Faculty Development and Research (FDR) Grant Funding Guidelines

2021-2022 Academic Year

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THE FACULTY DEVELOPMENT AND RESEARCH (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. Each college has two representatives to provide equal participation in decision-making. Membership on the Committee is for a of 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.

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 within approximately one month of the submission deadline, typically within one week of the committee's review meeting.

The Committee's decisions 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 follow 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.   AY 2021-22 GRANT APPLICATION DEADLINES

Category and Grant Activity Periods	Applicant ESU eGRANTS SubmissionDeadlines – Mondays at Noon
Start It Grants, round 1 (for *Fall 2021 projects*) *Finish It* Grants, round 1	**September 13, 2021**
Start It Grants, round 2 *(for Spring 2022 projects)* *Grow It* Grants *Finish It* Grants, round 2	**October 18, 2021**
FPDC, ESU deadlines *(for summer 2022- AY 2022-2023 projects)* Note: The FPDC competition is managed by PASSHE; final dates, deadlines, and expectations will be communicated by the OSPR when they are announced. This anticipated deadline is simply listed here to aid in your early planning.	**Anticipated: January 24, 2022**
Start It Grants, round 1 *(for Summer 2022 projects)* *Finish It* Grants, round 1	**February 14, 2022**
Start It Grants, round 2 *(for Fall 2022 projects)* *Grow It* Grants *Finish It* Grants, round 2	**March 21, 2022**

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. *Start It* **Grant** (up to $1,200)

    B. *Grow It* **Grant** (up to $10,000)

    C. *Finish It* **Grant** (up to $1,000)

Eligibility
- ❖ Tenured *and* tenure-track faculty members are eligible to apply for FDR grants. Priority is given to tenure-track faculty members; priority points will be awarded when the PI is seeking tenure. Faculty members appointed on a temporary basis are <u>not</u> eligible.
- ❖ There are no restrictions for faculty who will be on sabbatical. They may apply for and implement FDR grants during their sabbatical period.
- ❖ It <u>is</u> 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 *Start It* and *Finish It* Grant Funds awarded in the 2021-22 academic year MUST BE SPENT by up to 6 months maximum or by your proposed last day of grant activity.
- ❖ ALL FDR *Grow It* grant funds awarded in the 2021-22 academic year MUST BE SPENT by the end of the following fiscal year, **June 30, 2023**.
- ❖ Funds can only be used for the project for which the committee awarded grant funds.
- ❖ Only one extension of time will be allowed per FDR grant upon request.
- ❖ Upon <u>any change</u> in the project, please notify the OSPR immediately.
- ❖ PIs are responsible for the close monitoring of their grant's expenditures. If applicant exceeds the approved budget, the applicant's department will be responsible to pay for the overage. <u>PIs are expected to monitor their expenditures in Business Intelligence.</u>

Special Note on Travel
- ❖ All travel is contingent on university policy based on pandemic considerations. Your proposal's approval is not a guarantee you will be able to travel. Please check with the university administration.

Application Instructions
- ❖ ALL internal grants are applied for through this portal <u>ESU eGRANTS</u>
  - o Please register yourself in the online system found through the <u>OSPR website</u>
  - o Supporting documents are uploaded in the portal and include: project narrative, FDR budget template, budget justification, and a 2-page CV. Allowable file formats include Word, PDF, and Excel. The OSPR will obtain approvals from department chairs and deans within ESU eGrants.
  - o Late, incomplete, and/or paper applications will not be accepted.
- ❖ Applicants are reminded that their proposals will be reviewed by a diverse group of faculty

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 follow the FDR Guidelines, be proofread carefully for typographical errors, and be presented with clear and uniform formatting.
❖ 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.
❖ Grant activities should be implemented (begin and end) within the academic period intended for each competition cycle.

Student Involvement: Every application should clearly explain the involvement of/impact on undergraduate and/or graduate 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 and/or graduate students with measurable student-learning outcomes (SLOs) will be favored during the committee review process.

A. *Start It* Grants

Start It: (formerly Mini Grants) *Start It* grants allow a faculty member to develop a new skillset, purchase necessary equipment or datasets, or complete a small-scale pilot project. FDR's support for this early phase inquiry can enable a faculty member to refine techniques and ideas for use in a subsequent scholarly work.

