



Faculty Development and Research (FDR)
Grant Funding Guidelines

2017-2018 Academic Year

Office of Sponsored Projects and Research (OSPR)

esu.edu/ospr/fdr

TABLE OF CONTENTS

I.	FUNDING CATEGORY DEADLINES AT A GLANCE.....	1
II.	VISION	1
III.	FUNDING CATEGORY DESCRIPTIONS AND PROPOSAL INSTRUCTIONS.....	2
	A. Mini Grant.....	2
	B. Major Leveraging Grant & Interdisciplinary Incentive Grant.....	5
	C. Course Release Grant.....	11
IV.	POLICIES AND PROCEDURES	13
	A. Submission.....	13
	B. Mid-Project and Final Activity Reports.....	13
	C. Post Award.....	14
V.	SCORING CRITERIA AND DEFINITIONS	15
VI.	APPENDIX.....	18

THE FDR COMMITTEE

The Pennsylvania State System of Higher Education (PASSHE) Board of Governors Policy (1985-06A0) mandates that each of the PASSHE schools maintain an active faculty development program to encourage continuous attention to the professional growth and development of the PASSHE faculty as teaching scholars. To accomplish this, the Provost's Office has established the Faculty Development and Research Committee (FDR) at East Stroudsburg University. The Committee membership is broadly representative of the faculty with members selected proportionally from each of East Stroudsburg University's four colleges and includes the Dean of the Graduate College. Membership on the committee is for a term of 3 years and at the invitation of the Provost's Office. The committee selects a chairperson from within its membership. The committee's recommendation is sent to the Office of the Provost for ratification and appointment. The chairperson term is for 2 years of active leadership followed by 1 year of serving as an advisor to the new chairperson as the immediate past chairperson. In addition to the chairperson and the immediate past chairperson, a chairperson-elect will be selected by the active committee. This person will assist the chairperson and will be eligible to assume the position of chair at the conclusion of the current chairperson's term. Again, ratification and appointment are made within the Office of the Provost. The administrative team of chairperson, immediate past chairperson and chairperson-elect will also include an administrative assistant to help with form collections, filing, and various fiscal tasks.

Committee membership includes the following:

- College of Arts and Sciences: 2 representatives
- College of Education: 2 representatives
- College of Health Sciences: 2 representatives
- College of Business Management: 1 representative
- Non-classroom Faculty: 1 representative
- Committee Chair: non-voting member
- Assistant Director, OSPR: non-voting member (ex-officio)

The Committee meets regularly during the academic year to review requests for funding from faculty. Awarded grant decisions are based upon a consensus of the Committee members attending the meeting at which the requests are considered. The committee reviews, rates, and ranks grant proposals according to a rubric. The decisions of the committee are communicated to the applicants approximately within one month of the committee meeting.

The decisions of the committee on each application fall into one of three categories: 1.) Approved as is; 2.) Conditionally approved needing modification and 3.) Not approved. **Incomplete applications will be returned** to the applicants for re-submission for a later deadline (if one exists). If not, applicants will need to reapply the following year. Therefore, it is imperative that the grant author follows the published guidelines.

The FDR committee also administers and collects proposals submitted for PASSHE's Faculty Professional Development Council (FPDC) grant program—when the program is open.

I. FUNDING CATEGORY DEADLINES

Category	Deadline
Fall 2017	
Mini Grants (activity period July 1, 2017–December 31, 2017) Major Leveraging Grants <i>Letter of Intent</i> Interdisciplinary Incentive Grants <i>Letter of Intent</i>	Friday, October 6, 2017, 1:00 pm
Major Leveraging Grants <i>Full Proposal</i> Interdisciplinary Incentive Grants <i>Full Proposal</i>	Friday, October 20, 2017, 1:00 pm
Spring 2018	
Mini Grants (activity period January 1, 2018–May 4, 2018) Major Leveraging Grants <i>Letter of Intent</i> Interdisciplinary Incentive Grants <i>Letter of Intent</i>	Friday, February 16, 2018, 1:00 pm
Major Leveraging Grants <i>Full Proposal</i> Interdisciplinary Incentive Grants <i>Full Proposal</i>	Friday, March 2, 2018, 1:00 pm
Mini Grants (<i>Summer Projects Only</i> —activity period: May 5, 2018–August 26, 2018)	Friday, April 6, 2018, 1:00 pm

II. VISION

The Office of the Provost wishes to support a culture of research at ESU, including one of discovery, scholarship, collaboration, and interdisciplinary research. This culture includes leveraging more grants in support of research from external funders. ESU will adopt best practices to identify, nurture and reward research, scholarship, creativity and innovation across the university in all fields and disciplines, and will support ways to disseminate that research internally in the ESU community, and externally in publications.

Keeping the University’s strategic plan in focus, *Students First: Innovate ESU*, the Office of the Provost encourages internally grant-funded project principal investigators (PIs) to include undergraduate (UG) students in their projects and explain the measurable student-learning-outcomes (SLOs) in their proposals. **Applications which demonstrate a significant inclusion of UG student researchers/workers with demonstrable SLOs will be favored during the committee’s review process.**

III. FUNDING CATEGORY DESCRIPTIONS AND PROPOSAL INSTRUCTIONS

ESU eGRANTS: ALL internal grants will be applied through this portal. Please register yourself in the online portal. Supporting documents including budget sheet, narrative, and CV will be uploaded in the portal.

