG funding for a period of five years.
Project Title	Provide a descriptive title that concisely captures the intent of the project.
Project Abstract	Provide a 250-word abstract that summarizes the purpose, goal and/or research questions and the intended project activities and outcomes.
Request for Proposal/Grant Details	Adequately describe the Request for Proposal/Grant details, including the funding agency, funding level, and deadline for submission. Include a link to the RFP (or attach current or past RFP instructions, if future RFP not available yet). Grants must be over $50,000.
Scope of Work/ Potential Project	Provide a short description of the initial idea of the project that you will attempt to get funded. Describe the problem you are investigating, the questions you are hoping to answer, and any details of the project that are known. If the grant is a multi-year grant, briefly describe the scope of work that is expected in each year.
Connection to Current Research Agenda	Describe how this grant fits within your current research agenda. Provide information about any pilot studies or other work that you have completed that will contribute to this grant.
Detailed Budget	Provide a detailed statement of the personnel (faculty salary, civil service hours, graduate assistant, or student help) or the operation costs (contractual, travel for data collection, commodities, printing, postage, equipment, computer software or services). For each budget item for which funds are requested provide the estimated cost bases (e.g., hours and rate of pay). Note: Salary can only be requested for summer salary. Salary will need to be paid in May and June and is subject to any University limits for summer salary. Note: Software purchases can only be funded for the fiscal year of the awarded URG. For example, a 3-year software subscription cannot be purchased because a URG is funded for one year. Note: Faculty may request URG dollars for travel to collect and analyze data, but not for dissemination of findings. Funds to support External Grant Development may be used to meet with Program Officers, collaborators, or research site. Note: URG money may be spent on incentives in accordance with University policy found here. Note: Requests for mobile or computing devices under $750 must be reviewed with the Associate Dean for Research, Faculty Development, Innovation, and Outreach prior to submission. Note: The maximum allowable budget is $5,000 for proposals with a single PI or

	$10,000 for proposals with multiple PIs. Variations may be made based on available URG funds.
Budget Narrative	Provide an explanation of how each item supports the proposed research or scholarship activities. Explicitly link each budget item/expenditure to the project's goals in the justification of that item in the narrative. Provide a clear justification for using grant funds for faculty salary.
	Note: The College Research Committee may recommend budget adjustments. Note: While collaboration within and cross departments is encouraged, a rationale for having two PIs on a proposal should be described and each PI's level of effort or contribution should be provided (e.g., please indicate percentage of each PI's effort/contribution). A detailed description of each PI's roles and responsibilities should be delineated. In addition, each PI's level of effort needs to be disclosed on the year-one and year-two URG professional outcomes forms. Note: Please include a detailed budget with line items including salaries and wages (estimation of time and hourly rate), equipment, materials and supplies, travel, and services. For example, if the URG is used to write a literature review that will take approximately 25 hours to write, a faculty member's hourly rate would be $200/hour.
Professional Outcomes & Dissemination	The intended outcome of this funding is a grant submission. Please include any other additional outcomes that you expect from this funding. Note: The *actual* outcomes of the RF & 1Y URG-funded activities are reported on *Professional Outcome Forms* submitted at the end of Year 1 and 2. The outcome forms are due on October 1 in each of the two years following the award and identify all scholarly results of work funded by the grant.
References	Provide a complete reference list. Note: Use "Author" or "Author, et al" when referring to your own work or that of you and colleagues to permit a blind evaluation of the proposal.
Funding Questions (Yes or No)	I am willing to be funded for less than the $5,000 amount for URGs should funding not be available. I understand that I will not be eligible to apply for a Research Fellowship or External Grant Development URG the following year if I am funded at a lesser amount.

Small Grant URG Proposal Components
(This is NOT an application. Links to applications can be found on the website.)

Proposal Component	Content
Project Title	Provide a descriptive title that concisely captures the intent of the project.
Contact Information	Principal investigator, other collaborating faculty, school/department, email address
Project Abstract	Provide a 250-word abstract that summarizes the purpose, goal and/or research questions and the intended project activities and outcomes.
Approved IRB Protocol	If the intended research involves the participation of human subjects, IRB approval must be obtained for the project for which funds are being requested. If the proposed project has been approved at the time of submission, please provide the approved IRB protocol number. If the project is under review, or if PIs have yet to submit IRB protocol for approval, please indicate this. Funds will not be released until PIs provide approved IRB protocol number.
Amount Requested	Provide the total amount of funds requested not to exceed $750.

Detailed Budget	Provide a detailed statement of the personnel (civil service hours, graduate assistant, or student help) or the operation costs (contractual, travel for data collection, commodities, printing, postage, equipment, computer software or services). For each budget item for which funds are requested provide the estimated cost bases (e.g., hours and rate of pay). Also provide an explanation of how each item supports the proposed research or scholarship activities.
	Note: Software purchases can only be funded for the fiscal year of the awarded URG. For example, a 3-year software subscription cannot be purchased because a URG is funded for one year.

Proposal Evaluation

URGs may receive an initial formative review and feedback at the department or school level (please check with your department) prior to submission to the College Research Committee. The College Research Committee evaluates each URG proposal using a blind- review process to make the final decision regarding the URG awards. For additional details regarding the evaluation criteria, beyond the content required for each component as described above, see the document titled "*COE URG Proposal Evaluation*."