

IDAHO STATE UNIVERSITY  
INTERNAL RESEARCH GRANT PROPOSAL  
GENERAL GUIDELINES

**NOTE – EVERY PROPOSAL MUST CONFORM TO THE FOLLOWING GUIDELINES IN ALL RESPECTS.**

**PROPOSALS NOT IN COMPLIANCE WITH REQUIREMENTS CONTAINED IN THESE GENERAL GUIDELINES AND THE SPECIFIC GUIDELINES FOR EACH COMMITTEE ARE AUTOMATICALLY ELIMINATED FROM CONSIDERATION.**

Please contact your area representative with any questions concerning the development of your proposal. You are strongly encouraged to discuss your proposal with your area representative prior to submission.

#### TERMS AND ABBREVIATIONS

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*General Guidelines* – The guidelines contained herein refer to all Internal Grant Proposals at Idaho State University (ISU).

*Specific Guidelines* – The guidelines specific to one of the “Committees” listed below. The Specific Guidelines can be found at [www.isu.edu/research](http://www.isu.edu/research): select Internal Grant Committees (on the left), and then select the appropriate Committee from the drop down list.

*Call(s)* – The specific Call for Proposals put out by the individual “Committees” listed below.

*Committee(s)* – The five Internal Grant Committees. They include Faculty Research Committee (FRC), Graduate Student Research and Scholarship Committee (GSRSC), Humanities/Social Sciences Research Committee (HSSRC), Undergraduate Research Committee (UgRC), University Research Committee (URC).

*Project Date* – The period between the beginning date and end date of each Committee’s Grant. This date is set for every Committee and can only be changed by a request for extension as listed in the guidelines. The set period is listed in the Specific Guidelines for each Committee, and includes BOTH the time period for performance of the work associated with the grant AND the time period when expenditures may be charged against the grant account.

#### DEADLINES & SUBMISSION

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The deadline for each Internal Grant proposal is listed in the individual Committee’s Calls. Both a hard copy and electronic copy of all proposals are to be submitted to the Office of Research, Room 205, Fine Arts Building, no later than 5:00 pm on the date specified in the Call. It is strongly suggested you use duplex (double-sided) printing for the body of your proposal. The electronic copy

must be an EXACT copy of the hard copy, but without signatures. The preferred method of submitting your electronic copy is via email attachment to [Office\\_of\\_Research@isu.edu](mailto:Office_of_Research@isu.edu). In instances where email attachment is not possible, you may provide a disk containing the full electronic copy when you submit the hard copy. The **cover page** attached to the hard copy of the proposal must bear the original signatures of the department chair and dean of the appropriate college.

For any questions, please contact the Office of Research at 282-2714 or via email at [Office\\_of\\_Research@isu.edu](mailto:Office_of_Research@isu.edu).

## GRANT PROCUREMENT

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### A. DEFINITION OF RESEARCH

In accordance with its purpose and with the procedures and conditions described below, the Committees allocate monies to eligible persons within the University for the purpose of conducting research. As defined by the University, **research is any extracurricular activity of an intellectual or professional nature which extends knowledge, understanding, and appreciation, or facilitates the extension of knowledge, or contributes something of scholarly value.** This definition is understood to include those activities which involve or are preparatory to the production of creative works. On the other hand, the definition is meant to exclude projects which aim primarily at the training of students or at the development of courses, curricula, or instructional materials.

### B. ELIGIBILITY

See each Committee's Specific Guidelines and Call for Proposals for specific grant eligibility criteria.

Discrimination on grounds of race, religion, sex, national origin, age, disability, sexual orientation or veteran status, including disabled veterans and veterans of the Vietnam era is prohibited in the determination of funding.

Only one proposal will be considered for funding per investigator during any proposal submission period (e.g., Fall or Spring competition).

If a faculty member or student applies for funds, receives an award, and then leaves ISU before the award's start date, he/she will not receive the funds. If the recipient leaves ISU after expending a portion of the funds, any unspent funds will return to the Office of Research. The Principal Investigator (PI) is responsible for notifying the committee that he/she is leaving ISU, and must provide an approximate date of termination. Funds spent after that date will not be paid by the grant. Funds are not transferable to another university or a new project director. Funds will not pay for charges occurring prior to the project start date.

If a Committee member submits a proposal to the Committee she/he sits on, then an alternate representative will be appointed per the Committee's bylaws to replace the member while the proposals are being considered.

The Committees normally will not approve additional funding for the completion of projects which they previously funded or from investigators who have not completed the final report on a previous project.

## C. DEFINITION OF FUNDING CATEGORIES

See each Committee's Specific Guidelines and Call for Proposals for eligible funding categories.

Provided below is a description of the various activities funded by internal committees at ISU. Check the Specific Guidelines for activities funded by specific programs. Not all programs provide funds for all categories.

### 1. Research Grants (FRC, GSRSC, HSSRC, UgRC, URC)

Grants are awarded in competition for research to be conducted or directed by eligible persons or as matching funds for extramural research grants. The research should have potential for publication. Monies available under this category are intended to be used for expenses incurred by the individual in the course of doing research. These include, but are not limited to, student aid (research assistant or work-study), equipment, expendable supplies, and computer time.