NOTE: Approvals from the department chair and dean will occur in the grants software system. Committee decisions on whether your project was awarded or denied funding will be announced approximately one month from the deadline.

Key Terms in Guidelines

Principal Investigator (PI) – A Principal Investigator is the **primary** individual responsible for the preparation, conduct, and administration of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

Co-Principal Investigator (Co-PI) – Key personnel who have responsibilities similar to that of the PI on research projects. While the PI has ultimate responsibility for the conduct of a research project, the Co-PI is also obligated to ensure the project is conducted in compliance with applicable laws and regulations and institutional policy governing the conduct of sponsored research.

Grant Categories

A. Mini (grants up to \$1,200)

B. Major Leveraging (grants up to \$6,500) **Interdisciplinary Incentive** (grants up to \$8,000)

C. Competitive Course Release Grant

A. Mini Grant

Description

Mini Grants are for new research projects or professional development opportunities. Mini Grants may be used to increase a faculty member's skill set, to fund a variety of small research projects, or to fund scholarly growth activities. Mini grants are intended to build capacity within ESU faculty to obtain grants and contracts and to incentivize research. Recurring events or projects previously funded through FDR are not eligible for Mini Grant funding.

Undergraduate Student Involvement: Every application should clearly explain the involvement of undergraduate student researchers. In the least, proposal should demonstrate the anticipated benefits that the proposed activity will provide the ESU student body. Proposals which significantly demonstrate the direct educational impact on undergraduate students with measurable student-learning outcomes (SLOs) will be favored during the committee review process.

If research involves the use of human subjects, please visit ESU's [Institutional Review Board](#) (IRB) and complete the application BEFORE submitting your grant proposal. For the use of live animals, visit the [Institutional Animal Care and Use Committee](#) (IACUC) site and fill out the application.

Mini Grant Application Deadlines 2017-2018

<i>Grant Activity Period</i>	<i>Application Deadline</i>
July 1, 2017 – December 31, 2017	Friday, October 6, 2017, 1:00 pm
January 1, 2018 – May 4, 2018	Friday, February 16, 2018, 1:00 pm
May 5, 2018 – August 26, 3018	Friday, April 6, 2018, 1:00 pm

FDR Mini Grants *will* support:

- Attending a workshop to enhance a faculty member's skills or to get experience in a new area that a faculty member may wish to explore for research potential. (Simply attending a conference is not fundable; however, if a workshop is imbedded within the conference and the applicant can make a case for why he/she is attending, it may be considered. Workshops must have a tangible skill or output associated with it. Please contact the OSPR before submitting your application to verify that your intended conference/workshop is eligible for funding.)
- Purchasing small equipment, specialized software, or laboratory supplies to complete a research project
- Travel expressly to pursue a research agenda, to start or end a project, or to develop a skill set is allowed, but **not** for presenting a paper at a peer-reviewed conference or for the completion of degree requirements
- Hiring services of an outside agent or agency to carry out work, which is not possible at ESU (see procurement chart in appendix for procedures on hiring external agents)
- Defraying publication costs
- Activity within the period of performance allowed for each cycle (see chart below with deadlines and activity periods); funds can be awarded retroactively.

FDR Mini Grants *will not* support:

- Presentation of Papers/Posters
- Lectures
- Workshop facilitation
- Chairing a session
- Unjustified travel costs (applicants must use [Trip Optimizer](#) if renting a vehicle)
- Attendance at a conference without strong justification for acquisition of new skill (via an embedded workshop, for example)

- Graduate student thesis projects
- Self-promotional projects which lack broader impact
- Activity that falls outside the set dates for allowed periods of performance (see chart above with deadlines and activity periods).

Eligibility

- Only tenured & tenure-track faculty members are eligible to apply; faculty members appointed on a temporary basis are NOT eligible (Priority is given to tenure-track faculty members).
- There are no restrictions for faculty who will be on sabbatical. They may apply for and also implement FDR grants.
- Faculty may not apply for a Mini Grant until a final report for any previous FDR funding has been submitted to OSPR. If an application is received and the final report has not been submitted, the applicant will not be considered for funding. Furthermore, if a leveraging grant was received in the past and the faculty member has not applied for external funding, per the award obligation, he/she cannot apply for FDR funding for five years after the end of the leveraging grant period of performance.

Funding

Faculty members may apply for up to \$1,200; faculty may put forth as many applications as they wish for different purposes, but may not exceed \$1,200 total. (If submitting multiple projects, you must complete separate applications for each.)

If the project for which you are awarded FDR funds changes in any way (you are unable to attend said workshop; the dates of the event/research change; etc.) you **MUST** notify the OSPR immediately. **Funds can only be used for the project for which the committee awarded grant funds.**

Important: ALL grant funds must be spent by the last day of the given activity period.

Reporting

All Mini Grant recipients must submit a final activity report to the OSPR no later than 14 days after the end date of the project, AS INDICATED IN THE ORIGINAL APPLICATION. (Once awarded, if the project activity dates have changed, notify the OSPR immediately.)