Start It **grants can support:**
- Attending a workshop or course to gain new skills for use in forthcoming research or creative activity.
  - *Examples might include obtaining additional training in new statistical techniques or new computer programming in support of your research; participation in a training intensive to learn novel dance techniques, etc.*
  - *Workshops/courses <u>must</u> have a tangible skill associated with them; general conference attendance does not meet this requirement.*
- Purchasing small equipment, datasets, specialized software, or laboratory supplies to complete a new project.
- Travel to collect new data in support of a research project
  - *Travel for presentation of research or a conference is <u>not</u> eligible for Start It funding.*
- Hiring an outside agency or expert to support a pre-specified scholarly project
  - *Must be demonstrated that the skill/expertise needed is not already available within ESU*

Start It **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.

Start It **grants** *cannot* **support (continued):**

- Delivering invited lectures, chairing a session, or workshop facilitation.
- Unjustified travel costs.
- Graduate student thesis projects.
- Self-promotional projects which lack broader impact/student impact.

FDR *Start It* Grant Funding
Faculty members may apply for **up to $1,200**. Faculty members may put forth as many applications as they wish for different purposes, but may not exceed $1,200 total per academic year. If submitting multiple projects, applicant must complete separate applications for each. All funds must be spent within 6-months of award.

If the project for which applicant is awarded FDR funds changes in any way, for example, applicant is not able to attend said workshop; the dates of the event/research change; etc., applicant MUST notify the OSPR immediately. Funds can only be used for the project for which the committee awarded grant funds.

FDR *Start It* Grant Reporting
Reporting occurs in the ESU eGRANTS portal. Applicant will receive notices that their report deadline is approaching. All *Start It* 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.

Start It **Grant Proposal Preparation Guide**

1. **Project Title**
2. **Abstract**: 500 words maximum at the beginning of the application
3. **Project Narrative**: *maximum 5 pages and must include*
   a. **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 skill set as a researcher, teacher, etc. You must detail how the activity will positively impact students and your field of study.
      i. If the *Start It* grant is intended to fund a small research project or creative activity, this section must also detail the objectives and methods for the proposed work detailing how your approach is intended to achieve your professional learning goals. Funding requests for workshops/trainings must delineate how the learning experiences link to the new skills needed for next steps in the line of research or scholarship.
   b. **Substantiality of Project** - *maximum 1 page*
      Provide proof of substantiality in the form of a description of the workshop you wish to attend from the catalogue or website; or alternatively provide 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.

c. **Student Impact:** Detail the student learning outcomes (SLOs) impacted by the project as well as specific courses that may benefit. Indicate the <u>names and majors of students</u> who will be directly involved in the project, if known. Otherwise, estimate the number of students that will be impacted and how. Include mention of whether the students are enrolled as undergraduates or graduate students.

d. **Timeline:** approximate project startup objectives delivery times, major events, and follow-up activities in chronological order.

4. **Budget**: use the FDR Budget Template provided in ESU eGRANTS

5. **Budget Justification** (aka Budget Narrative): Provide narrative and calculation detailsof all the budget template entries; see sample in Budget Instruction section, p. 12. If you are using a vehicle for travel, visit the Trip Optimizer and include a print out withyour application. The business office will only reimburse at the rate of the most cost- effective way to travel.

6. **CV:** *2-page maximum* Include all relevant professional publications and courses taught as relevant to the SLOs listed.

B. *Grow It* Grants

Description

The FDR *Grow It* Grants program (formerly Major Grants) enables your larger research and creative scholarly ideas to be robustly supported. Grants can provide seed funding for new, large research projects or creative activity and can be applied for by individual faculty or as a joint proposal with multiple faculty members.

FDR *Grow It* Grants *can* support:
- Student worker salary during the fall and/or spring semesters.
- Summer stipend for faculty and/or summer salary for student workers.
- Approved costs to achieve your proposed methods including:
  - purchase of laboratory equipment and project supplies;
  - participant incentives;
  - travel for data collection;

FDR *Grow It* Grants *cannot* support:
- A graduate student thesis project.
- Conference travel for presentation.
- Projects with planned timelines beyond 12-months.
- Self-promotional projects which lack broader impact/student impact.
- Hiring of external consultants duplicating expertise available within the ESU community.

