Faculty Development and Research (FDR)  
Grant Funding Guidelines  

2019-2020 Academic Year  

Office of Sponsored Projects and Research (OSPR)  
https://www.esu.edu/ospr/grant_opportunities/fdr/index.cfm
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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. Each college has two representatives to provide equal participation in decision-making. Membership on the Committee is for a 3-year term 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.

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: 2 representatives
- 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: Approved, Conditionally Approved needing modification and Not Approved. Incomplete applications will be returned to applicants without being reviewed. Therefore, it is imperative that the grant author follows the published guidelines. Committee decisions are final and appeals are not permitted.

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. GRANT APPLICATION DEADLINES

<table>
<thead>
<tr>
<th>Category and Grant Activity Periods</th>
<th>ESU eGRANTS Submission Deadline (11:59pm)</th>
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<tbody>
<tr>
<td><strong>Fall 2019</strong></td>
<td></td>
</tr>
<tr>
<td>Mini Grants, round 1 (for fall 2019 projects)</td>
<td>Monday, September 16, 2019</td>
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<tr>
<td>Course Release Grants, round 1 (for spring 2020 or fall 2020 release)</td>
<td></td>
</tr>
<tr>
<td>Major Grants Letter of Intent</td>
<td>Monday, October 7, 2019</td>
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<tr>
<td>Mini Grants, round 2 (for spring 2020 projects)</td>
<td>Monday, November 4, 2019</td>
</tr>
<tr>
<td>Course Release Grants, round 2 (for spring 2020 or fall 2020 release)</td>
<td></td>
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<tr>
<td><strong>Spring 2020</strong></td>
<td></td>
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<tr>
<td>Mini Grants, round 1 (for summer 2020 projects)</td>
<td>Monday, February 10, 2020</td>
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<tr>
<td>Course Release Grants, round 1 (for fall 2020 or spring 2021 release)</td>
<td></td>
</tr>
<tr>
<td>Major Grants Letter of Intent</td>
<td>Monday, March 2, 2020</td>
</tr>
<tr>
<td>Course Release Grants, round 2 (for fall 2020 or spring 2021 release)</td>
<td></td>
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</tbody>
</table>

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: Empowering Innovation through Collaboration 2017-2020, the Office of the Provost encourages internally grant-funded project principal investigators (PIs) to include undergraduate 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. GENERAL FDR GUIDELINES AND PROPOSAL INSTRUCTIONS

Grant Categories

A. Mini Grant (up to $1,200)
B. Major Grant (up to $10,000)
C. Course Release Grant

Eligibility

- Tenured and tenure-track faculty members are eligible to apply for Mini and Major grants; faculty members appointed on a temporary basis are NOT eligible. Priority is given to tenure-track faculty members.
- New this year → Tenured and tenure-track faculty members are eligible to apply for a Course Release Grant.
- There are no restrictions for faculty who will be on sabbatical. They may apply for and implement FDR grants.
- It is acceptable for an individual faculty member to be on more than one project submission.
- 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

- ALL FDR Mini Grant Funds awarded in the 2019-20 academic year MUST BE SPENT by the last day of the grant activity period. The accounts close automatically and funding will no longer be accessible past the end of the fiscal year if the grant activity period has expired.
- ALL FDR Major Grant funds awarded in the 2019-20 academic year MUST BE SPENT by the end of the following fiscal year, June 30, 2021.
- 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.

Application Instructions

- ESU eGRANTS: ALL internal grants are applied for through this portal
  - Please register yourself in the online system found through OSPR website
  - Supporting documents are uploaded in the portal and include: project narrative, FDR budget template, budget justification, and 2-page CV. Allowable file formats include Word, PDF, and Excel
  - OSPR will obtain approvals from department chair and dean within ESU eGrants
  - Late applications will not be accepted.
  - Paper applications will not be accepted.
- 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.
- If research involves the use of live animals, visit the Institutional Animal Care and Use Committee (IACUC) site and fill out the application.
- If you will be requesting Course Release see “Alternative/Alternate Work Assignment (AWA)” in the Budget Instructions section, p. 12 and include form with your application.
Grant activities should be implemented (begin and end) within the academic period intended for each competition cycle.

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 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.

Undergraduate Student Involvement: Every application should clearly explain the involvement of/impact on undergraduate students. In the least, proposals 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.

A. Mini Grants

Description

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. Recurring events or projects previously funded through FDR are not eligible for Mini Grant funding.