Reporting will now be done in the *ESU eGRANTS* portal. You will receive notices that your report deadline is approaching.

Mini Grant Proposal Submission Guide

All applications for FDR grants are available online in ESU's grants software: [ESU eGRANTS](#). Applicants must register themselves in the system and apply via the portal. Document uploads (in Word or PDF versions for the Narrative/ Professional Development Statement, Substantiality of Project, Budget, and Budget Justification, CV, etc.) are part of the application process. Chair and dean approvals will be submitted electronically through eGRANTS.

1. **Application:** [ESU eGRANTS](#) includes a basic application component.
2. **Narrative**—which must include all of the following components:

- **Professional learning development statement:** This statement should justify and explain to the reviewers the faculty member's rationale for pursuing this grant opportunity; this should be a compelling statement clearly explaining the opportunity involved, and how it will enhance his/her specific skills set as a researcher, teacher, etc.; it must also detail how the activity will positively impact students (a **maximum** of two pages).
- **Substantiality of project:** Proof of substantiality must be included in the application in the form of a description of the workshop the faculty member wishes to attend from a catalogue (if applicable), the website url, conference catalogue; or a description of the materials, equipment, etc. the faculty member wishes to purchase with an explanation as to why the purchase is essential to carry out the research/project (a **maximum** of one page).
- **Broader Impact statement:** (see scoring criteria and definitions on page 16)
- **Student Learning Outcomes (SLOs):** indicate the names and majors of students who will be involved in the project, if known. Otherwise use figures to represent the number of students that will be impacted and how so.
- **Timeline**

3. **Budget** (use template provided in [ESU eGRANTS](#))

4. **Budget Justification** (find example in appendix)

Mathematical errors are cause for the FDR committee to reject any proposal.

5. **CV** (2-page **maximum**)

6. **Trip Optimizer** (if renting a vehicle visit [Trip Optimizer](#) and include a scanned copy with your application)

B. Leveraging Grants: Major / Interdisciplinary Incentive

The FDR leveraging grants program is intended to provide seed funding for new, larger research projects, or to provide resources for planning significant external grant projects.

Encouraging faculty to submit external grant applications helps ESU continue to grow its research and creative activity opportunities for faculty and students. Faculty are **required** to leverage external money from the funding they receive from the FDR Major Leveraging Grant and the Interdisciplinary Incentive Grant by submitting *at least one* full proposal to an external federal funding agency, national foundation, or industrial source. External is defined as outside of the PASSHE system and may include a government agency, a public or private foundation, or a corporation.

Major Leveraging Grants

Individual faculty or faculty from the same discipline are eligible to submit proposals to the Major Leveraging category. An integral part of each proposal is to demonstrate how funding for this

research/creative project will directly lead to the development of additional funding requests. Applicants must include as evidence an already identified grant possibility or a call for proposals for a larger grant. Support in identifying and applying for external funding is offered by the OSPR.

Interdisciplinary Incentive Grants

ESU wishes to incentivize interdisciplinary research by offering seed funding for pilot collaborative interdisciplinary research and creative projects. Additional funding is awarded to faculty working on cross-disciplinary projects. The funding is designed to enable faculty from different disciplines to work together and obtain preliminary data needed for larger competitive interdisciplinary research grant submissions. The interdisciplinary incentive grant is intended to stimulate interactions across disciplines, departments, colleges, and programs. This call is not aimed at rewarding collaborative research that is already being conducted. However, faculty members may expand on existing research projects and include a faculty member from other disciplines to address a new research question.

NEW! The FDR Committee is incentivizing faculty to work with other disciplines by offering larger seed funds for collaborative work. Applicants submitting to the Interdisciplinary Incentive program have the ability to request \$1,500 more than individual Major Leveraging Grant requests.

Faculty receiving a Major Leveraging or Interdisciplinary Incentive grant **must** provide evidence of their external grant application no later than two years after receiving the funding; if they do not, they are not eligible to apply again for an FDR award for five years after the end of their project period. Evidence of applying for external funding includes a **full proposal** with receipt of proposal from the funding agency. Letters of intent to external agencies are **not** sufficient in meeting this requirement.

The funds leveraged from the external grant must be substantial enough to warrant the application, and ideally should be greater than the seed fund. In special cases, if argued convincingly, external grants for a lesser amount may be considered. Applying for FPDC funds in relation to this program will not be considered as external funds. (A PI may have both an active FDR and FPDC major grant at the same time, however.) A faculty member may not apply for an FDR Grant until a final report for any previous FDR funding has been submitted to OSPR.

Undergraduate Student Involvement: Every application should clearly explain the involvement of undergraduate student researchers or, at the very least, the anticipated benefits that the proposed activity will provide the ESU student body. Proposals which significantly demonstrate the direct educational impact on undergraduate students with measurable student-learning –outcomes (SLOs) – *specifically when the students are directly involved with the project design, methodology, and implementation*—will be favored during the committee review process.

If research involves the use of human subjects, please visit ESU's [Institutional Review Board](#) (IRB) and complete the application BEFORE submitting your grant proposal. For the use of live animals, visit the [Institutional Animal Care and Use Committee](#) (IACUC) site and fill out the application.