**Requests for computer and audio-visual equipment or other common-use equipment, should be clearly justified.**

### 2. Release Time Grants (FRC, HSSRC, URC)

Release Time Grants are awarded on a competition basis to provide monies to release eligible persons from teaching, administrative, or other assignments in order to conduct or direct research. The allocation of these monies is subject to the conditions in each Committee's Specific Guidelines.

### 3. Dissemination Grants (FRC)

This category provides funds for the dissemination of research where the cost exceeds \$300.00. Dissemination here is understood to mean any exposure through publication or presentation that will inform others interested in the research topic. See the FRC's Specific Guidelines for details.

## ADDITIONAL PROCEDURES

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### A. DURATION

The duration of time for all grants will be a period of **one year**. Initial requests for extensions may be approved by the specific Internal Grant Committee Chair. All other extensions require approval by two-thirds of the Committee's members.

**All requests for extension of time** must be justified clearly in a written request submitted to the Office of Research for distribution to the specific Committee and should be submitted 30 days in advance of the current grant expiration date.

Note - Grant accounts are closed when the expenditure periods (including any extensions granted) have expired. All monies remaining in the grant account at the time of closure are returned to the Office of Research.

**B. PROPERTY AND EQUIPMENT**

Non-expendable materials purchased with Internal Grant Committee monies are the property of Idaho State University.

**C. PROFITS**

Profits from research funded by any Internal Grant Committee, up to the amount awarded for the project, must be returned to the Office of Research.

**D. ADDITIONAL SUPPORT**

Each Committee will not provide additional support for the completion of a project which it has previously funded under any Category.

**E. REQUIRED SEMINAR**

All awards are contingent upon completion of a short seminar on spending your funds, presented by the Office of Research. The Office of Research Financial Technician will be in contact with awardees concerning these workshops. Your grant funds will not be available until you attend one of these workshops.

**REQUIREMENTS FOR PROPOSAL DEVELOPMENT**

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**A. PROPOSAL FORMAT, ORDER AND CONTENT**

The proposal format, order, and content **must** be in accordance with the requirements listed in each Committee's Specific Guidelines and should be no more than eight (8) single-spaced pages using standard one-inch margins and easily readable print (no smaller than 12 Point font). The eight (8) pages do not include the cover page, budget page and references cited. All pages must be numbered.

**B. ANONYMITY**

Investigators are **not** required to maintain anonymity but may choose to do so. When citing their own work, they should simply refer to themselves as "Author" (e.g. Author, 1992). ISU colleagues may be identified or cited as "Author1," "Author2," and so on.

**C. COMPLIANCE**

All research proposals involving controlled substances, radioactive materials, recombinant DNA, human subjects or animals **must have approval by the appropriate University Committee (see table below)** in order to ensure compliance with existing regulations:

Proposal Involves	Committee Approval Needed
Human subjects	<a href="#">Human Subject Committee</a> (IRB)
Animals	<a href="#">Institutional Animal Care and Use Committee</a> (IACUC)
Radioactive materials	<a href="#">Technical Safety Officer</a> (TSO)
Recombinant DNA	<a href="#">Institutional Biosafety Committee</a> (IBC)

Controlled substances	Controlled Substance License Approval
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Approval by the appropriate University Committee(s) MUST take place prior to the first meeting of the Internal Grant Committee, held to evaluate proposals, and a copy of the approval letter and licenses MUST be attached to the Internal Grant Proposal. For security reasons, please **DO NOT** attach the entire protocol submitted to the University Committee.

If the type of research being conducted is exempt, a letter of exemption from the appropriate University Committee Chair must be filed by the PI and so indicated on the proposal cover page. The date of exemption or approval must also be indicated on the proposal cover page.

Note – As listed in the table, investigators using controlled substances must be properly licensed by the appropriate State and/or Federal agencies, and the license approval date must be noted on the cover page. **Approval must be received by the Office of Research prior to the committee's first meeting to evaluate proposals.**



## BUDGET JUSTIFICATION

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All proposal budgets require a budget justification or explanation section.

NOTE – Consistent with the Committee's desire to achieve a widespread use of research funds, any budget item that has not been given adequate justification may be reduced or eliminated (by majority vote of the quorum). Please remember that other worthy projects are seeking support also and our funds are limited.

