# University Research Grant Program
## College of Education Guidelines and Application Materials
### 2013-2014

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## Program Goals
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).

The College of Education University Research Grant (URG) Program is designed to:
- Encourage and support research in the College,
- Stimulate development and submission of external grant proposals, and
- Support development of the research agendas of pre-tenured faculty.

## Relevant Dates

<table>
<thead>
<tr>
<th>9-2013</th>
<th>FY14 URG funds available, pending funding from the University</th>
</tr>
</thead>
<tbody>
<tr>
<td>9-2013</td>
<td>College of Education distributes URG guidelines via website.</td>
</tr>
<tr>
<td>3/24/2014</td>
<td>Faculty submit FY15 URG applications to Department Chairs/School</td>
</tr>
<tr>
<td>4/15/2014</td>
<td>Department Chairs submit FY15 URG Research Fellowship grant applications to the College</td>
</tr>
<tr>
<td>5/12/2014</td>
<td>FY15 URG Research Fellowship and External Grant Development recipients are announced</td>
</tr>
<tr>
<td>9/1/2014</td>
<td>FY15 URG funds available, pending funding from the University</td>
</tr>
<tr>
<td>10/1/12 &amp; 10/1/13</td>
<td>Professional Outcome reports for FY2011 funded URG projects are due to the College</td>
</tr>
<tr>
<td>10/1/13 &amp; 10/1/14</td>
<td>Professional Outcome reports for FY2012 funded URG projects are due to the College</td>
</tr>
<tr>
<td>10/1/14 &amp; 10/1/15</td>
<td>Professional Outcome reports for FY2013 funded URG projects are due to the College</td>
</tr>
<tr>
<td>10/1/15 &amp; 10/1/16</td>
<td>Professional Outcome reports for FY2014 funded URG projects are due to the College</td>
</tr>
<tr>
<td>10/3/16 &amp; 10/2/17</td>
<td>Professional Outcome reports for FY2015 funded URG projects are due to the College</td>
</tr>
</tbody>
</table>

## 2013-2014 Grants:
- Research Fellowship
- External Grant Development

For 2013 – 2014, First-Year Faculty Midyear and Small Grant funds are not available through URG funds.
See awards supported by the College of Education at [http://education.illinoisstate.edu/faculty_staff/awards/](http://education.illinoisstate.edu/faculty_staff/awards/)
Grant Category Overview

**Research Fellowship**

*Eligibility*
Tenured and tenure-track faculty

*Costs supported*
Project expenses and/or salary

*Maximum award amount*
$5,000 per PI up to $10,000; first-year faculty are eligible for an additional $1,000 on years when First-Year Faculty Midyear awards are not available. Funding will be determined after the finalists are selected based on College criteria. The additional funds should not be included in the proposal.

*Accountability*
Professional Outcome Form for 2 consecutive years on October 1 (presentation, publication, other dissemination)

*Limitations*
For every three Research Fellowship grants received, faculty must submit an external grant through RSP to be eligible to apply for another Research Fellowship grant. Faculty receiving Research Fellowship grants are not eligible for any URG the following year. Projects funded by another source are not eligible for Research Fellowship grants. Funds must be spent before June 30th for the fiscal year awarded.

*Due Date* – Due to Department/School on their advertised date. Check with Department. Due to CRC April 15th (or closest weekday after if April 15 is on a weekend).

**External Grant Development**

*Eligibility*
Tenured and tenure-track faculty

*Costs supported*
Project expenses and/or salary for a grant application over $150,000

*Maximum award amount*
$5,000 per PI up to $10,000; first-year faculty are eligible for an additional $1,000 on years when First-Year Faculty Midyear awards are not available

*Accountability*
Professional Outcome Form for 2 consecutive years on October 1 (grant submission, resubmission, or award)

*Limitations*
Faculty receiving an External Grant Development grant must submit an application for an external, competitive grant through the Office of Research and Sponsored Programs to be eligible to apply for any other URG. Faculty receiving External Grant Development grants are not eligible for any URG the following year. Projects funded by another source are not eligible for External Grant Development grants. Funds must be spent before June 30th for the fiscal year awarded.