NEW!!! Effective fall 2017, Letters of Intent (LOI) are a mandatory part of this grant process. You must submit a brief two page LOI by the deadline to be considered. Upon receipt of feedback, you may be invited to submit a full proposal by the associated deadline-- note the two deadlines below.

Application Deadlines

Major Leveraging Grants <i>Letter of Intent</i> Interdisciplinary Incentive Grants <i>Letter of Intent</i>	Friday, October 6, 2017, 1:00 pm
Major Leveraging Grants <i>Full Proposal</i> Interdisciplinary Incentive Grants <i>Full Proposal</i>	Friday, October 20, 2017, 1:00 pm
Major Leveraging Grants <i>Letter of Intent</i> Interdisciplinary Incentive Grants <i>Letter of Intent</i>	Friday, February 16, 2018, 1:00 pm
Major Leveraging Grants <i>Full Proposal</i> Interdisciplinary Incentive Grants <i>Full Proposal</i>	Friday, March 2, 2018, 1:00 pm

*Late applications will not be considered, regardless of the reason.
 Applicants are not permitted to submit a full proposal unless their LOI was accepted and they were invited by the committee.*

Eligibility

- Only tenured & tenure-track faculty members are eligible to apply; faculty members appointed on a temporary basis are NOT eligible.
- Priority is given to proposals including tenure-track faculty members.
- Project teams must include faculty from two or more disciplines; they should ideally be from different departments.
- It is acceptable for an individual faculty member to be on more than one project submission.
- There are no restrictions for faculty who will be on sabbatical. They may implement FDR grants and also apply for FDR grants.
- A faculty member may not apply for an Interdisciplinary Incentive Grant until a final report for any previous FDR funding has been submitted to OSPR. If an application is received and the final report has not been submitted, the applicant will not be considered for funding. Furthermore, if a leveraging grant was received in the past and the PI has not applied for external funding, per the award obligation, they cannot apply for FDR funding for FIVE years after the end of the leveraging grant period of performance.
- Preference will be given to faculty who are in the initial stages of building a research career, who are returning to the funding arena, who are exploring a new research focus, or who are working with an established or emerging group to create a nationally-recognized center of excellence in support of a substantive research area.

Funding

Major Leveraging: maximum of \$6,500 per project.

Interdisciplinary Incentive: maximum of \$8,000 per project.

- Funds can only be used for the project for which the committee awarded grant funds.
- Funds cannot be used to support a graduate student thesis project.
- Funds must be spent by the end of the following fiscal year after the award is granted.
- Extensions *may* be granted upon formal approval from the OSPR/FDR Committee: notify the OSPR immediately if you find you need more time to complete your project.

PIs may request one course release per academic year or a summer stipend but not both. The summer stipend is for faculty member(s) only and cannot be used to reimburse students. Grant funds paying summer stipends shall be inclusive of benefits. (For example, a grant stipend for \$2,000 with a 17% fringe benefit rate will be broken down as \$1,709.40 salary and \$290.60 fringe benefits. In no instance shall fringe benefits be considered match by the university.)

PI and Co-PIs requesting course release must submit an AWA form with their application (found on the [OSPR webpage](#) or [ESU eGRANTS](#)).

If the project for which you are awarded FDR funds changes in any way (i.e. the dates of the event/research change) you **MUST** notify the OSPR immediately.

Reporting

The PI from all Major Leveraging and Interdisciplinary Incentive grants must submit a Mid-project Progress Report (half-way through their project as determined by the start and end dates on the application).

The Mid-project Progress Report must include at least one external funding agency that the PI has submitted an application to or intends to submit an application to. Please contact the OSPR immediately upon identifying the external agency so the office can begin the pre-award process and offer the support needed when applying for extramural funds. An additional **requirement** includes a **mid-project meeting with the OSPR** to discuss external funding options. This meeting is *not optional* and funds may be put on hold if this requirement is not met.

A Final Activity Report is **also** required and must be submitted no later than 14 days after the project's end date, per the application period of performance dates. Proof of at least one external grant application must be included with the final report. Letters of intent are **not** sufficient in meeting this requirement. If the period of performance dates change, notify the OSPR immediately.

Reports will now be submitted in the **ESU eGRANTS** portal. Awardees will receive email notification of upcoming report deadlines.

As condition of this award, ***external grant applications must be submitted before the end of the award period, per the dates of the project's period of performance on the original application.*** (Please notify the OSPR immediately if these dates have changed.)

Interdisciplinary Incentive Grant/ Major Leveraging Grant Proposal Submission Guide

All applications for FDR grants are now available online in ESU's new grants software:

[ESU eGRANTS](#). Applicants must register themselves in the system and apply via the portal.

Document uploads (in Word or PDF versions for the Narrative/ Professional Development Statement, Budget, and Budget Justification, CV, etc.) are part of the application process. Paper applications will not be accepted. Chair and dean approvals will now be submitted electronically through eGRANTS. Cover sheets no longer require penned signatures.

