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. The grant program is the result of USRC recognition that there is a need to support 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]

B. AWARD CATEGORIES AND 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 $5,000 for individual projects or $10,000 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 match is required for AY21-22.

1) Research & Scholarship
Category includes:
A) 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.
B) Research and Scholarship. Grants support research and scholarly opportunities. Projects must demonstrate the standards of quality and excellence expected in the discipline or area. Project must be faculty-driven. Proposals requesting support for student honors projects, theses, or dissertations will not be funded.
C) 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 proposal must explain how the project is collaborative work and how both faculty members and students will benefit from 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.
D) New Investigator Awards. Grants to initiate a research or scholarly project for new faculty, five years or fewer at IUP, who have never had a USRC grant.
E) Innovative Pedagogy. Funds may be used to help develop a quantitative or qualitative research study that examines teaching data or effectiveness. Research agendas and data analysis are required components of the project. Projects to develop, prepare,

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[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.

or revise courses will not be funded.

2) **Travel to present papers/scholarly work**
Grants to present papers, posters, and other scholarly work at international or domestic conferences. The USRC will fund in-person or virtual conference presentations.

Participation in a workshop is not eligible for funding. Applicants may apply for up to $2,000 and may receive multiple travel awards this year. No match is required in AY21-22. Applications must be reviewed prior to any travel (or presentation date). Applicants are strongly encouraged to apply well in advance of the conference date and may submit an application prior to receipt of conference acceptance.

If a grant is awarded to an applicant, it may not be assumed that he/she 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 grantee receive partial funding for the amount requested.

Beginning in 2019-2020, 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.

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. When submitting a proposal for travel funding, the abstract must include the title of the presentation, conference title, date and fiscal year of conference, the exact dates of travel and travel location, and the rationale for attendance at this conference.

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:

State the background and significance of the research problem. Include the method of research or the 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 review your qualifications for completing the project, if these qualifications are not evident from your resume. All proposals must include a short bibliography of works cited in the narrative.

For Travel to Present Papers/Scholarly Work

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:
- Call for Proposals
- 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.**
- When available, conference presenter acceptance rate information.

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 right-hand menu of the competition page in InfoReady.
- Provide budget notes that explain expenses clearly and show how summary totals were calculated.
- Describe other support, including personal funds, honoraria, etc.
- The traditional dollar-for-dollar match is not required in AY21-22.
- For matching funds provided by IUP, the funding source must complete the box provided with their funding information and signature of approval.
- Identify the source of any matching funds in the budget notes.

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).
- 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
- 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
- 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**

   If required, research projects must secure IRB or IACUC approval prior to release of funds. If relevant, applicants may supply a letter from IRB/IACUC chair indicating that IRB/IACUC approval is not necessary.

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 AY21-22.
- Faculty may not receive more than $5,000 in Senate awards during a single year or more than $7,000 over a three-year period. Senate awards include Senate fellowships, research and scholarship small grants, and travel small grants. Awards granted in AY20-21 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.

E. SUBMISSION REQUIREMENTS

ALL proposal submissions must be submitted electronically via IUP's InfoReady Review site. Paper and email copies are no longer accepted.

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.

F. APPLICATION DEADLINES AND MEETING DATES FOR AY 2019-2020

Competition	Proposal Deadlines	Meeting Dates

	by 4:30p.m. (EST)	3:30 pm
September	Friday, September 3, 2021	Tuesday, September 14, 2021
October	Friday, October 1, 2021	Tuesday, October 12, 2021
November	Friday, October 29, 2021	Tuesday, November 9, 2021
December	Friday, November 26, 2021	Tuesday, December 7, 2021
February	Friday, January 28, 2022	Tuesday, February 8, 2022
March	Friday, February 25, 2022	Tuesday, March 8, 2022
April	Friday, April 1, 2022	Tuesday, April 12, 2022
**May	Friday, April 22, 2022	Tuesday, May 3, 2022

- Proposals requesting funding for July 1, 2022 or later (FY22-23) will be accepted beginning with the February 2022 competition.
- **ONLY proposals for FY22-23 will be reviewed in the May 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 2021-2022 fiscal year, reports are due on or before August 31, 2022. For awards received for projects occurring during the 2022-2023 fiscal year, reports are due on or before August 31, 2023.