**UNIVERSITY SENATE RESEARCH COMMITTEE (USRC)**

**SMALL GRANTS PROGRAM**

**A. PURPOSE**

The purpose of the University Senate Research Committee (USRC) Small Grants Program is to encourage research, creative activity, and innovative teaching projects. This competitive grant program is the result of USRC recognition that there is a need to support scholarly projects that arise throughout the year. The awards provide flexibility to take advantage of unique, rapidly evolving opportunities in research, creative activity, or curricular innovation. Faculty and administrators are eligible to apply for USRC funding. [[1]](#footnote-1)

**B. AWARD CATEGORIESAND AMOUNTS**

USRC small grants fund two categories of scholarly work: 1) research and scholarship (including innovative pedagogy) and 2) travel to present papers/scholarly work. Research and scholarship projects can be funded up to a maximum of **$4,000** for individual projects or **$8,000** for projects with two or more IUP faculty. Travel grants to present in person or at virtual conferences can be funded up to a maximum of **$2,000**. Multiple travel grants can be received, as long as the total amount awarded does not exceed $2,000.

No matching funds are required for either research or travel awards. Grant applications must be submitted such that they can be reviewed at a USRC committee meeting prior to any undertaking of research activities, travel, etc. Applicants are strongly encouraged to apply well in advance of the project start/conference date to allow time for a revised proposal to be submitted the following month if necessary/eligible.

1. **Research & Scholarship**

Category includes:

1. **Cooperative Programs**. Grants to develop cooperative programs with industry or local agencies. Projects must demonstrate a research and scholarly focus. Although worthwhile, grants do not fund community service projects.
2. **Research and Scholarship**. Grants support research and scholarly opportunities.Projects must demonstrate the standards of quality and excellence expected in thediscipline or area.Project must be faculty-driven. Proposals requesting support for student honors projects, theses, or dissertations will not be funded.
3. **Faculty-Student Research Awards**. Grants provide support for faculty members and students to work on research projects together. The proposal must demonstrate that students will share significant research activities. The proposalmust explain how theproject is collaborative work and how both faculty members and students will benefitfrom the faculty/student research project.Project must be faculty-driven and substantially related to the faculty member’s research focus or interests. Proposals requesting support for student honors projects, theses, or dissertations will not be funded.
4. **New Investigator Awards**. Grants to initiate a research or scholarly project for newfaculty,five years or fewer at IUP,who have never had a USRC grant.
5. **Innovative Pedagogy**. Funds may be used to help develop a quantitative orqualitative research study that examines teaching data or effectiveness.Research agendas and data analysis are required components of the project. Projects to develop, prepare, or revise courses will not be funded.
6. **Travel to Present Papers/Scholarly Work**

Grants to present papers, posters, and other scholarly work at internationalor domesticconferences. The USRC will fund in-person or virtual conference presentations.

Attendance at conferences/workshops/educational seminars, recruitment, administrative duties, and organizational leadership tasks are not eligible for funding.

Proposals may be submitted prior to receipt of conference acceptance. If awarded, the acceptance letter can be submitted separately per the award letter instructions.

It should not be assumed that an applicant will be awarded or will receive the full amount requested. The USRC grants are a competitive process with limited yearly funding available. Based upon the quality of the proposal the committee may determine when appropriate that the applicant will be awarded partial funding for the amount requested.

The application includes a field to indicate which of three research categories best fits your project. This is for our record-keeping purposes and does not affect funding decisions. Please choose the category that you feel is the best fit.

* Basic Research: Experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view.
* Applied Research: Original investigation undertaken in order to acquire new knowledge. It is directed primarily towards a specific, practical aim or objective.
* Experimental Development: Systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

**C.** **PROPOSAL CONTENT**

The University Senate Research Committee places great emphasis on clear and concise communication of the proposed project, written for a colleague who may not be knowledgeable in your discipline. The committee will not review applications that are incomplete or do not follow the guidelines*.* All proposals must be submitted electronically vai IUP’s InfoReady Review site, and must be received prior to the deadline. Please take care to carefully read your application before submitting, as it is not possible to return it for edits once submitted.

