

The Center for Regional Engagement
Regional Engagement Grant Program
(Project Dates: July 1 - June 30)
Proposal Deadline: March 1 annually

Introduction

The purposes of the Regional Engagement grants are to promote research and applied research activities within the academic community to MSU's service region. Awards in these areas will be allocated to research that has significance for the region. The committee's highest funding priority is for junior faculty and librarians to help establish their research program, and for senior faculty and librarians who have maintained a productive research program and have continually sought external funding for their research.

Eligibility for Funding

1. Grants are awarded to tenured and tenure-track faculty and professional librarians. Instructors, as described in PAC-34, are eligible for grants. PAC-34 faculty must include in their grant applications a letter of support from their academic chairs. No member of the Regional Engagement Advisory Board (REAB) is eligible for funding.

2. Maximum Yearly Award.

- Mini-grant program – up to \$5,000 per grant– total dollars available: \$50,000
- Regional grant program – \$5,000 to \$75,000 per grant – total dollars available: \$75,000
- College grant program - \$5,000 to \$100,000 per grant – total dollars available: \$100,000

Project Overlap. Proposals submitted for a summer fellowship, however, must be different from any internal grant proposals from that faculty member funded in that same year.

3. If an applicant has been previously funded by the Regional Engagement Grants Committee and the period of that grant has already ended, a new proposal will be considered only if the final report has been received.

The failure to complete a funded project will adversely affect subsequent requests for funding.

4. After an applicant has been funded for a total of three years a new proposal will be considered provided the applicant can demonstrate the following accomplishments:

- a. Applicant has applied for EXTERNAL FUNDING to support their research program during the last three years. Proposals submitted relating to instruction (e.g. equipment, travel, training, instructional/curriculum development grants, etc.) and/or service are not applicable **and**

b. Applicant has presented or published a MINIMUM of TWO papers and/or presentations that were generated from one or more of their last three Regional Engagement funded research projects. The papers must have been presented at a state, regional, national, or international meeting. This eligibility requirement applies to all current grant recipients and all previous and future grant recipients. Although paper presentations and published abstracts are acceptable, priority will be given to applicants who have published their research in refereed national or regional journals within their field. The lack of publications for recipients of three or more previous research grants will significantly impact their priority score, and may result in a decision not to fund.

5. Neither academic degree work, institutional research (research that represents a self-study of a department, college or an academic program), curriculum development, nor proposals which emphasize recruiting as a primary focus will be supported.

Application Procedures

The proposal forms in the Appendices are to be photocopied (or available online from the [Center for Regional Engagement](#) website), and included with proposals. **All pages, including forms, should be collated, numbered consecutively, and stapled in the upper left corner. The page number should appear in the upper right corner. No handwritten copy will be reviewed (including forms). Copies of funded proposals will be stored in the Engagement Library. To apply, submit 6 word-processed copies of the proposal (doubled sided, if possible) including the following items in the order presented.**

- Item 1. **COVER PAGE** (use form A--includes PROJECT SUMMARY).
- Item 2. **VITA** (one per applicant, CURRENT, not to exceed two pages, front only, font no smaller than 12 point, may be single spaced).
- Item 3. **REVIEW OF APPLICANT FUNDING AND PAST PRODUCTIVITY** (use Form B).
- Item 4. **BUDGET SECTION** (use Form C).
- Item 5. **ITEMIZED BUDGET DESCRIPTION** (one page, front only, font no smaller than 12 point). Provide a breakdown of equipment costs, item by item (or type) including justification for specific expenditures and documentation of vendor costs.
- Item 6. **NARRATIVE** (12 pages maximum excluding bibliography, double spaced, font no smaller than 12 point).

FORM AND STYLE

Write the proposal in the third person, and do not refer to yourself by name. **Check for accuracy of spelling, grammar and punctuation.** As the committee is interdisciplinary in membership, ensure that the narrative is clear to a lay audience. The narrative must **include in**

order all the sections A-I below. Subheadings must be clearly labeled. Avoid omission of sections by referencing previous discussion.

The narrative constitutes the principal basis for judging the merit of the proposed project. Therefore, care should be taken to present clearly and concisely the information requested under the following subheadings: (note Proposal Evaluation Form).

Although proposals inevitably involve the use of technical language and/or specialized terminology, the researcher should make the project understandable to a person unfamiliar with her or his particular field of research.