Step 1. Letter of Intent

As the first step in the grant application process, faculty must submit a Letter of Intent (LOI). No full proposal will be accepted without the submission, and committee approval, of an LOI. Each letter is reviewed to determine its potential to enrich undergraduate students' experiences at ESU, to have broader impacts, to be feasible, and to support the strategic goals of the university. Applicants meeting these benchmarks will be invited to prepare and submit a full grant proposal. Those applicants whose LOIs are approved for full proposal submission will receive notification from *ESU eGRANTS*.

The LOI must include the following components and must not exceed two pages:

- Applicant(s) Name
- Title of Project
- Funding request amount
- Brief Research Description
- Methodology
- Professional Development Statement
- Student Involvement (names, majors/ number of students, students' responsibilities in research, expected impact)

Complete the LOI application in *ESU eGRANTS*. You will receive notification from the system administrator with instructions on next steps in the process.

Applicants are reminded that their proposals will be reviewed by a diverse group of their peers who may not be well-versed in the subject area of the project or with the discipline involved. The burden of proof lies on the applicant to convince this professional-lay group that the proposal has merit and that it is feasible. The proposal should be clearly presented, and it should be as free of technical jargon as is reasonably possible. The proposal should be proofread carefully for typographical errors.

Step 2. Full Proposal (Only if LOI is followed up with an invitation to submit a full proposal, follow this format).

1. **Narrative:** The project narrative must include the following twelve components and provide citations to literature as appropriate (eight page **maximum**).
 - I. **Project Description and Methodology:** A clear description of the work to be carried out. The project description should be written for an audience of colleagues with similar interests and expertise; however, please avoid esoteric explanations and jargon.
 - II. **Project Significance:** The significance of the project relative to research in its general field, stated in language that can be understood by an educated non-expert; discipline-specific jargon should be avoided. This section should include the intellectual merits. For

example, has a similar question been addressed previously? How is the proposed work an improvement to the current research?

III. **Broader Impact Statement:** Please address at least one of the following questions in the application:

- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society (The University? The students? The community? The nation? The applicant's discipline?)

IV. **Project Goals:** The specific goals (problems, questions, hypotheses). Indicate the expected time when these goals will be achieved. If the work is expected to extend over several years, describe what will be accomplished with the funds requested for the fiscal year, given that funding is not guaranteed for subsequent years.

V. **Outcomes:** Provide detailed expected outcomes of the project, including student-learning-outcomes (SLOs), if applicable.

VI. **Literature Cited**

VII. **Key Personnel/Student Researchers:** Describe the role and discipline of the personnel requested in the budget as well as any team members involved (**including students**). If student researchers have not yet been identified, specify how many you will involve in the project and how you will recruit them.

VIII. **Leveraging Statement with List of Identified External Funding Sources:**

Explain how this project will lead to the development of additional funding applications to external funding agencies and specify a plan to submit such applications. NOTE:

Awardees will be expected to submit at least one external grant application and proof of submission must be provided to OSPR with the Final Activity Report.

IX. **Professional Learning Development Statement:** This statement should justify and explain to the reviewers the faculty member's rationale for pursuing this grant opportunity; this should be a compelling statement clearly explaining the opportunity involved, and how it will enhance his/her specific skills set as a researcher, teacher, etc.; it must also detail how the activity will positively impact students (one page **maximum**; 3,000 characters).

X. **Timeline**

XI. **History of Funding** (one-page maximum), if applicable. A description of funding should include any internal or external resources you have received from 2012-present, as well as a list of submitted proposals that have been rejected. If none, please indicate "none."

3. Budget (use template provided in [ESU eGRANTS](#))

4. Budget Justification (see appendix for samples)

Mathematical errors are cause for the FDR committee to deny any proposal.

5. CVs (for applicant and any co-applicants; two-page **maximum**; include all relevant professional publications)

If requesting course release or overload, you must include:

6. **Alternate-Additional Work Assignment (AWA) Form** with appropriate signatures (found on the [OSPR webpage](#) or [ESU eGRANTS](#))

C. Competitive Course Release Grants

Purpose

The FDR Competitive Course Release Grant is designed to support ESU tenured and tenure-track faculty members who are pursuing a *specific* substantial external source(s) of funding for their research and/or creative activities. This grant will be awarded for the period of time while the faculty member develops/writes their grant proposal. Faculty members may be pursuing either one significant source of external funding or multiple smaller sources of external funding; the total of the grant request must be or exceed **\$50,000**. This is a competitive grant program and a very limited number of course releases will be awarded per grant cycle.

Faculty who were previously awarded leveraging grants are strongly encouraged to apply for the Course Release Grant as a way to leverage their preliminary research into a large external grant proposal.

The funding opportunity must be fully identified and spelled out in the application: including the name of funding agency, deadline, the grant program title, the URL for the grant, etc.

Successful applicants will receive:

- Release time from teaching one course during one semester of the academic year (fall or spring).
- Individualized support for grant development from the Office of Sponsored Projects and Research (OSPR). The support will include proofreading and editing, budget development, and final technical submission. (The exact nature of the OSPR's support will be determined based upon the needs of the applicant and the nature of the grant submission process as outlined by the funding agency.)

*Approval from the applicant's department chair and dean is required upon applying for a Course Release Grant.

Expected Output

The expected output from the course release grant is a grant submitted to an external funding agency with an ESU faculty member in the role of the Principal Investigator. PASSHE funded programs are not considered external funds.