*Due Date* - Due to Department/School on their advertised date. Check with Department. Due to CRC April 15th (or closest weekday after if April 15 is on a weekend).

**Small Grant – Not Available 2013 to 2014 with URG funds. Go to College of Education site for College small grant awards.**

*Eligibility*
Tenured and tenure-track faculty

*Costs supported*
Project expenses

*Maximum award amount*
$350

*Accountability*
Professional Outcome Form

*Limitations*
Small grants will not be awarded to projects funded by another URG or grant. Funds must be spent before June 30th in the year awarded.

*Due Date* - Small grant submissions are accepted fall and spring semesters up to April 5th, pending available funds.
First-Year Faculty Midyear Research Fellowship – (Not available after 2013).

Eligibility
First-year tenure-track faculty

Costs supported
Project expenses and/or salary

Maximum award amount
$2,000

Accountability
Professional Outcome Form for 2 consecutive years on October 1 (presentation, publication, other dissemination)

Limitations
First-year faculty are allowed to apply for this grant at any time during the year up to April 5th, pending available funds. Funds must be spent before June 30th in the year awarded.

Due Date - First-Year grant submissions are accepted fall and spring semesters up to April 5th, pending available funds.

Additional Program Guidelines and Information

- Faculty members may submit only one Small Grant and/or one Research Fellowship/External Grant Development proposal per year.
- The Research Fellowship and External Grant Development grants will be evaluated at the College level using a system of blind review. Write PI name(s) on the cover page only. Remove citations or references to one’s own work in the literature review.
- New (pre-tenured) faculty proposals will be evaluated along with senior (tenured) faculty proposals; however, the College Research Committee has created two separate pools of money. New faculty who submit proposals are eligible for up to 75% of the URG funds set aside for the Research Fellowship and External Grant Development grants. Senior faculty proposals are eligible for up to 25% of the funds. The proportions may be altered based on the actual number of faculty who submit proposals in each category. Joint proposals submitted by tenured and pre-tenured faculty will be considered in the pre-tenured faculty pool of funds.
- No project that is already funded by other sources is eligible for submission.
- For 2013-2014 first-year faculty may be eligible for up to an additional $1,000 for the Research Fellowship and External Grant Development grants.
- Faculty members who receive a Research Fellowship or External Grant Development grant are not eligible for any URG award the following year.
- Faculty may request URG dollars for travel to collect and analyze data, but not for dissemination of findings.
- Applicants must provide details in the budget justification for all operation and salary expenses.
- The College Research Committee may recommend budget adjustments.
- 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.
- No URG money can be spent on incentives, stipends, or food for participants. Incentives are considered gifts, which are not allowable with URG money.
- Failure to report the professional outcomes by the due date will result in all investigators involved in the URG-funded project becoming ineligible for future URG competitions for a period of five years.
- Faculty Associates cannot be funded through University Research Grant dollars; however, faculty associates are encouraged to submit research proposals. The CRC will review proposals for their merit using College of Education criteria and forward the review to the Superintendent of the Laboratory Schools, who will determine action based on available funding.
Evaluation Criteria

It is expected that University Research Grant proposals are evaluated and receive an initial formative review at the department or school level prior to submission to the College. Department/School committees will evaluate each URG proposal using the College criteria and provide feedback to applicants before they submit their proposals to the College Research Committee.

The Department/School will forward all submissions with the PI and Chair/Director signatures to the College by April 15 (or nearest weekday after April 15 if it falls on a weekend). The College Research Committee will evaluate each URG proposal using a blind-review process to make the final decision regarding the URG awards. See the attached COE URG Proposal Review Guidelines.