1. Personnel -- As allowed by specific committee. Graduate assistants, secretarial help, and so on should be included under this category with careful identification of who is to receive funds. Work-study services should be used wherever possible, after consultation with department chair. Proposals which request support for research assistants must include a clear rationale and an explanation of the specific tasks the assistant(s) will be expected to perform.
2. Fringe Benefits – required ONLY on proposals requesting salaries. Fringe benefits must be included in any proposal which requests personnel support. The amounts required for fringe benefits **must be included** in the limit imposed on budget requests. Information relating to fringe benefits can be obtained from the Office of Sponsored Programs at 282-2592.
3. Equipment -- all individual items costing more than \$2000.00 are considered equipment, regardless of whether, by definition, you might list them as expendable material and supplies. Fully justify all equipment costs. **Requests for computer and audio-visual equipment, or other common-use equipment should be clearly justified** as they are NOT commonly covered in a grant budget.
4. Expendable Materials and Supplies – all items costing \$2000.00 or less, regardless of whether, by definition, you might use them as equipment. Fully justify all expendable materials and supplies.
5. Travel – travel costs related to actual research, NOT travel for dissemination of research results. Address the type and extent of travel and its relationship to the project. Itemize by destination and cost and justify travel outside the United States and its possessions.
6. Other Direct Costs:
  - a. Materials and Supplies. Indicate types required and estimate costs.
  - b. Publications Costs/Page Charges. Estimate cost of preparing and publishing project results.
  - c. Publications costs cannot include charges for thesis and/or dissertation printing and binding.
  - d. Consultant Services. Indicate name, daily compensation, estimated days of service, travel, and justify.
  - e. Computer Services. Include justification based on established computer service rates at ISU.
  - f. Subcontracts. Include a complete budget and justify details.
  - g. Honoraria. Include the name of the person receiving and why.
  - h. Participant Support Costs. Normally, participant support may only be requested for grants supporting conferences, workshops, or symposia.

- i. Food, lodging, and transportation expenses (as allowed by State regulations) incurred while the PI and/or assistant are traveling may be considered by the Committee when justified.

## REQUESTS FOR EXTENSION OF TIME

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Should it appear that a funded project will not be completed by the termination date of the grant, the grant recipient(s) must submit a written request for an extension of time. These requests will be sent to the Office of Research, Box 8130. This request must be submitted 30 days before the termination date of the grant and must include (1) an abstract or report as described above, (2) a brief description of the work yet to be completed, (3) a statement of the reasons for non-completion of the project or final report, (4) an indication as to whether the request is for an extension of the expenditure period of the grant or a request for additional time to complete the final report, and (5) a statement of a new projected completion date. Initial requests for an extension will be approved or denied by the chair of the Committee. Subsequent requests for extensions will be approved only by a two-thirds vote of the Committee. No funds may be expended after the termination date of a grant unless a request for an extension of the funding period has been submitted and approved. A final report must be sent to the Office of Research for distribution to the Committee chair at or before the end of the extension period (see the section below on Additional Responsibilities of Award Recipients).

## MAJOR SCOPE OR BUDGETARY CHANGES IN FUNDED PROJECTS

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Grant recipients are required to inform the current Committee chair of any major changes in projects funded by the Committee. Accordingly, recipients must notify and request approval from the Committee for any changes in research topic and any significant (over 20%) budgetary shifts. Submit these changes to the Office of Research, Stop 8130, for distribution to the Committee chair.

## ADDITIONAL RESPONSIBILITIES OF AWARD RECIPIENTS

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### PUBLICATIONS

Any publication arising from research conducted with funds awarded by the Committee shall carry the following acknowledgment: "This research was (partially) supported by Grant No. XX from the XXX Research Committee, Idaho State University, Pocatello, Idaho." In addition, grant recipients are required to submit to the Office of Research one copy of any publication resulting from research funded by the Committee (see section below on Final Reports).

### SEMIANNUAL REPORTS (required only for FRC, HSSRC, and URC Grants)

Six months after the starting date of a funded project, the grant recipient(s) must submit to the chair a brief report, not to exceed 200 words, describing the purposes for which awarded funds have been expended and the research results obtained to date. Similar reports must be submitted at 6-month intervals until termination of the grant or completion of the project, whichever occurs first. These brief reports will be used

in compiling the Committee's annual reports to the President of the University and may be published as a record of the activities of the Committee.

FINAL REPORTS (required for ALL Internal Grants)

Not later than three months after the termination date of a grant (or for students, one month prior to graduation, whichever comes first), a written final report documenting the findings or results of funded research must be submitted to the Office of Research unless an extension of time has been granted (see above). For FRC, URC, and HSSRC grants, copies of publications or manuscripts submitted for publication which result from the research are the preferred report format. However, if no publications are available (and for UgRC and GSRSC grants), a final report in the format listed below is acceptable. **In other words, all final reports will have Section A (either as listed below or the publication resulting from the research), Section B, and Section C.**

- A. Final Report Body (simple and clear non-technical language is appreciated).
  - 1) Identify the research by title, funding category, grant number (not ISU account number), and researcher's name(s).
  - 2) Include an abstract (150 words maximum, single spaced on a separate page).
  - 3) Indicate hypotheses tested or objectives of the project.
  - 4) Describe methods and procedures used in your research.
  - 5) Compare the actual results to the predicted results or conclusions.
  - 6) Briefly describe the dissemination of the research (meetings, publications, shows) to date. Include copies of any written materials or photographs of artistic creations. If no material is written or no public dissemination is planned, please explain.
  - 7) Note whether the project has generated other research funding.
- B. Describe the study in lay terms for the general public. This portion should be on a separate sheet so that a copy can be sent to ISU University Relations. If this information has already been sent to that office, provide a copy as Section B of your report.
- C. Explain any significant differences between the proposed budget and the final budget expenditures. If none, state so.

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