It is required that the proposal will be submitted within one semester after the course release. This grant may be a first submission or a submission of a revised and resubmitted proposal.

Faculty members whose proposal is not funded by the external sponsor is expected to revise and resubmit the proposal for the sponsor's next deadline date. Only one re-submit is required under this program.

Eligibility

Applicants must be tenured or tenure-track faculty members of ESU. Faculty may apply for one course release per academic year. Successful applicants will be allowed to apply once every two years.

Application Evaluation Criteria

The FDR Committee will use the following criteria to evaluate the applications:

Likelihood of Completion

Evaluators will assess the likelihood that the applicant will complete the grant submission. This criterion involves assessing:

- the applicant's expertise related to the project,
- the thoroughness and feasibility of the applicant's plan for completing the project, and
- the applicant's record of submitting proposals for external grants.

Scholarly Impact

Evaluators will assess the degree to which the project will have a significant positive impact on the faculty member's field and on ESU. This criterion involves assessing:

- the significance of the project, and
- any preliminary results of the project (if available).

Likelihood of Funding

Evaluators will assess the degree to which the grant submission is likely to result in the awarding of funding. This criterion involves assessing:

- the degree to which the grant submission aligns with the priorities of the funding source,
- agency funding rates, and
- the dollar amount of the potential grant.

Application Deadline

Fall Deadline: **Friday, October 6, 2017, 1:00 pm**

Spring Deadline: **Friday, February 16, 2018, 1:00 pm**

How to Apply

Applicants should submit the following through ESU eGRANTS.

1. **Narrative** (which will include the following components in **no more than 5 pages**):

- I. Project Title
- II. A summary of the grant project – describe the research or project in which you will be seeking extramural grant funding. Include the goals and objectives of the project as well as why the work is important.
- III. Grant funding source – describe the grant funding source and estimate of grant funds. Include the name of the external funding agency, the specific funding program, and the estimated amount of funding that will be requested in the grant application. Also, briefly describe how the proposed research or project fits within the funding agency's priorities.

- IV. A plan of activity – describe the plan of activity, including a timeline, for the semester you are requesting course release. The last activity listed will be final submission to external agency.
- V. Collaborators – List any co-investigators, collaborators, consultants, etc. at ESU or other institutions. Briefly describe their role(s) on the project.
- VI. Faculty growth and development - explain how the proposed activity fits into your scholarly agenda and overall professional development.

2. Current CV

Expectations/Requirements of Recipients

A final report must be submitted within 30 days of the grant's expiration. Failure to submit the final report will result in the faculty member being ineligible for future funding from FDR. This report should delineate the activities conducted during the grant and describe the achievement of the project outcomes as outlined in the proposal.

IV. POLICIES AND PROCEDURES

A. Submission

ALL FDR grant proposals **must be submitted** via [ESU eGRANTS](#) by **1:00 PM** on the deadline, or they will not be considered, **regardless of the reason**.

Contact the OSPR if you need assistance with completing the online application in [ESU eGRANTS](#) *before* the deadline: Sarah Weber, Assistant Director, 570-422-7908, sweber14@esu.edu.

Applications will not be accepted or reviewed if issues with the application and submission process are not brought to the OSPR's attention *prior to the deadline*.

B. Mid-Project and Final Activity Reports

Mini Grants:

The **Final Activity Report** must be submitted within 14 days of completion of the activity. Awarded funds will not be dispersed until the report has been submitted and/or until a report from previous FDR activity has been received.

Major Leveraging and Interdisciplinary Incentive Grants:

Mid-project Progress Report is due to update the OSPR on activities, including identification of

and intention to apply for external grants. The Mid-project Progress Report must include identification of *at least one* external funding opportunity. A meeting with the OSPR is also required mid-way through project to discuss possible external funding options. This meeting is not optional and project funds may be put on hold until this requirement is met.

Final Activity Report is also due 14 days after the project end date, per the project dates as indicated in the original application. If these dates have changed, please notify the OSPR immediately. Along with the final report, you must include proof of your external grant submission. If you do not meet this necessary requirement of receiving a leveraging grant, you will be forbidden to apply for FDR funding for five years after the end of the awarded project end date.

C. Post Award

Presentation of Research Requirement

Faculty PIs and Co-PIs should expect to present findings of awarded FDR grants at campus events.

Procurement (See Procurement Chart in appendix for detailed guidance)

PIs and Co-PIs must follow ESU's policy and procedures regarding making purchases with grant funds. Liaise with the OSPR before making any purchases to ensure compliance with policy and guarantee a speedy reimbursement, if applicable. You may also consult with your department secretary who is familiar with making purchases for ESU employees.

Post-Award Meeting Requirement

All FDR Major Leveraging and Interdisciplinary Incentive Grant recipients are expected and required to apply for external funds. Halfway through the project's period of performance, every PI from all leveraging grants will be required to meet with the OSPR to discuss possible funding options. This meeting is not optional and project funds may be put on hold until this requirement is met.

Alternative/Additional Work Assignments (course release)

ESU Funded Alternate / Additional Work Assignment (AWA) requests are applicable for faculty members requesting course release in their grant budgets.