**Every proposal must address the fields in the application:**

1. **Personal and Application Details**

Complete all required fields (marked with an \*)**.** The Abstract should fit in the space allocated and include a brief (2-3 sentence) project description. When submitting a proposal for travel funding, the abstract must include the title of the presentation, conference title, conference dates, and travel location.

2. **Project Summary**

Following the “notes from the administrator” instructions for each text box, describe the project in the space provided (you may copy/paste from a Word doc if you do not wish to type directly in the text boxes provided). Attachments (such as those for budget and conference travel) are in addition to the Project Description.

**For Research & Scholarship Projects** (500 word maximum)**:**

State the background and significance of the research project. Include the methodology for the scholarly project and plan for completion of proposed activities. Describe the anticipated findings and their significance for the discipline. If students are involved, please describe their role(s) in the project. Include a timeline of proposed activities, including IRB**/**IACUC review (if applicable). Succinctly provide your qualifications for completing the project. All proposals must include citations/bibliography (other than the applicant’s own work) to support the content of the project.

**For Travel to Present Papers/Scholarly Work** (300 word maximum):

Provide a summary of the conference paper or poster that will be presented. State the background and significance, the research methods or description of the work that was completed, and the research findings and significance for the discipline. For conference presentations including human or animal subjects, provide information on IRB/IACUC approval. All proposals must include works cited in the narrative as well as a bibliography of these cited works.

Provide a description of the conference that explains the scholarly nature of the conference and the expected conference audience. For international conference presentations, also discuss the international nature of the conference.

Applicants proposing to co-present at a conference must each submit a separate, unique application and must explain each person’s contribution to the work being presented, as well as justify why more than one presenter is needed at the conference. There must be some overwhelming reason why two presenters should be funded to present the same paper.

**Required Documents for Conference Travel Proposals (in addition to a line-item budget):**

Include the following:

* Official, published call for proposals
* Official conference acceptance letter. **If the proposal writer does not yet have an acceptance letter, s/he is advised to apply without the acceptance letter, rather than miss the proposal deadline. The applicant should forward the acceptance letter as soon as it is received.**

3. **Future Dissemination, Collaboration, and/or Funding**

Describe in one paragraph any future dissemination or publication plans, collaborations, and/or funding for the research being conducted or presented with the proposed USRC grant.

4. **Line-Item Budget (required for all projects)**

* Include a line-item budget **using the USRC template** provided in the right-hand menu of the InfoReady page.
* Provide budget notes that explain expenses clearly and show how summary totals were calculated.
* Describe other support, including personal funds, honoraria, and/or matching funds provided by IUP or outside entities (if applicable).

Budget Limitations:

* No funds may be used for an investigator's salary or for release time during the academic year.
* Student wages will be paid at the hourly rate currently authorized by IUP ($7.25 an hour for undergraduates and $8.25 an hour for graduate students). This standard wage may be exceeded if applicant provides a justification and is in compliance with IUP accounting guidelines.
* Students may not receive wages for work for which they are also receiving academic credit.
* Awarded funds must be expended by the date noted in the recipient’s award notification letter.
* Funds may be requested for research incentives (gift cards) if described and approved in your IRB protocol. Please note that gift cards purchased with IUP funds may not exceed $25 per card, and researchers must comply with university guidelines regarding gift card purchases, distribution, and record retention

Unacceptable Expenses

* Certification programs and conference/workshop attendance only
* Thesis and Dissertation costs
* Duplicate expenses with state system and other awards
* Guest speakers and related expenses
* “Submission,” “application,” and “page print” costs for articles and

books (limited funds are available from the School of Graduate Studies and Research to assist with some of these expenses. For additional information, please visit: <https://www.iup.edu/research/resources/funding-research/internal-funding-opportunities/faculty-publication-and-incidental-research/>)

* Graduate assistants
* Student travel presentation expenses
* Tuition and associated costs of lessons and study
* Computers, phones, laptops, portable devices such as iPads
* Other items prohibited by relevant state and federal regulations

5. **Curriculum Vitae or** **Resume**

Include an abbreviated curriculum vitae or resume (maximum two pages).