- A. Major Objectives/Management.** This section should include a brief rationale and statement of the project with the objectives expressed explicitly and clearly measurable and stated in performance format. Adequacy of management of the project as to available time, subjects, facilities, equipment and support. **MUST** include a timeline which provides a detailed breakdown, scope, and sequence of project. Faculty requesting funding to support release time to complete a project should provide justification.
- B. Literature Review and Rationale, or Background.** A **CURRENT** comprehensive, scholarly description of the current state of scholarship on the specific research area.
- C. Project Description.** (a) Detailed description of the design methodology (e.g., procedures, experiment design, statistical analysis to be performed, survey instruments, etc.); (b) explanation of strength of the research design and its relationship to the objectives; and (c) explanation of originality of project. If the submitted project is similar to or follows up on an earlier funded project, e.g., analysis of data already collected, the researcher must make clear the difference in the goals and/or design of the proposed research project and must attach a final report for the previously funded proposal(s).
- D. Evaluation.** Describe how the completed project will be evaluated (e.g. objectives versus outcomes, peer review, statistical analysis, etc.).
- E. Significance.** The significance of the research must be clear to a lay reader. Describe the significance of the project in the applicant's field on a local/regional level. (i.e., new applications or ways project will extend knowledge in the field/benefit of project; who will benefit, etc).
- F. Regional Significance.** Discuss the significance of the research for the region, and its importance in relationship to furthering the mission goals of the Center for Regional Engagement.
- G. Utilization of Project Findings.** Describe a plan for the dissemination of findings (presentation and/or publication) in scholarly journals, professional meetings, public meetings, etc. (e.g., project findings used to seek external grants to expand/continue research in area). Be specific: For example, list a representative journal or audience where results might be published or presented.

H. Staff Identification. Identify ALL faculty and students who will be conducting and/or assisting in the research. Describe EXPERTISE of applicant, involvement of students, other assistants, and/or co-researchers and indicate pertinent skills and accomplishments, including publications and papers.

Item 7. **APPENDICES** (No more than 3 pages single spaced, 6 pages double spaced, or the equivalent; font no smaller than 12 point). Should include support letters, equipment justification, Provost and Executive Vice President approval of reassigned time as per PAc 29, and other relevant information.

Item 8. **APPROVED REPORT OR REVIEW FORM** from the Institutional Review Board for the Protection of Human Subjects OR Institutional Animal Care and Use Committee, (or notification of IRB or IACUC exemption), if project involves human subjects or animals.

Item 9. **Letter of support from chair of academic department** (*required* for PAc-34 faculty; highly recommended for all faculty).

Proposals are due March 1 annually. No exceptions will be made for the announced deadline. **The completed proposals (total 6 copies) are to be submitted to 320 University Street, Morehead, KY 40351.1689 by the close of business.** The proposals will be reviewed by the committee, which will recommend funding based on the evaluation criteria and the funds available.

Proposals recommended for funding will be sent to the Director, Center for Regional Engagement for final approval. The Director will notify the applicant of the disposition of the proposal.

If a faculty member or professional librarian leaves the University after receiving an award notification, it is the responsibility of the faculty member or professional librarian to inform the Research and Creative Production Committee.

Nature of Proposals

1. Proposals for amounts less than \$1,000 will not be considered. **The committee may reduce the maximum amount of grants in the event of budgetary deficiencies.** Student participation in the project is encouraged.
2. Support and cost-sharing for student wages, equipment, copying, and publication costs should be sought within the applicant's department and/or college. **Support of adjunct faculty salary, in order to provide time for research for a full-time faculty member, will be awarded only if prior approval has been obtained in accordance with PAc 29, evidence of approval from the Provost and Executive**

Vice President provided to the committee at the time of proposal submission, and if surplus funds are available.

