

**GUIDELINES FOR THE
PREPARATION OF PROPOSALS
TO THE
UNIVERSITY RESEARCH COMMITTEE**

Please discard all previous materials relating to writing of proposals to be submitted to the University Research Committee. Several changes in proposal form have been instituted, and it is imperative that all proposals conform to the new protocol. Please retain these instructions in your files; they will not be distributed to every faculty member each semester. New copies will be distributed only when substantive changes occur in the instructions. Copies will be provided to new faculty members upon notification of the committee chairman by the appropriate department chairperson. Copies will also be provided upon request by the individual faculty members.

Grant Procurement

A. Definition of Research

In accord with its purpose and with the procedures and conditions described below, the Committee allocates monies to eligible persons within the University for the purpose of conducting research. As defined by the Committee, 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, this definition is meant to exclude projects aimed primarily at the training of students or at the development of courses, curricula, or instructional materials.

B. Eligibility

Any full-time or emeritus faculty member, research associate, or person holding faculty rank or faculty equivalency, who is under contract with Idaho State University at the time of application, may apply for grant funds administered by the Committee.

C. Definition of Funding Categories

Each proposal should conform to one of the categories described below. Funds obtained from the University Research Committee **cannot** be used to supplement funds obtained under a Faculty Research Committee grant except where a major piece of equipment is required. Applicants should clearly identify to which category the proposal is targeted.

Matching Monies. This category **provides funds to be used for the process of obtaining monies from extramural sources for the conduct of research and excludes monies for instructional purposes** such as symposia, workshops, or equipment used solely for instructional purposes. The proposal must describe the granting agency(ies) to which the grant proposal will be submitted and a schedule showing when the proposal will be submitted. The proposal must provide evidence of the extramural funding agency requiring match and specify the amount of money necessary to meet the matching requirements of the agency. If the proposal has already been submitted to an external agency and has been successful, then the request for the needed matching funds must be made in that context. If the proposal is prospective in nature, then this should be clearly identified. If the proposal is not submitted within three months of the award, the award will be withdrawn. If the proposal is not awarded by the external funding agency, the funds will be returned to the Committee.

Major Equipment Purchases. This category provides funds for matching direct purchase of equipment designed primarily for research but which may also serve the secondary function of instruction. Equipment so purchased should be available to the University at large and not confined to specific programs. Provision of matching funds from departmental, college, or other funds will enhance the prospects for funding these requests. Identification of the other faculty members/ departments who would use the equipment and how it fits into their research program is recommended. Letters of support for the equipment from each participating faculty member/ department are recommended. The proposal should emphasize how the equipment purchase will enhance the likelihood of extramural funding in the future.

Released Time. This category provides funds to purchase faculty time from teaching, specifically for extramural grant proposal preparation. Four restrictions are placed on such awards: (1) money may not be used for extra compensation, (2) the maximum time purchased shall be one semester, (3) the maximum amount of purchased service may include up to four semester credits, (4) purchased time must be used for grant proposal preparation. The proposal must show a timetable by which the extramural grant proposal will be submitted and the agency to which the extramural grant proposal will be submitted. Failure to submit a proposal to an extramural granting agency by the timetable submitted will necessitate that the funds be returned to the University Research Committee by the applicant. The award letter will be copied to the Department Chair and/or Dean who will be notified if the proposal is not submitted according to the timetable.

Honoraria. This category provides funds to obtain consultants from outside the University to advise on major grant proposals. The proposal should identify the major grant proposal(s) to be written and the role the consultants will play in preparing the proposal(s). The proposal(s) must show a timetable showing when the consultant(s) will serve and the date of submission of the proposal(s). Funds allocated by the University Research Committee for this purpose must be returned to the University Research Committee by the applicant if the proposal is not prepared and submitted by the timetable proposed. The award letter will be copied to the Department Chair and/or Dean who will be notified if the proposal(s) is(are) not submitted according to the timetable.

Discretionary Research Projects. This category provides funds for research projects of University-wide importance requiring expenditure of sums greater than \$5,000. Projects requesting funds less than \$5,000 should be submitted to the Faculty Research Committee where the probability of funding for small proposals is higher. This category is not meant to support an ordinary, single investigator's research activity, but to support research that contributes to a larger, University-based research agenda. Examples are research that enhances the development or expansion of a research center or research that strengthens ISU's role and mission. The proposal should identify how the project enhances the likelihood of extramural funding in the future.

Details of Proposal Development

The proposal should be written in accordance with the Proposal Outline. (See Appendix A for Proposal Outline.) Any proposal that deviates from this form must be accompanied by a letter of explanation. Proposals which deviate substantially from this form without explanation will be returned to the investigator without being considered for funding.

Proposals are to be single-spaced (except for the title page) in 12-point font with no more than six pages of narrative.

The proposal text is to include a **100-word abstract** that states clearly the nature of the project. This abstract is to be written for a non-specialist, so technical terms should be carefully defined.

Research proposals involving controlled substances, radioactive materials, genetic material, human subjects, or animals must be cleared with the appropriate university committees *before submission of a proposal* in order to assure compliance with existing regulations. Such clearances and approvals must be noted on the proposal copy. In addition, investigators using controlled substances must be properly licensed by the appropriate State/Federal agencies, and the necessary license information and/or identification must be noted on the proposal copy.

Proposals which request support for research assistants must include a clear explanation of what the assistants will do.

Fringe benefits must be included in any proposal which requests salary 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 by contacting the Sponsored Programs Office.

One hard copy and an electronic copy must be submitted by the deadline to the Office of Research, Fine Arts Building, Room 205. The hard copy must contain original signatures on the cover page and all required letters. Also include the checklist with the hard copy. **IN ADDITION**, you must submit an electronic copy to the Research Office, on a CD, or email to office_of_research@isu.edu. Signatures are not required on the electronic copy, only the hard copy. If you have any questions, contact the Office of Research, 282-2714.