Review Criteria for Research Fellowship and External Grant Development Proposals

The College Research Committee will evaluate the Research Fellowship, and External Grant Development proposals. No project that is already funded by other sources is eligible for submission. The College Research Committee uses the following criteria:

a. (External Grant Development only) RFP overview: Adequately describes RFP, funding agency, amount requested, and deadline for submission (link or attach current or past RFP instructions, if future RFP not available yet). Grants must be over $150,000

b. Clarity of purpose: What are your research questions and/or what is the study about?

c. Clarity of framework: Theoretical, conceptual/practical rationale

d. Accurate and relevant review of the literature: How does your project connect to research or theory in your field?

e. Description and rationale for methodology, techniques, or modes of inquiry: Describe the kind of project, participants, research design, setting, procedures, etc.

f. Description and rationale for data sources, evidence, objects, or materials: Identify what interviews, surveys, standardized assessments, criterion referenced assessments, databases, images, documents, etc. are used.

g. Clarity of approach to data analysis

h. Explicit link between project goals and budget

i. Realistic outcome and adequate dissemination plan and timeline

j. Inclusion of proposed Year 1 and Year 2 outcomes

Professional Outcomes

All applicants must submit their realistic anticipated professional outcomes for years 1 and 2. Results may include (but are not limited to) presentations, publications, manuscript submissions, external grant proposal submissions, grant resubmissions, or other recognized scholarly outcomes. The anticipated professional outcomes must be realistic yet consistent with the highest academic standards for scholarly productivity. In projecting outcomes, applicants should include results likely to occur within two years from the date of the award.

The actual outcomes of the URG-funded activities are indicated on professional outcome forms submitted in the two financial years following the award. The outcome forms are due on October 1 for the 2 years following the award. It identifies all scholarly results of work funded by the grant.

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 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 submit the actual professional outcomes report by the due date will result in all investigators involved in the URG-funded project to be ineligible for further URG competitions for a period of five years.
# COVER PAGE
College of Education
University Research Grant Program

**Application for (select one):**

<table>
<thead>
<tr>
<th>Research Fellowship Grant _____</th>
<th>External Grant Development Grant _____</th>
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</thead>
<tbody>
<tr>
<td>PI:</td>
<td>Dept/School</td>
</tr>
<tr>
<td>Tenure Status: (pre-tenured/tenured)</td>
<td>First-Year Faculty? Y/N</td>
</tr>
<tr>
<td>Co-PI:</td>
<td>Dept/School</td>
</tr>
<tr>
<td>Tenure Status: (pre-tenured/tenured)</td>
<td>First-Year Faculty? Y/N</td>
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<tr>
<td>Project Title:</td>
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<tr>
<td>Date project will begin:</td>
<td>Date project will be completed:</td>
</tr>
</tbody>
</table>

Does this proposal request salary be paid to the researcher(s)?  Yes ____  No ____

If yes, state the month or dates within the fiscal year between **Sept. 1 & June 30** for payments:

Requested dates of salary payments: ____________________________________________

*Dates cannot be changed without approval of the Associate Dean of Research.*

Total Amount Requested: $
## Signatures

By signing, I affirm that this project is not funded by another source. I will submit professional outcome forms by October 1 for two years. I understand that failure to submit the actual professional outcomes report by the due date will make me ineligible for future URG competitions for a period of five years.

<table>
<thead>
<tr>
<th>Principal Investigator:</th>
<th>Date</th>
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By signing, I affirm that this project is not funded by another source. I will submit professional outcome forms by October 1 for two years. I understand that failure to submit the actual professional outcomes report by the due date will make me ineligible for future URG competitions for a period of five years.

<table>
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<tr>
<th>Department Chair</th>
<th>Date</th>
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<tbody>
<tr>
<td>School Director</td>
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<table>
<thead>
<tr>
<th>Co-Principal Investigator</th>
<th>Date</th>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th>Department Chair</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Director</td>
<td></td>
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</tbody>
</table>
Use the following criteria to write the Project Narrative:

a. (External Grant Development only) RFP overview: Adequately describes RFP, funding agency, amount requested, and deadline for submission (link or attach current or past RFP instructions, if future RFP not available yet). Grants must be over $150,000.

b. Clarity of purpose: What are your research questions and/or what is the study about?

c. Clarity of framework: Theoretical, conceptual/practical rationale

d. Accurate and relevant review of the literature: How does your project connect to research or theory in your field?