FDR Mini Grants can support:

- Attending a workshop to enhance a faculty member’s skills or to obtain experience in a new area that a faculty member may wish to explore for research potential. *Workshops must have a tangible skill or output associated with it.* Simply attending a conference is not fundable (deans have funds for this purpose); 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. 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

- Hiring services of an outside agent or agency to carry out work which is shown to not be possible at ESU

- Defraying publication costs

FDR Mini Grants cannot support:

- Attendance at a conference without strong justification for acquisition of new skill (via an embedded workshop, for example)

- Presenting a paper or a poster at a peer-reviewed conference; for general scholarly purposes or for the completion of degree requirements (departmental/dean FDR funds are allocated for this purpose)
• Lectures, chairing a session, or workshop facilitation

• Unjustified travel costs

• Graduate student thesis projects

• Self-promotional projects which lack broader impact/student impact

**FDR Mini Grant 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.

**FDR Mini Grant Reporting**
Reporting occurs in **ESU eGRANTS** portal. You will receive notices that your report deadline is approaching. All Mini Grant recipients must submit a final activity report to the OSPR no later than 60 days after the end date of the project, as indicated in the original application.

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**Mini Grant Proposal Preparation Guide**

1. **Project Narrative**—maximum 5 pages and **must include:**
   - **Professional Learning Development Statement** - maximum 2 pages
     Justify and explain your rationale for pursuing this grant opportunity. Make this a compelling statement clearly explaining the opportunity involved and how it will enhance your specific skills set as a researcher, teacher, etc. You must detail how the activity will positively impact students.
   - **Substantiality of Project** - maximum 1 page
     Proof of substantiality in the form of a description of the workshop you wish to attend from the catalogue or website; alternatively a description of the materials, equipment, etc. you wish to purchase with an explanation as to why the purchase is essential to carry out the research/project.
   - **Broader Impact Statement**—see number three in Scoring Criteria section, p. 11
   - **Student Learning Outcomes (SLOs)** — Detail the SLOs for courses, etc. Indicate the names and majors of students who will be directly involved in the project, if known. Otherwise, estimate the number of students that will be impacted and how.
   - **Timeline** – approximate project startup objectives delivery times, major events, and follow-up activities in chronological order.

2. **Budget** — use FDR Budget Template provided in **ESU eGRANTS**

3. **Budget Justification** (aka Budget Narrative) – Text and math details of all the budget template entries; see sample in Budget Instruction section, p. 12. If you are using a vehicle for travel, visit **Trip Optimizer** and include a print out with your application. The business office will only reimburse at the rate of the most cost-effective way to travel.
B. Major Grants

Description
The FDR Major Grants program is intended to provide seed funding for new, large research projects or creative activity and can be applied for by individual faculty or as joint proposal with one or more faculty members.

FDR Major Grants can support:

- PIs may request a summer stipend or salary for student workers.
- Funds can only be used for the project for which the committee awarded grant funds.

FDR Major Grants cannot support:

- Funds cannot be used to support a graduate student thesis project.

FDR Major Grant Funding
Major Grants are up to $10,000 for research or creative activity. The FDR review committee reserves the right to adjust award amount if the budget is not fully justified.

Funds must be spent by the end of the following fiscal year (June 30) after the award is granted. The account will automatically close at that time. 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.

FDR Major Grant Reporting
Reporting occurs in ESU eGRANTS portal. You will receive notices that your report deadline is approaching.

The PI from all FDR Major Grants must submit a Final Activity Report up to one year after the project’s end date, per the application period of performance dates.

Major Grant Proposal Preparation Guide

Letters of Intent (LOI) are now 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.

Step 1. Letter of Intent Format

Each LOI 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 through ESU eGRANTS.

The LOI components—maximum 2 pages and must include:

A. Applicant(s) Name
B. Title of Project
C. Funding request amount and budget summary statement
D. Brief Research/Creative Activity Description and Methodology/Creative Process
E. Professional Development Statement
F. Student Involvement/Impact; number of students, students’ responsibilities in research, if known include students’ names and majors

Step 2. Full Proposal Format-- Applicants are not permitted to submit a full proposal unless their LOI was accepted and they were invited by the committee. This submission deadline will be shared with applicants advancing from LOI. It normally correlates with the last FDR deadline of the semester.

1. Project Narrative—maximum 8 pages and must include:

   a. 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?

   b. 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.

      i. 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.

      ii. Outcomes: Provide detailed expected outcomes of the project, including student-learning-outcomes (SLOs).

   c. 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.

   d. Professional Learning Development Statement

      Use maximum 2 pages. 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.

   e. Broader Impact Statement—see number three in Scoring Criteria section, p. 11

   f. Literature Cited
g. **Timeline**—approximate project startup objectives, delivery times, major events, and follow-up activities in chronological order

h. **History of Funding**
   Use maximum 1 page. List any internal or external funding you have received in the last three years; include submitted proposals that have been rejected. If none, please indicate “none”.

2. **Budget**—use FDR budget template provided in ESU eGRANTS

3. **Budget Justification** (aka Budget Narrative) – Text and math details of all the budget template entries; see sample in Budget Instruction section, p. 12. If you are using a vehicle for travel, visit [Trip Optimizer](#) and include a print out with your application. The business office will only reimburse at the rate of the most cost-effective way to travel.