Deadlines for Submission of Proposals

Ordinarily there will be one Call for Proposals issued in February. If the funds are not expended in the Spring, a second Call may be issued in October. The specific deadline dates will be well publicized in the Call for Proposals.

Policy Concerning Evaluation of Proposals

The Committee will function in accordance with the following guidelines when evaluating proposals:

1. All proposals will be considered on a competitive basis.
2. Specific research purposes and goals should be clearly evident in the proposal.
3. Normally, the Committee will not approve proposals for the continuation of projects which it has previously funded or from investigators who have not completed final reports on previous projects.
4. Research funds available to the University Research Committee may not be used to support the thesis research of the applicant.

Other guidelines:

1. Non-expendable materials purchased with research monies from the University Research Committee are the property of the University unless otherwise stated in the grant request.
2. Any change in topic or budgetary shift of more than 20% must be approved by the University Research Committee or its chairperson.
3. Discrimination on grounds of race, color, creed, sex, or national origin is prohibited in all research activities
4. Profits from research funded by the University Research Committee, up to the amount of the grant, must be returned to the Committee.

Responsibilities of Grant Recipients

Grant recipients are required to keep the Committee informed of the progress and results of funded research through the submission of abstracts and reports as described below:

A. Semi-annual Abstracts

Six months after the starting date of a funded project, the grant recipients must submit an abstract, not exceeding two hundred words, describing the purposes for which awarded funds have been expended and the research results to date (if appropriate). These abstracts will be used in compiling the Committee's annual report to the President of the University and may be published as a record of the activity of the Committee.

B. Final Reports

Not later than three months after the termination of the grant (or receipt of equipment), a written final report documenting the impact and results of the award must be submitted to the Chair of the Committee, Campus Box 8130. Normally, copies of publications or manuscripts submitted for publication which result from the research will be accepted in lieu of the written final report. (See Appendix B of Final Report Guidelines.)

C. Requests for Extensions of Time

Should it appear that a final report will not be completed by three months after the termination date of the grant, the grant recipient must submit a written request for an extension of time. This request must be submitted before the termination date of the grant and should include: (1) a brief description of the work yet to be completed, (2) a statement of the reasons for noncompletion of the final report, and (3) a statement of a new projected completion date for the final report. Initial requests for such extensions will normally be approved or disapproved by the chairperson of the Committee. Subsequent requests for extensions will be approved only by a majority vote of the Committee. No funds may be expended after the termination date of the grant. **Normally, June 30 will be the end of any funding period.**

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 _____ from the University Research Committee, Idaho State University, Pocatello, Idaho.”

In addition, grant recipients are required to submit to the Committee one copy of any publication resulting from research funded by the Committee.

Appendix A - Proposal Outline

Please submit eight (8) copies of the proposal cover page, text, and budget. Proposals are to be single-spaced (except for the title page) in 12-point font with no more than six pages of narrative.

Proposal Number _____
(To be assigned by URC)

TITLE OF THE RESEARCH

Submitted to:

The University Research Committee
Campus Box 8130
Idaho State University

Date

REQUIRED APPROVALS:

(Indicate date(s) submitted or approval(s) received or N/A)

Animal Welfare Committee _____

Biosafety Committee _____

Human Subjects Committee _____

Radiation Safety Committee _____

Controlled Substance License Approval _____

Outline for Proposal Text

1. Title of Proposal
2. Proposal Category (see page 2 of the Guidelines)
3. Abstract (see page 3 of the Guidelines)
4. Provide a brief rationale indicating the importance of the project, purchase, or institute.
5. Procedures

Sufficient information should be provided to make the project, nature of instrumentation, or institute clearly understandable and defensible. Unnecessary technical terminology should be avoided.

6. Probable duration of project, equipment acquisition, or establishment of an institute.
7. Source of any previous funding for the project.
8. Will this funding complete the project? (If not, explain.)
9. Cooperation from other individuals or agencies (if appropriate).
10. How will the results of your research be made available?
11. Indication of the University committee approvals and/or State/Federal licensing (if appropriate).
12. Literature cited or bibliographic references (if appropriate).

Outline for Budget

1. Equipment
2. Expendable materials and supplies
3. Travel
4. Personal services (research assistants, secretarial help, etc.) should be included under this category, and those to receive funds should be carefully identified.

5. Honoraria

Subtotal_____

6. Fringe benefits (required only on proposals requesting salaries)

Subtotal _____

Total Request_____

Signatures:

Applicant_____

(Please Print or Type)

Department_____

Signature_____

Date_____

Department Chairperson_____

Date_____

Signature_____

Date_____

College Dean_____

Date_____

Signature_____

Date_____

URC Chairperson_____

Date_____

Appendix B - Final Report Guidelines

A final report must be prepared by grant recipients and submitted to the Chair of the University Research Committee, Campus Box 8130, following the outline below. When work is published or a manuscript has been submitted for publication, a reprint or the manuscript is acceptable in lieu of the final report.

1. Identify the research by title, URC number, funding category, and investigator's name.
2. If the project involves purchase of equipment, procurement of matching funds, an honorarium, or establishment of an institute, the investigator should provide a summary which includes:
 - a. Purpose
 - b. Procedures (if applicable)
 - c. Outcomes
3. If the project involves released time to write a grant proposal, the grant proposal should be submitted to the Committee as well as a later report of its fate with the funding agency.
4. If the project is a discretionary research project, it should include:
 - a. Hypotheses tested or objectives of the project
 - b. Methods and procedures
 - c. Results and conclusions
 - d. Dissemination of the research (meetings, publications, shows)