Note:

- Scheduling for the next academic year takes place in previous October.
- AWA requests for fall or entire academic year are due the previous April 15; or October 1 for following spring.

AWA Procedure:

1. The faculty member/PI fills in the AWA request form (found on the [OSPR webpage](#) or [ESU eGRANTS](#)) and get signatures from their department chair and college dean.
2. PI will upload the signed AWA form as an attachment in their application. *Applications will not be reviewed until this form is received.*
3. If the FDR grant is awarded, the OSPR will forward the AWA form to the provost who will

review and then send to the president for review.

Travel and Reimbursements

Grant-funded travel is a reimbursable expense. Faculty members will make their own travel arrangements and pay with either personal credit card or commercial travel card (available through ESU-Kutztown collaboration- <https://www.kutztown.edu/about-ku/administrative-offices/procurement-services/for-staff-and-faculty/commercial-credit-card-program.htm>)

Travel is first and foremost governed by the ESU travel policies and procedures. The office that oversees this is the [Business Office, Accounts Payable](#). To receive reimbursement for any travel related to an FDR grant, you must complete a travel expense voucher, attach **all original receipts** and obtain signatures from your department chair and college dean, as outlined in the [Travel Procedures and Guidelines](#). Travel approval and travel expense voucher forms can be found at [Accounts Payable](#) or the [OSPR Forms page](#).

No reimbursement will be made until a final activity report is received by the OSPR.

Funding

- ALL FDR Mini Grant Funds awarded in the 17-18 academic year **MUST BE SPENT** by the last day of the grant activity period (refer to page 3 for activity periods).
- ALL FDR Major Leveraging and Interdisciplinary Incentive Grant Funds awarded in the 17-18 academic year **MUST BE SPENT** by June 30, 2019.

Funds can only be used for the project for which the committee awarded grant funds.

Upon any change in the project, please notify the OSPR immediately.

V. SCORING CRITERIA AND DEFINITIONS

The following represents the scores used by the FDR committee when reviewing proposals:

Score Definition

5	Exemplary:	Exceptionally strong (model for discipline with essentially no weaknesses)
4	Excellent:	Very strong with some minor weaknesses*
3	Good:	Strong but with at least one moderate weakness**
2	Fair:	Some strengths but with at least one major weakness***
1	Poor:	Very few strengths and numerous major weaknesses

*Minor Weakness: An easily addressable weakness that does not substantially lessen impact.

**Moderate Weakness: A weakness that lessens impact.

***Major Weakness: A weakness that severely limits impact.

The following criteria will be applied in evaluating FDR grant proposals:

1. **Adherence to Guidelines, including format, completeness, and the inclusion of external funding sources, if applicable.**
2. **Clarity, Completeness, and Reasonableness of the Proposal and the Budget Request** (specifically address the following points as completely as possible in non-technical language):
 - what you or others have done previously that relates to your project
 - what you hope to accomplish
 - what work will be done during the course of the project
 - who will perform the work (i.e., include names of students, consultants, presenters, etc., whenever possible, to show advance planning for the project)
 - how the work will be performed
 - where the work will be performed
 - when the work will be performed
3. **Significance and Impact of the Proposed Project and its Projected Outcomes/Broader Impact:**

Significance and impact of the proposed project and its outcomes focuses on what others will learn or how they will benefit from the work. “Others” may be students, disciplinary colleagues locally or nationally, other faculty at one’s own university and/or other institutions, members of community groups, government agencies, health- care organizations, public school personnel, etc.

Proposers should answer the following: How much will others learn? How many stand to benefit from the project in one way or another? How important is the contribution to knowledge—and/or to the well-being of some target group—that the project promises? **This should include relevance to ESU’s mission and goals**, as outlined in the strategic plan, including impact on teaching and students.

Each proposed project seeking FDR funding should explicitly detail the broader impacts and notable outcomes, as funding sought for the sole purpose of self-promotion will not be considered.

The following questions help to assess the potential of the proposed activity and help applicants/reviewers address the expansive effects of proposed project:

- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society (The University? The students? The community? The nation? The applicant’s discipline?)

4. **Research Methodology and/or Creative Process**
5. **Feasibility of Realizing the Project's Objectives Given Applicable Expertise, Financial Resources, and Proposed Timeline**
6. **Potential Professional Development Benefits to be Realized by Faculty Member(s) Involved**

Professional development involves the acquisition of knowledge and/or development of skills related to some aspect of the faculty member's professional responsibilities. The learning may involve increasing knowledge in one's discipline or a related discipline or of the interrelationships among disciplines – or knowledge about how students learn, about issues facing colleagues in business or basic education or another professional field, or about national trends and issues in higher education.

A faculty member may develop artistic skills, hone research skills, improve skills in organizing and integrating knowledge, develop pedagogical skills, sharpen performance skills, gain experience in using administrative skills, or learn how to use technology to enhance teaching and learning. The professional development lies in the learning that occurs in carrying out the project and the relevance of that learning to the faculty member's ongoing growth and development as a professional teacher-scholar. **Proposers should fully explain specifically how the FDR grant will enhance their personal professional development.**

7. **Tenure-track faculty member:** priority is given to untenured faculty.
8. **Significant inclusion of undergraduate students:**

Every application should clearly explain the involvement of undergraduate student researchers or the anticipated benefits that the proposed activity will provide the ESU student body. Proposals which significantly demonstrate the direct educational impact on undergraduate students with measurable student-learning –outcomes (SLOs) will receive bonus points during the committee review process.