e. Description and rationale for methodology, techniques, or modes of inquiry: Describe the kind of project, participants, research design, setting, procedures, etc.

f. Description and rationale for data sources, evidence, objects, or materials: Identify what interviews, surveys, standardized assessments, criterion referenced assessments, databases, images, documents, etc. are used.

g. Clarity of approach to data analysis

h. Explicit link between project goals and budget

i. Realistic outcome and adequate dissemination plan and timeline

j. Inclusion of proposed Year 1 and Year 2 outcomes

See the CRC proposal review criteria for more information.

Project title:

*External Grant Development information (RFP overview)

Purpose

Framework

Literature review* (Use “author” when referring to your own work)

Methodology, techniques, or modes of inquiry

Data sources

Data analysis o
Link between goals and budget (narrative and budget items)

Categories to consider as you outline the budget and narrative:

**Personnel Costs**
- PI salaries and dates
- Civil service hours and rate of pay
- Graduate assistant time and monthly stipend
- Student help hours and rate of pay
- Faculty Salary

**Operations Costs**
- Contractual. Describe services, time and cost (e.g. transcriptionist, editor)
- Travel for data collection. Describe destination, purpose, and dates of travel
- Commodities. Describe materials needed and costs.
- Printing: Describe amount needed and costs.
- Postage. Describe needs and costs
- Equipment. Describe needs and costs
- Computer services. Describe needs and costs
- Telephone. Describe usage and costs.

**TOTAL** $
References (1 page maximum and use “author” when referring to your own work)
### College of Education URG Proposal Review Criteria

Applicant Name(s): ____________________________________________________________

<table>
<thead>
<tr>
<th>Clarity of purpose</th>
<th>Rating</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
</tr>
</thead>
<tbody>
<tr>
<td>For example, what are your research questions and/or what is the study about?</td>
<td>Does not clearly explain or speak to what the study is about, what the research question is and how the research question is tied to the project’s purpose, or how it will affect the intended population</td>
<td>Partially explains and speaks to what the study is about, what the research question is and how the research question is tied to the project’s purpose, and how it will affect the intended population</td>
<td>Adequately explains and speaks to what the study is about, what the research question is and how the research question is tied to the project’s purpose, and how it will affect the intended population</td>
<td>Clearly and persuasively explains and speaks to what the study is about, what the research question is and how the research question is tied to the project’s purpose, and how it will affect the intended population</td>
<td></td>
</tr>
</tbody>
</table>

| Clarity of framework theoretical/conceptual/practical rationale | Does not identify or justify the theory/theoretical concepts, practical rationale through which the researcher’s data will be interpreted, or the researcher’s theoretical paradigm/philosophy of science (Positivism, post-Positivism, Critical Theory, Constructivism, Advocacy/Emancipatory, Pragmatist, etc.) and the effect that paradigm choice has on his or her truth and knowledge claims | Partially identifies and justifies the theory/theoretical concepts, practical rationale through which the researcher’s data will be interpreted, or the researcher’s theoretical paradigm/philosophy of science (Positivism, post-Positivism, Critical Theory, Constructivism, Advocacy/Emancipatory, or Pragmatist, etc.) and the effect that paradigm choice has on his or her truth and knowledge claims | Adequately identifies and justifies the theory/theoretical concepts, practical rationale through which the researcher’s data will be interpreted, or the researcher’s theoretical paradigm/philosophy of science (Positivism, post-Positivism, Critical Theory, Constructivism, Advocacy/Emancipatory, or Pragmatist, etc.) and the effect that paradigm choice has on his or her truth and knowledge claims | Persuasively identifies and justifies the theory/theoretical concepts, practical rationale through which the researcher’s data will be interpreted, or the researcher’s theoretical paradigm/philosophy of science (Positivism, post-Positivism, Critical Theory, Constructivism, Advocacy/Emancipatory, or Pragmatist, etc.) and the effect that paradigm choice has on his or her truth and knowledge claims |