FDR *Grow It* Grant Funding

Grow It Grants are **up to $10,000** for research or creative activity. The FDR review committee reserves the right to adjust the 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. One extension may be granted upon formal approval from the OSPR/FDR Committee. Notify OSPR immediately if you find you need more time to complete your project.

FDR *Grow It* Grant Reporting

The PI from all FDR *Grow It* Grants must submit a Final Activity Report upon completion of the project. You may submit this report within six months after the project's completion date. Reporting occurs in the ESU eGRANTS portal. You will receive notices that your report deadline is approaching.

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***Grow It* Grant Proposal Preparation Guide**

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1. **Project Title**

2. **Abstract**: Maximum of 500 words summarizing the project, presented at the beginning of the application

3. **Project Narrative**: *maximum 8 pages and must include*

   a. **Project Significance:** The significance of the project relative to research or existing creative activity in its general field should be 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 animprovement to the current research?

   b. **Project Description and Methodology**: This section should include 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, pleaseavoid esoteric explanations and jargon.

      i. Project Goals & Objectives: The overall goals and objectives (research questions/hypotheses/etc.) stated and should be clearly formatted. For examples see the link for writing objectives with the SMART style on the OSPR Develop Proposal webpage.

      ii. Methodology: Clearly delineate how the pre-specified objectives will be met and how your choice of methods is appropriate within your area of scholarship. : 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.

      iii. Outcomes: Provide detailed expected outcomes of the project, including student-learning-outcomes (SLOs). A description of how the outcomes will be assessed is appropriate to include.

   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 students you will involve in the project, whether they are undergraduate or graduate students, and how you will recruit them.

d. **Professional Learning Development Statement**: *maximum 1 page*

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 skill set as a researcher, teacher, etc.; it must also detail how the activity will positively impact students and the broader community and/or field of study.

e. **Literature Cited**: Any standard reference format is acceptable (ex: APA, AMA). Both in-text citations and full references are expected.

f. **Timeline**: Please include approximate project startup objectives, delivery times, major events, and follow-up activities in chronological order.

g. **History of Funding**: *maximum of 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".

4. **Budget**: Use the FDR budget template provided in ESU eGRANTS.

5. **Budget Justification (**aka Budget Narrative): Provide narrative and calculation details of all the budget template entries; see sample in Budget Instruction section, p. 12. If you are using a vehicle for travel, visit the 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.

6. **CVs for the PI and the Co-PI(s)**: *maximum 2 pages each.* Include all relevant professional publications and courses taught as relevant to the SLOs listed.

C. *Finish It* Grants

Description

New for 2021-2022, FDR invites ESU faculty to bring their scholarship to completion with conference presentations, publications, and creative demonstrations. FDR's new *Finish It* grant is a highly competitive supplement to existing departmental travel support intended to allow opportunities for faculty members to share their work products on the biggest stages within their field.

Finish It **grants** *can* **support:**
- Defraying planned publication costs.
- Offsetting conference travel expenses to present at an international, national, or regional conferences including those for conference registration, transportation, and accommodations.
  - *Must document submission of conference abstract/presentation (poster or paper) within application.*
  - *Must have accepted conference abstract/presentation <u>prior</u> to full awarding of the grant.*

Finish It grants *cannot* support*:*

- State or local conference presentations.
    - *National and international conference presentations receive additional points in scoring over regional-level conferences.*
- Conference participation solely as a session moderator.

FDR *Finish It* Grant Funding

Finish It grants are **up to $1,000** per academic year per researcher. Two deadlines in each of the fall and spring semesters are available. The FDR review committee reserves the right to adjust the award amount if the budget is not fully justified. In the case of a funding request for conference presentation, verification of a submitted abstract is required with initial application. Preliminary approval may be determined based on abstract submission, however, full approval and release of funds will be withheld until verification of an accepted presentation/abstract is provided to OSPR. Similarly, publication costs cannot be released until the manuscript is accepted by the publisher and verification is provided to OSPR.