4. **CVs PI and Co-PI(s)—maximum 2 pages each**: include all relevant professional publications

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C. **Course Release Grants**

**Eligibility**
New this year ➔ Tenured and tenure-track faculty members may apply for one course release per academic year. Successful applicants will be allowed to apply once every two years. Approval from the applicant’s department chair and dean is required upon applying for a Course Release Grant.

**Description**
The FDR Course Release Grant is designed to support tenured or tenure-track faculty members who are pursuing a specific substantial grant, research, and/or creative activity. This grant will be awarded for the period of time while the faculty member develops/writes their grant proposal or works on their project. This is competitive and only a very limited number will be awarded per grant cycle.

The funding/research opportunity must be fully identified and spelled out in the application: including the name of funding agency if applicable, deadline, the grant program title, URL for the grant, etc. PASSHE funded programs are **not** considered external funds.

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.

**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 PI or a report/presentation detailing the faculty’s work.

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 are expected to revise and resubmit the proposal for the sponsor’s next deadline date. Only one re-submit is required under this
Course Release Grant Reporting
Reporting occurs in ESU eGRANTS portal. You will receive notices that your report deadline is approaching. A final report must be submitted within one year of the grant's expiration. This report should delineate the activities conducted during the grant and describe the achievement of the project outcomes as outlined in the proposal.

Application Evaluation Criteria—for Course Release Grants ONLY

The FDR Committee will use the following criteria to evaluate the applications and will suggest awardees to the Provost who will make the ultimate determination of award.

A. Likelihood of completion and external grant submission—Evaluators will consider:
   • applicant's expertise related to project,
   • thoroughness and feasibility of the applicant's plan for completing project
   • applicant's record of submitting proposals for external grants

B. Scholarly impact on faculty member's field and ESU—Evaluators will consider:
   • significance of project
   • preliminary results of the project (if available)

C. Likelihood of funding by external funder—Evaluators will consider:
   • degree to which the grant submission aligns with priorities of funding source
   • agency funding rates
   • dollar amount of the potential grant

Course Release Grant Proposal Preparation Guide

1. Narrative—maximum 5 pages and must include:
   a. Project Title

   b. 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.

   c. 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.

   d. 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.

   e. Collaborators – List any co-investigators, collaborators, consultants, etc. at ESU or other institutions. Briefly describe their role(s) on the project.
f. Faculty growth and development - explain how the proposed activity fits into your scholarly agenda and overall professional development.

2. Current CV -- 2-page maximum

IV. POLICIES AND PROCEDURES

A. Submission and Notification

ALL FDR grant proposals must be submitted via ESU eGRANTS by the deadline, or they will not be considered, regardless of the reason. Contact the OSPR if you need assistance.

Committee decisions on whether your project was awarded or denied funding will be announced approximately one month from the deadline. All FDR Committee decisions are final and appeals are not accepted.

B. Post Award Implementation

Post Award Meeting
If awarded a FDR Major grant or Course Release grant OSPR will reach out for a post award meeting to help prepare you for implementation. If awarded a FDR Mini grant this meeting is optional.

Procurement
PIs and Co-PIs must follow ESU’s policy and procedures regarding making purchases or obtaining services with grant funds. Reference the Procurement Chart in the OSPR Quick Reference Guide and visit ESU procurement website for guidelines on how to proceed. 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.

Travel Approval and Reimbursements
PI must submit the ORIGINAL Travel Approval Form to the Grant and Compliance Accountant.

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).

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 Policies and Procedures. Travel approval and travel expense voucher forms can be found on accounts payable page or the OSPR Forms page.

Funding Note—10% Flexibility Allowance
Grantees have maximum 10% total grant award amount flexibility for moving funds between budget line items in grant expenditures without any prior OSPR approval. For example, if you have a $1,200 FDR Mini grant and you need $120 more to cover a consultant fee and you spent $120 less on supplies, then
this falls under the 10% flexibility allowance and you can make these expenditures.

For changes over the 10% rule, a new budget must be presented to the OSPR and approved by the FDR Committee.

**Reports**
See individual grant type for reporting details.

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**V. SCORING CRITERIA AND DEFINITIONS**

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

<table>
<thead>
<tr>
<th>Score</th>
<th>Definition</th>
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<tbody>
<tr>
<td>5</td>
<td>Exemplary: Exceptionally strong; model for discipline with essentially no weakness</td>
</tr>
<tr>
<td>4</td>
<td>Excellent: Very strong with minor weakness(s); easily addressable weakness(s) that do not substantially lessen impact</td>
</tr>
<tr>
<td>3</td>
<td>Good: Strong but with moderate weakness(s) that lessens impact</td>
</tr>
<tr>
<td>2</td>
<td>Fair: Some strengths but with major weakness(s) that severely limits impact</td>
</tr>
<tr>
<td>1</td>
<td>Poor: Very few strengths and numerous major weaknesses</td>
</tr>
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The following criteria will be applied in evaluating all FDR grant proposals and align to the detailed scoring rubric in appendix:

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 and when the work will be performed

3. **Broader Impact Statement:**
   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.