If the undergraduate students are simply used as clerical help or data collection assistants, proposals will receive lesser score. If undergraduate students serve a significant role in the research process, help with the design process, and/or play an integral part in the research such as delivering lectures or running run workshops, proposals will receive higher scores. In addition, projects where the primary beneficiaries are students, the proposal will be scored higher (i.e. undergraduate students will acquire new skill sets that will help them prepare for the workforce).

VI. APPENDIX

Budget Justification

Budget Justification Sample

The following list of e-courses/workshops are included in Other Services or Consultation in the above Budget Table:

- Digital Visionary Art e-course \$478.56 (www.digitalvisionaryart.co.uk/)
- Infographic Design Techniques (HOW University e-courses) = \$79.99
- How to Use Visual Language to Create Infographics (HOW University e-courses) \$49.99
- Presenting Design Ideas & Concepts to Clients (HOW University e-courses) = \$99.99
- 1-year subscription for membership to Skillshare = \$96.00 (www.skillshare.com)

The following equipment is totaled in the above Budget Table under Equipment and will be used in the Digital Visionary Art e-course and the supplemental courses contained within the membership to Skillshare, for use on the Wacom Cintiq Digital Drawing Tablet:

- Wacom Art Pen = \$99.95 (<https://www.wacom.com/en-us/store/pens/art-pen>)
- Wacom Airbrush Pen = \$99.95 (<https://www.wacom.com/en-us/store/pens/airbrush-pen>)
- Wacom Inking Pen = \$79.95 (<https://www.wacom.com/en-us/store/pens/inking-pen>)

Forms

[OSPR GRANT-RELATED FORMS AND RESOURCES](http://www.esu.edu/red/ospr/resources/forms.cfm)

<http://www.esu.edu/red/ospr/resources/forms.cfm>

ESU PROCUREMENT PROCEDURES

Grants and Contracts

PROCUREMENT OF <i>SERVICES</i> **				
ALLOWABLE \$ AMOUNT	PURCHASING METHOD	PROCESSING TIME FRAME	BID/QUOTE REQUIRED	INSTRUCTIONS/GUIDELINES
\$1-\$599	Direct Charge	Approx. 1 week	No	Dept. contracts directly with service provider. Dept. signs, codes, and PI then sends the invoice to the OSPR/GA who will approve and send to Procurement/Accounts Payable to process payment.
\$600-\$5,000	SAP	Approx. 3 weeks	3 <i>informal</i> written quotes; Service Purchase Contract (SPC) is required	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition
\$5,001-\$19,399	SAP	Approx. 6 weeks	3 written quotes or 3 suggested service providers (procurement may get the quotes); Service Purchase Contract (SPC) is required	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition
\$19,400 and up	SAP	Approx. 10 weeks (or longer depending on cost)	Competitive bid and public advertisement required ; Service Purchase Contract (SPC) is required	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition

PROCUREMENT OF <i>GOODS</i> **				
ALLOWABLE \$ AMOUNT	PURCHASING METHOD	PROCESSING TIME FRAME	BID/QUOTE REQUIRED	INSTRUCTIONS/GUIDELINES
\$1- \$100	PI's personal credit card or cash	Dependent upon vendor; reimbursement dependent upon submission of receipts and approvals	No	After purchase, fill out the Reimbursement Request Form , attach all original receipts and proof of personal payment (credit card statement, etc.) and submit to the OSPR/GA. <u>PI must sign all invoices, reimbursements, etc. for grant funded purchases.</u>
\$1 - \$500	Dept. P-Card*	Approx. 1 week; shipping time dependent upon vendor	No	All departments have their own P-Card. Dept. secretary will help PI place order with card directly from vendor.
\$1 - \$1,499	Direct Charge	Approx. 1 week	No	PI/Dept. orders directly from vendor, whom upon delivery of goods includes an invoice. PI then signs and sends invoice to the OSPR/GA to approve and forward to Accounts Payable.
\$1 - \$1,499	SAP	Approx. 1 to 3 weeks	No	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition
\$1,500-\$5,000	SAP	Approx. 3 weeks	3 <i>informal</i> written quotes or 3 suggested suppliers and procurement will get the quotes (their discretion)	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition Procurement may send RFP to additional vendors
\$5,000-\$19,399	SAP	Approx. 6 weeks	3 written quotes or 3 suggested suppliers and procurement will get the quotes (their discretion)	<ul style="list-style-type: none"> Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition Attach quotes to SAP requisition Procurement may send RFP to additional vendors
\$19,400 and up	SAP	Approx. 10 weeks (or longer depending on cost)	Competitive bid and public advertisement required	Dept. secretary will put requisition through SAP on behalf of PI; or PI will input SAP requisition

* The Procurement Card (P-Card) program is highly encouraged in lieu of a purchase requisition when the total cost of the commodities being purchased is \$500 or less. The card **cannot** be used to purchase services.

** PI must sign all invoices, reimbursements, etc. for grant-funded purchases.