

**YOUNGSTOWN STATE UNIVERSITY  
UNIVERSITY RESEARCH COUNCIL  
GRANT PROPOSAL**

PROJECT TITLE _____	
RESEARCH TO BEGIN _____	END _____
Review is Required for: <input type="checkbox"/> Human Subjects <input type="checkbox"/> Animals <input type="checkbox"/> Hazardous Procedures (Materials)	
SIGNATURE OF APPLICANT _____	DATE _____
NAME TYPED _____	DEPARTMENT _____
E-MAIL ADDRESS _____	PHONE _____

COMMENTS _____ _____ _____	
DEPARTMENT CHAIR'S SIGNATURE _____	DATE _____
→ <b>NOTE:</b> <i>If the chair is a co-investigator on this project, this information needs to be divulged.</i> ←	

COMMENTS _____ _____ _____	
COLLEGE DEAN'S SIGNATURE _____	Date _____

Approved

Disapproved

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Chair, University Research Council

# UNIVERSITY RESEARCH COUNCIL GRANT APPLICATION GUIDELINES

## PURPOSE

Youngstown State University is committed to research, scholarly activities, and creative works. Funding for the University Research Council provides a mechanism for faculty to pursue these commitments. Because funds are limited, Council must limit the size and scope of the award and must seek to gain the most productivity possible through the competitive process. The purpose of the University Research Council is to provide seed money for new projects and to support those projects where other funding is not available. If, however, such seed funding will lead to future external grant support, please provide this information in your proposal.

## ELIGIBILITY

Full-service faculty at YSU are eligible to apply. Eligible projects are those focusing on research, scholarship, and creativity. Projects related to the scholarship of teaching, which will lead to publication are also eligible.

URC funds are available for:

1. Travel for the purpose of data collection; however, because of the limited funds available, applicants are expected to minimize travel costs by sharing expenses. The URC rarely supports all travel costs.
2. Postage, printing, supplies, and equipment
3. Personnel.

URC funds are not available for:

1. Travel for the purpose of presenting research results
2. Travel for training and/or faculty development
3. Instructional or institutional projects Projects on the scholarship of teaching, which lead to peer-reviewed publication are allowed.
4. Support for a project that is part of an advanced degree program of the applicant
5. Faculty salaries
6. Membership or subscription fees in professional organizations in which membership is held in the applicant's name
7. Salary support for clerical (non-research) personnel
8. Publication charges of completed scholarship/research (other funds are available for this purpose)
9. Food and/or meals even if travel is partially supported by the URC

## SUBMISSION DEADLINES

The deadlines for proposal submission are dependent on the amount of the grant request. Requests of \$500 or less may be submitted at any time, as the Graduate Dean is authorized to approve these unilaterally until funds are depleted. The University Research Council reviews all requests exceeding \$500 and all second or subsequent requests within the same fiscal year, regardless of the amount. The **deadline for proposal submission is Wednesday, March 4, 2009**. In the event that all funds are not committed, the remaining funds will be used to fund additional Research Assistants in that competition.

## COUNCIL MEMBERSHIP

Members of the University Research Council are appointed by the Dean of Graduate Studies and Research. Membership includes: three representatives from the Academic Senate Research Committee, three representatives from those recommended by Graduate Council, one Graduate Student Advisory Committee member, the Dean of Graduate Studies and Research (chairperson), the Director of Grants and Sponsored Programs, and a member from the Public Service Institute.

## URC PROPOSAL FORMAT

The **language** of the proposal should be as **non-technical** as possible. *The use of disciplinary jargon is not recommended and may jeopardize your final ranking by the URC.* Each application should stand on its own merit and include the following components as applicable:

1. Cover Sheet
2. Abstract (250 words or less)
3. Narrative, (**limited to five (5) single-spaced pages total—pages beyond the 5 page limitation will not be reviewed**) including:
  - a. Needs Statement  
Background information, statement of the problem, significance, timeliness, appropriateness, innovativeness, generalizability, relationship to applicant's current research. Effect of this work on the applicant's ability to seek funds from external agencies (i.e., NEH, NSF, NIH, etc.)
  - b. Statement of Objectives  
Specific aims or goals of the proposed research
  - c. Procedures  
Method, project plan, including timeline
  - d. Statement of Evaluation  
How the results will be evaluated or how the success of the project will be determined
  - e. Plans for Dissemination of Results  
Where will the results of your scholarly activity be published, presented/exhibited or performed?
  - f. Leveraging Plan  
What effect will URC funding have on your external grant agenda? What specific grant proposals will be submitted as a result of URC funding and when will they be submitted?
  - g. Availability of needed resources: facilities, budgetary (if applicable)
4. Appendix I (**One (1) page, maximum**)  
Representative, pertinent bibliography from last five years
5. Appendix II (**Two (2) pages, maximum**)  
Budget. *Use the standard budget format as follows on the next page.* Remember that budget costs must be justified by discussion in your narrative section, or by a second page of budget justifications. It is very important to justify, not just itemize, your budget needs.
6. Appendix III  
Applicant's vita (**limited to 2 pages**), including a detailed list of his/her publications on the same or related topic, and listings of other publications, grant applications, grant awards (both internal and external). (Only two vita pages will be copied and forwarded to the Committee.)
7. Appendix IV  
Faculty Support Summary.

Applicants must use the above format for all proposals, but may make minor changes if necessary. The proposal must include the signatures of the applicant, the department chair, and the college dean, before it is submitted to the Dean of Graduate Studies and Research. Applicants are advised to limit the proposal to **five single-spaced pages**, exclusive of the cover sheet, abstract, vita, and appendices. Other pertinent materials may be appended for review and will be returned. If the research involves human subjects, animals, or hazardous materials, the project must be reviewed by the appropriate compliance committee before the grant can be awarded. **Note:** *If the applicant has previously had a URC grant, a final report must be on file in the School of Graduate Studies and Research before the application will be reviewed.*

**BUDGET**

1. PERSONNEL

a. Salaries (including fringe benefits) \_\_\_\_\_

Student Assistance  
( \_\_\_ hours at \$7.30 per hour) \_\_\_\_\_

Fringe Benefits (5%) \_\_\_\_\_

b. Consultants and Other Services  
(be specific)

TOTAL PERSONNEL: \_\_\_\_\_

2. NON-PERSONNEL (be specific)

a. Equipment \_\_\_\_\_

b. Supplies (itemize) \_\_\_\_\_

c. Travel (***excluding*** food) \_\_\_\_\_

d. Other Costs

Postage \_\_\_\_\_

Telephone \_\_\_\_\_

Xeroxing \_\_\_\_\_

Printing \_\_\_\_\_

Miscellaneous \_\_\_\_\_

TOTAL NON-PERSONNEL: \_\_\_\_\_

**TOTAL REQUEST:**           \$ \_\_\_\_\_

(Include other project support on a separate page)

## EVALUATION CRITERIA

In addition to the scholarly, technical, or artistic merits of a proposed project, the URC will consider the following general criteria or questions in evaluating proposals:

1. Completeness of proposal: Cover sheet, abstract, narrative, bibliography, budget, resources, vita.
2. Needs statement, introduction and background. Quality and importance of the project. (How worthwhile and well conceived is the project?)
3. Statement of objective: Are the specific goals or aims clearly stated? Are the goals realistic in terms of time and resources available?
4. Procedure: Is the methodology and project plan (including time-line) clearly stated and appropriate?
5. Evaluation/dissemination: Has the applicant described how the success of the project will be evaluated and where the work will be published?
6. Applicant's publications, current research, grant applications and grant awards: What are the qualifications of the researcher for the project proposed? Do the credentials indicate that this project is appropriate?
7. What previous support has this person received and has it been well used? How likely is it that this person will complete this project (especially for recent hires or for individuals who have not received support)?
8. Are there specific benefits of this project to the applicant's teaching?
9. Does this project enhance the applicant's ability to contribute to the departmental/college mission and goals?
10. Evidence that the applicant has or will explore and seek external sources of funding for continued support of this project.
11. Are there any other aspects of the proposal which should be considered in determining if a URC Grant should be awarded?

## REPORTING REQUIREMENTS

A final report must be submitted to the Dean of Graduate Studies and Research within six months after expenditure of the award. This report should include a summary of the progress or results of the project, a list of publications or presentations, and any grant(s) submitted/awarded as a result of the URC funding. The final report will be reviewed by the URC in evaluating future applications for URC funding.

## **AWARD TIME LIMITATION**

University Research Council grants will normally be expected to be completed within the time frame indicated on the cover sheet. This period will normally be no greater than 12 months. Under exceptional circumstances and with justification, this time may be extended by the Dean of Graduate Studies and Research up to one additional year. Extensions beyond one year will not be approved.