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We recommend this site as helpful to articulating one’s theoretical approach to research: http://isites.harvard.edu/icb/icb.do?keyword=qualitative&pageid=icb.page340910
<table>
<thead>
<tr>
<th>Accurate and relevant review of literature</th>
<th>Does not identify or justify the gap in the existing literature the researcher’s study intends to fill and does not utilize current, relevant, or seminal research and/or theory to construct his or her review of the literature</th>
<th>Partially identifies and justifies the gap in the existing literature the researcher’s study intends to fill and partially utilizes current, relevant, or seminal research and/or theory to construct his or her review of the literature</th>
<th>Adequately identifies and justifies the gap in the existing literature the researcher’s study intends to fill and adequately utilizes current, relevant, or seminal research and/or theory to construct his or her review of the literature</th>
<th>Persuasively identifies and justifies the gap in the existing literature the researcher’s study intends to fill and fully utilizes current, relevant, and/or seminal research and/or theory to construct his or her review of the literature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description and rationale for methodology, techniques, or modes of inquiry</td>
<td>Does not explain or justify the intended methodology, technique/s or mode/s of inquiry</td>
<td>Partially explains and justifies the intended methodology, technique/s or mode/s of inquiry</td>
<td>Adequately explains and justifies the intended methodology, technique/s or mode/s of inquiry</td>
<td>Persuasively explains and justifies the intended methodology, technique/s or mode/s of inquiry</td>
</tr>
<tr>
<td>Description and rationale for data sources, evidence, objects, or materials</td>
<td>Does not explain or justify sources of evidence appropriate to the proposed project</td>
<td>Partially explains and justifies sources of evidence appropriate to the proposed project</td>
<td>Adequately explains and justifies sources of evidence appropriate to the proposed project</td>
<td>Persuasively explains and justifies sources of evidence appropriate to the proposed project</td>
</tr>
<tr>
<td>Clarity of approach to data analysis</td>
<td>Does not clearly explain or justify analytic techniques and/or theory used to analyze data or project materials and the results such techniques are expected to yield</td>
<td>Partially explains and justifies analytic techniques and/or theory used to analyze data or project materials and the results such techniques are expected to yield</td>
<td>Adequately explains and justifies analytic techniques and/or theory used to analyze data or project materials and the results such techniques are expected to yield</td>
<td>Clearly and persuasively explains and justifies analytic techniques and/or theory used to analyze data or project materials and the results such techniques are expected to yield</td>
</tr>
<tr>
<td>Explicit link between project goals and budget</td>
<td>Does not communicate explicit links between the project’s goals, activities, and proposed budget expenditures</td>
<td>Partially communicates explicit links between the project’s goals, activities, and proposed budget expenditures</td>
<td>Adequately communicates explicit links between the project’s goals, activities, and proposed budget expenditures</td>
<td>Clearly and persuasively communicates explicit links between the project’s goals, activities, and proposed budget expenditures</td>
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<tr>
<td>Realistic outcome and adequate dissemination plan and timeline</td>
<td>Project outcomes and dissemination plan are unjustified and inconsistent with the proposed timeline</td>
<td>Project outcomes and dissemination plan are partially justified and consistent with the proposed timeline</td>
<td>Project outcomes and dissemination plan are adequately justified and consistent with the proposed timeline</td>
<td>Project outcomes and dissemination plan are persuasively justified and consistent with the proposed timeline</td>
</tr>
<tr>
<td>Required Year 1 project outcomes and proposed Year 2 outcomes</td>
<td>Year 1 project outcomes and/or proposed Year 2 outcomes not articulated</td>
<td>Year 1 project outcomes and/or proposed Year 2 outcomes partially articulated</td>
<td>Year 1 project outcomes and proposed Year 2 outcomes adequately articulated</td>
<td>Year 1 project outcomes and proposed Year 2 project outcomes clearly articulated</td>
</tr>
<tr>
<td>TOTAL POINTS</td>
<td></td>
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</table>

*If your research is of scholarly significance to your field it is automatically relevant/significant to the College of Education.*

**Feedback for applicant(s):**