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, healthcare 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.

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, economically-distressed, 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 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)**

   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.

7. **Tenure-track faculty member:** priority is given to untenured faculty for Mini & Major Grants.

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 workshops, proposals will receive higher scores. In addition, proposals where the primary beneficiaries are students will be scored higher (i.e. undergraduate students will acquire new skill sets that will help them prepare for the workforce).

VI. BUDGET INSTRUCTIONS

The project budget must include all anticipated expenses and revenue. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate ESU offices. Applicants are expected to exercise prudence and request funds only for essential costs that cannot be covered otherwise. Utilize the OSPR Quick Reference Guide and visit ESU procurement website for additional guidelines. The following instructions pertain to specific budget items. All amounts should be rounded to the nearest dollar. Take care, as mathematical errors are cause for the FDR Committee to reject any proposal. Contact OSPR for help with your budget if needed.

1. 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. 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. Below is the AWA form processing procedure:
   - 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.
   - PI will upload the signed AWA form as an attachment in their application. Applications will not be reviewed until this form is received.
   - 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.

2. Summer stipends
   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.

3. Student Wages
   The exact nature of work to be performed by students should be indicated either in the proposal narrative or the budget justification. Requests for student hourly wages that exceed Pennsylvania’s minimum wage are allowed but must include justification in terms of university policy and/or the nature of the work to be performed by students. Clearly indicate how much students will be paid and for how many hours. No fringe is required for student wages during the academic year, but budget 7.65% fringe for student wages in summer.

4. Materials and Supplies – These are consumable items required to carry out the project.
5. Equipment – Reusable items over $300
6. Consultants/Other Services – contracted services (excluding advertising and publication) from individuals or companies outside ESU
7. Advertising/Publication – Promotional items, copying, outreach efforts, etc. and publication
8. Travel
Detail all travel expenses in the budget justification. Utilize online price quotes. Visit ESU Trip Optimizer if traveling by car or vehicle and include a print out with your application. The business office will only reimburse at the rate of the most cost-effective way to travel.

9. Other Support
Estimated or actual funds pledged or anticipated from other sources (departmental, your own, external funding, etc.) should be listed in this column of the budget format; these sources should be identified in the budget justification.

Budget Justification Sample—Every dollar amount in budget template must be explained.
The supplies total ($279.85) in the budget template and will be used in the Digital Visionary Art e-course and the supplemental courses for use on the digital drawing tablet:

VII. APPENDIX

Key Terms
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. He/She assures 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.

Links
OSPR FDR page

OSPR GRANT-RELATED FORMS AND RESOURCES
http://www.esu.edu/ospr/resources/forms.cfm

ESU eGRANTS
# FDR Committee Grant Review Form

**INVESTIGATOR(S) NAME(S):**

**FDR Grant Category:**

Please refer to the rubric & guide for interpretation of the review criteria. A Proposal MUST score a minimum of 3 on every criterion.

<table>
<thead>
<tr>
<th>Review Criteria</th>
<th>Please Mark (X) only one number or score for each criterion</th>
<th>Score</th>
<th>Weight</th>
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<tr>
<td>Adherence to Guidelines (Factor 1)</td>
<td>Poor ⇒ 1 Exemplary ⇒ 5</td>
<td>Please Score X1 Please Score</td>
<td></td>
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<tr>
<td>Clarity, Completeness, and Reasonableness (Factor 2)</td>
<td>Poor ⇒ 1 Exemplary ⇒ 5</td>
<td>Please Score X3 Please Score</td>
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<td>Significance and Impact of the Proposed Project and Outcomes (Factor 3)</td>
<td>Poor ⇒ 1 Exemplary ⇒ 5</td>
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<td>Research Methodology and/or Creative Process (Factor 4)</td>
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<td>Feasibility (Factor 5)</td>
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<td>Professional Development Statement (Factor 6)</td>
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<tr>
<td>Untenured Faculty Member</td>
<td>Tenured ⇒ 1 Untenured ⇒ 2</td>
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</tr>
<tr>
<td>Involving undergraduates/Impact on students (Factor 7, bonus points)</td>
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**TOTAL SCORE (possible Maximum Weighted Score is 97)**

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<th>RR Requirements (Please Check):</th>
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<th>Pending</th>
<th>Missing</th>
<th>Not Applicable</th>
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**Comments:**