Finish It Grant Proposal Preparation Guide

1. **Project Title**

2. **Abstract**: 500 words maximum at the beginning of the application

3. **Project Narrative**: *maximum 3 pages and must include*
    a. **Professional Learning Development Statement**
       Justify and explain your rationale for pursuing this grant opportunity. Make a compelling statement clearly explaining the presentation/publication opportunity involved, the significance of the specific dissemination venue within the field, and the nature of the project you are bringing to completion. You must detail how the activity will positively impact students and your field of study.
    b. **Substantiality of Project**
       Address the lasting effect this funding may have on your scholarly trajectory. What specific collaborations or connections are anticipated from this higher level dissemination opportunity?
    c. **Student Impact**
       Detail the student learning outcomes (SLOs) impacted by the project as well as specific courses that may benefit. Indicate the <u>names</u> <u>and majors of students</u> who will be/were directly involved in the project and who will benefit as co-presenters and/or co-authors. Include mention of whether the students are enrolled as undergraduates or graduate students.

4. **Budget**: use the FDR Budget Template provided in ESU eGRANTS. Contributions toward costs secured elsewhere (including department and academic deans) must be included on the budget form. Total awards cannot exceed the total cost of presentation/publication.

5. **Budget Justification (aka Budget Narrative):** Provide narrative and calculation details of all the budget template entries; see sample in Budget Instruction section, p. 12. If using a vehicle for travel, visit the 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.

6. **CV:** *2-page maximum* Include all relevant publications and courses taught that are relevant to the SLOs listed.

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 in advance if you need assistance.

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

B. Post Award Implementation

Post Award Meeting
If awarded a *Grow It* grant through FDR, the OSPR will reach out for a post-award meeting to help prepare you for implementation. If awarded the *Start It or Finish It* grant, this meeting is optional.

Procurement
PIs and Co-PIs must follow ESU's policies and procedures regarding making purchases or obtaining services with grant funds. Reference the Procurement Chart in the OSPR Quick Reference Guide and visit the ESU procurement website for guidelines on how to proceed. Liaise with the OSPR before making any purchases to ensure compliance with policies 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 (GA) before travel occurs.

Grant-funded travel, if part of your approved budget, is a reimbursable expense. Faculty members will make their own travel arrangements and pay with either personal credit card or ESU travel card (available through the ESU Business Office).

Travel is first and foremost governed by ESU travel policies and procedures. The office that oversees this is the Business Office, Accounts Payable. To receive reimbursement for any travel, whether related to an FDR grant or not, you must complete a travel expense voucher, attach **all original receipts** and obtain signatures from your department chair and college dean, as outlined in ESU's *Travel Policies and Procedures*. Travel approval and travel expense voucher forms can be found on the accounts payable page or the OSPR Forms page.

Funding Note—10% Flexibility Allowance
Grantees have a 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 *Start It* 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 after notifying OSPR and the grant accountant of your intention. For changes

over the 10% rule, a new budget must be presented to the OSPR and approved by the FDR Committee in advance of any expenditures.

Reports
See individual grant type for reporting details.

V. SCORING CRITERIA AND DEFINITIONS

Grants submitted to FDR will first be considered for eligibility. A proposal is considered eligible for funding consideration in the requested category if, a) The faculty PI meets all eligibility requirements (see page 3); and b) The project meet all eligibility requirements for what can be supported under a given funding mechanism's rules (see page 4 for *Start It* grants, page 6 for *Grow It* grants, page 8 for *Finish It* grants). Applications considered eligible for funding will be scored as detailed below. Those deemed ineligible will be removed from consideration.

Grant Scoring
For each eligible FDR grant proposal, the following criteria will be scored on a 5-point Likert-type scale ranging from 5 points (fully met) to 1 point (not met). Points will be tallied to generate a total score. One additional point will be added to applications from tenure-track faculty (see pg 3). Historically, most awarded grants earn 80% or more of all available points. Please keep in mind, awarding of funding is contingent both on grant quality as well as on availability of funds.

1. Rationale: The need for the study, project, training, and/or presentation is well-established, compelling, and aligns with ESU's mission and goals and those of the broader field of study.