6*.* **IRB/IACUC Approval**

A proposal can be submitted in advance of receiving IRB/IACUC approval. However, if required,research projects must secure IRB or IACUC approval prior to release of funds. It is recommended that if at all possible, applicants include their approval letter with the initial application. If the USRC has questions about a project requiring IRB/IACUC approval, an applicant may be asked to consult with the IRB/IACUC chair and secure a letter from that chair verifying that IRB/IACUC is not needed.

**D. PROGRAM REQUIREMENTS**

* Only proposals seeking funding for activities that start AFTER the committee meeting will be considered. Proposals that request funding before the committee meeting are ineligible for funding and will not be considered. Application deadlines and committee meeting dates are listed in Section F of these guidelines.
* Reports for all previous Senate grants must be received before new Senate grant awards will be made.
* Faculty may receive multiple travel grants, with a total not to exceed $2,000 in a single year.
* Faculty may not receive more than $6,000 in Senate awards during a single year. Senate awards include Senate fellowships, research and scholarship small grants, and travel small grants. Awards granted in AY20-21 or AY 21-22 will not count toward these funding limits.
* Faculty may not receive funding from both a Senate small grant and a Senate fellowship for the same project/budget expense.

1. **SUBMISSION REQUIREMENTS**

The application is available in InfoReady Review. All applications must be submitted via InfoReady Review.

Proposals and any corrections to an already submitted proposal will not be accepted after the 4:30 p.m. deadline (EST).

If a proposal is not funded and faculty are encouraged to revise and resubmit their proposal, the entire proposal, not just the revised section, must be resubmitted.

The USRC holds eight competitions for Small Grants. Applications must be received by the posted deadlines for consideration for that month’s grant review.

Applicants will be notified of their award decision via email from InfoReady within one week of the meeting.

1. **APPLICATION DEADLINES AND MEETING DATES FOR AY 2023-2024**

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| **Competition** | **Proposal Deadlines**  by 4:30p.m. (EST) | **Meeting Dates**  3:30 pm |
| September | Friday, September 8, 2023 | Tuesday, September 19, 2023 |
| October | Friday, September 29, 2023 | Tuesday, October 10, 2023 |
| November | Friday, November 3, 2022 | Tuesday, November 14, 2023 |
| December | Friday, December 1, 2023 | Tuesday, December 12, 2023 |
| February | Friday, February 2, 2024 | Tuesday, February 13, 2024 |
| March | Friday, March 1, 2024 | Tuesday, March 19, 2024 |
| April | Friday, March 29, 2024 | Tuesday, April 9, 2024 |
| \*\*May | Friday, April 26, 2024 | Tuesday, May 7, 2024 |

* Proposals requesting funding next fiscal year (FY24/24, beginning July 1, 2024) can be submitted beginning with the February 2024 competition.
* \*\*ONLY proposals for FY24/25 will be reviewed in the May competition. Proposals for the current fiscal year (23/24) must be submitted no later than the April competition.

**G.** **FINAL REPORTS**

Awardees must submit a final report via InfoReady Review. This form can be accessed from the "Progress Report" button on the right sidebar of an awarded application. Reports will no longer be accepted via email submission.

For awards received for projects occurring during the 2023-2024 fiscal year, reports are due on or before August 31, 2024. For awards received for projects occurring during the 2024-2025 fiscal year, reports are due on or before August 31, 2025.

1. Graduate students who are currently IUP temporary faculty are encouraged to apply for graduate student funding from the School of Graduate Studies and Research. The funding information can be located at <http://www.iup.edu/page.aspx?id=65579> . Visiting faculty who are hired as temporary faculty are eligible for funding. [↑](#footnote-ref-1)