3. Any proposal that involves the collection of data from human subjects must be cleared by the Institutional Review Board for Protection of Human Subjects in Research. **An approved IRB Report of Review form or formal notification of exemption must be included with the research proposal before review by the Regional Engagement Advisory Board (REAB) (contact the IRB Chair).**
4. Any proposal that involves the collection of data from animal subjects must be cleared by the Institutional Animal Care and Use Committee (IACUC). **An approved IACUC Notification of Protocol Review form or formal notification of exemption must be included with the research proposal before review by the Regional Engagement Advisory Board (REAB) (contact the IACUC Chair).** The Institutional Animal Care and Use Committee intends to monitor the treatment of animal subjects employed in research projects at Morehead State University.
5. **A proposal will be considered only if:**
 - a. the applicant is eligible.
 - b. the following forms are completed:
 - Form A: Cover Page
 - Form B: Review of Applicant Funding and Past Productivity
 - Form C: Budget Request.
 - c. proposals involving human or animal subjects have been approved by the appropriate committee prior to proposal submission.
 - d. the proposal is submitted to **the Regional Engagement Advisory Board Grant Committee** before the announced closing date.
 - e. the proposal follows application procedures.
 - f. the requested amount is not less than \$1,000.
 - g. the proposal meets pagination restrictions.
6. During the review process, the committee may request additional information from the researcher to enhance the review or may seek advice from other scholars in the applicant's field.
7. Faculty, staff, and professional librarians are strongly encouraged to collaborate in joint effort with other faculty and/or students when appropriate. If a faculty member or professional librarian collaborates with a student, the faculty member or professional librarian must be identified as the principal investigator and the student vita must be included with the application materials. (See "Nature of Proposals"). Cross departmental efforts are encouraged. Each applicant is eligible for only one grant per year.

Proposals not following these guidelines will not be reviewed by the Committee.

Evaluation Criteria

Proposals will be evaluated by the following criteria:

1. Form and Style - accuracy, clarity, pagination, organization of proposal.
2. Budget – detailed and itemized; accuracy of rates and requests; completeness and clarity.
3. Clearly measurable objectives of the research and/or project are stated in performance format. Adequacy of management of the project including the establishment of a timeline, facilities, equipment, and support.
4. Identification and comprehensive review of current literature as it relates to proposed research.
5. Clearly stated research methodology, including survey instruments, and its relationship to the objectives under investigation and evaluation of the project.
6. Appropriateness of evaluation plan.
7. Significance of the study to the researcher's academic specialty on a regional or local level and the significance of the research for the mission goals of the Center for Regional Engagement.
8. Proposed utilization and dissemination of the project findings (presentation or publication).
9. Expertise of applicant, involvement of students and/or co-researchers.

Project Reporting

The grant recipient is required to account for University research funds. The committee expects that a report of the research will be published in a scholarly journal, read at a professional meeting, or otherwise made public in an approved and accepted manner. In all cases, the researcher must acknowledge that support for the research was made available, in whole or in part, by the Regional Engagement Grant Award at Morehead State University.

1. Monthly reports outlining outcomes/goals, outcomes to date, next steps, and budget remaining are required for each grant. **A form will be sent electronically to the grant recipients 5 working days before the end of each month. In order to maintain funding, the form must be returned to Regional Engagement by the 5th business day of the following month.**
2. Grant recipients will be required to return to the University any unexpended or unencumbered funds on **June 30 following the end of the fiscal year for which the grant was awarded. This grant period will provide approximately 12 months to expend all grant funds, therefore, eliminating the need for grant extensions. REQUESTS FOR GRANT EXTENSIONS WILL NOT BE CONSIDERED BY THE COMMITTEE.**

3. An abstract of the final report will be submitted to the **Regional Engagement Advisory Board (REAB)** on the form titled "Abstract Form D." In addition, the grant recipient will submit two copies of either a reprint of the paper(s) or publication(s) reporting the research or a detailed final report to the Regional Engagement Advisory Board (REAB) that includes how the objectives stated in the proposal were met.

The final report and Abstract will be submitted no later than July 31 following the end of the fiscal year for which the grant was funded. Following receipt of the abstract and final report or reprints of paper(s), publication(s) or abstracts, the Regional Engagement Advisory Board (REAB) will place these materials, together with a copy of the original grant proposal, in the Regional Engagement Advisory Board (REAB) Award Collection. Reprints directly resulting from the grant following the submission of the Final Report may be forwarded to the REAB for inclusion in the Award Collection.

Ownership Rights

The ownership of inventions, discoveries, and copyright materials section of the Personnel Policy Manual (PG-18) determines research ownership rights.

Equipment remaining after the completion and/or termination of any project financed with a Regional Engagement Advisory Board (REAB) grant becomes the property of Morehead State University. Library materials purchased with grant funds will be transferred to the Camden-Carroll Library at the termination of the grant (see Transfer of Grant Materials Form E).