2. Goals & Objectives: The goals and objectives (*Grow It* grant) and general statement of purpose (*Start It/Finish It* grants) are clear, are aligned with the rationale established, and are reasonable for the project's proposed timeframe.

3. Methods: The manner in which the project's goals/objectives/purpose are to be met are appropriate, well-detailed, and justified. Appropriate scientific rigor and/or creative process are involved as expected in the given field of study. *Note: For research- or project-based Start It grants as well as all Grow It grants, a fully detailed methodology is expected. For a workshop/training Start It grant, the methods should detail the learning experiences to be completed and how these link to the new skills needed for next steps in the line of research or scholarship. For Finish It grants, the methods section is not required and is not scored (see Finish It section above).*

4. Student Impact: Student learning outcomes (SLOs) linked to the project are fully addressed, are clear, and are compelling. Students, particularly undergraduate students, directly benefit from the project in a tangible manner. Student impacts can be sustained.
Note: Use of students solely as data collectors is less desirable than having students more fully involved in the entire research/creative process.

5. Faculty Impact: Faculty professional development through the proposed project is explained, is clear, and is compelling. How the project will influence longer-term faculty growth at ESU, in both research and teaching, is well explained.
Note: As explained above, fully self-promotional faculty impacts will not be reviewed favorably.

6. Budget: Costs are allowable, reasonable for the field of study, detailed in the budget justification, and are consistent with project's overall purpose and methods. All calculations are correct and within the budget limits. All costs are assigned to correct categories.

7. Feasibility: The methods and anticipated outcomes for the faculty member, included students, ESU, and the broader community can reasonably be expected to be attained by the project using the methods described and within the timeframe and budget proposed.

8. Clarity, Completeness, and Style: All required elements of the application are included and conform to formatting guidelines. The writing style is clear, error free, and balances use of technical elements and jargon appropriately.

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 available on the OSPR main page in the Quick Links and visit the ESU procurement website for additional guidelines. The following instructions pertain to specific budget items. Take care, as mathematical errors are cause for the FDR Committee to reject any proposal. Contact the OSPR for help with your budget if needed.

1. **Salary Primary Investigator**: Grant funds paying PI stipends shall be inclusive of benefits. For example, a grant stipend for $2,000 with a 16.94% fringe benefit rate will be broken down as $1,710.28 salary and $289.72 fringe benefits. In no instance shall fringe benefits be considered a match by the university.

2. **Salary Student**: 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.

3. **Materials and Supplies**: These are consumable items required to carry out the project.

4. **Equipment**: Reusable items over $300

5. **Consultants/Other Services**: Contracted services (excluding advertising and publication) from individuals or companies outside ESU. *Consider the available expertise and services available within the ESU community before proposing use of an external consultant.* Other services includes software, applications, and online subscription fees.

6. **Advertising/Publication:** Promotional items, copying, outreach efforts, etc. and publication costs

7. **Travel**: Detail all travel expenses in the budget justification. Utilize online price quotes. Visit the ESU Trip Optimizer if traveling by car or vehicle and include a printout with your application. The business office will only reimburse at the rate of the most cost-

effective means of travel.

8. **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 the budget template must be explained and the costs for each category utilized should be detailed as shown in the example below.

Grant XYZ Budget Justification

The complete grant budget is $5,135.

- Student wages: $3,000 for a part time undergraduate student worker at $10/hr for the entire academic year. This is $10/hr x 10hr/week x 30 weeks = $3,000. There is no fringe benefits on student wages during the academic year. See proposal narrative for student worker duties.
- Equipment: Dell New Precision 3550 Mobile Workstation computer with 16 GB Memory and 512GB PCIe solid state hard drive or comparable $1,535 https://www.dell.com/en-us/work/shop/dell-laptops-and-notebooks/precision-3550-workstation/spd/precision-15-3550-laptop/xctop355015us_vivp2
- Other Services: MATLAB software user license, $500 https://www.mathworks.com/pricing-licensing.html?prodcode=ML&intendeduse=edu
- Supplies: Extra display monitor, $100

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. This individual ensures 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