

**EAST TENNESSEE STATE UNIVERSITY
RESEARCH DEVELOPMENT COMMITTEE**

Small Research Grant Application Guidelines

Deadline: None. Applications accepted any time between July 1 through May 30, for the fiscal year ending June 30.

I. PURPOSE

The Research Development Committee (RDC) is responsible for distribution of internal funds to support research. These funds are administered by the Office of Research and Sponsored Programs Administration (ORSPA) on behalf of the RDC. The RDC approves budgetary allocation of the funds available for the fiscal year, evaluates grant applications, and selects those to be supported. Small Research Grants are intended to support and encourage research which is broadly interpreted as scholarship in both the sciences and non-sciences including the humanities and the fine and performing arts. Grants are awarded for the fiscal year July 1 through June 30. Any RDC allocated money must be spent within this time period.

RDC members are available for consultation to assist applicants in the preparation of the application, budget, budget justification, etc. Additionally, the ORSPA staff can answer questions that applicants may have and provide examples of recently funded proposals.

Small Research Grants may be requested to support modest costs of research such as supplies and travel to collect or analyze data, or meet with current collaborators, provide for student workers, or process any information pertinent to an existing research project. The RDC will not support publication costs, travel to conferences, travel to explore potential collaborations, clerical support for manuscript preparation, support for advanced degrees, preparation of theses or dissertations, publication of theses or dissertations for faculty or graduate assistants, or computer purchases.

II. ELIGIBILITY

Any full-time employee of the University who holds faculty rank and for whom research is a requirement of their position is eligible to apply for funding. However, in the case of individuals on part-time or renewable yearly contracts, the department employing the individual must guarantee that if the grant is awarded the recipient will be in the employ of the University during the time period in which the grant is in effect. Individuals who hold adjunct appointments at ETSU but are not paid for their services may be eligible to apply for a Small Research Grant if research is a requirement of their position. In order to be considered for a grant an adjunct faculty member must also identify an ETSU unit

that agrees to assume responsibility for management of the grant budget. He/she should also conduct the project in collaboration with a full-time compensated ETSU faculty member and should provide a detailed description of the contributions to programs at ETSU made by the adjunct faculty member (e.g. service on graduate committees, supervision of interns, lectures in courses). Students of the University are ineligible. Non-faculty employees of ETSU are eligible to apply for funding if research is a requirement of their position.

III. PROPOSAL PREPARATION

Proposals submitted that do not follow these guidelines will not be reviewed. You may use the Sample Application Form, a MS Word document available for downloading on the RDC website as an aid in preparing your application. You will NOT be submitting this document, but merely using it to view the questions that will be asked on the actual application and to prepare your answers with the use of a spell-check.

A. Application/Budget Form: Fill in all the blanks for each of the three parts. Provide a detailed description of every item in your budget within the proposal narrative. See the "Budget Preparation Guidance" page in this document for more information.

B. Proposal Narrative: The project narrative should be descriptive of your project, using non-technical language (the RDC defines non-technical language as terms found in an abridged dictionary) and includes:

- Abstract of the project (1500-character limit)
- Introduction to the project (1500-character limit)
- Specific aims (600-character limit)
- Significance of the project (1500-character limit)
- Expected use of the data obtained (600-character limit)
- List of journals or book likely to publish the results (150-character limit)

IV. PROPOSAL SUBMISSION

A. The entire application (including budget form) must be routed for review and signatures through the appropriate chair and dean, or supervisor and director before it will be considered for review, i.e., the signed paper copy must be received by ORSPA.

B. The application form components must be completed and submitted through the online COS AMS system. You may copy and paste your answers from the sample form.

C. Send the original (paper) cpy of the application along with the fully signed Authorizing Signatures page to: RDC Small Grants Program, c/o The Office of Research and Sponsored Programs, Box 70565.

V. REVIEW CRITERIA

RDC Small Research Grants are awarded on a first come first served basis and on the basis of justification of specific needs to carry out the research. **Grant proposals that do not follow the guidelines outlined in this document will not be reviewed.** Research projects involving human subjects, animals, or hazardous materials can be submitted to the RDC without the relevant approvals in place. Projects that have already obtained these specific approvals will be given priority whenever possible. If the project is funded, approvals must be obtained by the appropriate University committee **before** funds are released.

VI. NOTIFICATION OF AWARD ACCEPTANCE

The RDC uses a short-review process to make timely decisions on these applications. The review process is usually completed within one month of submission of the proposal. Award letters will be sent to all successful grant applicants. Unsuccessful applicants also will be notified in writing.

RDC Small Research Grant Budget Preparation Guidance

Personnel

Temporary employees are paid an hourly amount with 7.65% benefits budgeted. An undergraduate or graduate student may be hired as a temporary employee.

Supplies

Supplies (operating expenses) are individual items that cost less than \$5,000. Provide a separate, typed explanation for items that are not self-explanatory and cost \$100 or more.

Travel

Only travel to collect or analyze data, or obtain information pertinent to an existing research project will be considered. An itemized list of expected expenses should be included. Current guidelines for meals, mileage, and hotel charges are available through the ETSU website at <http://www.etsu.edu/fa/fs/FSForms.aspx> Please note that international (including AK, HI and Canada) travel requires approval from the President of the University.