Faculty-Student Research and Creative Activity Internal Grants (FSIG)
FY 2020
Tarleton State University
Office of Research and Innovation

Objective

Support establishment or expansion of faculty member’s research or creative activities programs via seed money to purchase supplies to conduct research, hire students to complete research or creative activities, or to reimburse travel expenses of students to present or conduct research or creative activities.

Who May Apply

Full-time tenure-track faculty, tenured faculty, or research scientist as of September 1, 2019 (including new faculty)

Award Period

FY 2020 (September 1, 2019 – August 31, 2020)
All funds would need to be expended by August 15, 2020.

Application Deadline

April 9, 2019 (Fall 2019 – Summer 2020)
or
September 24, 2019 (Spring 2020 – Summer 2020)

Review Period

April-June 2019 – Award half of funds for use in FY 2020
October – November 2019 – Award remainder of funds to be used in FY 2020

Application Submission

Applications should be submitted via Maestro and include the following components (described in further detail below):

- Application Narrative
- Budget
- Budget Justification
- Progress report from FY 19 FSIG grant (optional)

Only one PI should be included; no Co-PIs will be considered.

Estimated Number of Awards

25-28 (only 1 award per faculty member per fiscal year)

Budgetary Information

Eligible faculty may request up to $5,000 to

- Purchase supplies to conduct research,
- Hire student(s) to complete research or creative activities,
- Reimburse travel expenses for student(s) to present or conduct research or creative activities,
and/or

- Support faculty’s time with a faculty stipend or travel to accompany student(s) to present research or a creative activity (up to $1000).

Because the majority of the funds that support the Faculty-Student Research and Creative Activity Internal Grants are reserved for student research, applications that involve at least 1 student will likely be more competitive.
Application Narrative

Include an application narrative of up to 6 double-spaced pages (minimum of 11 point font), in which you
- Summarize your application in 2 abstracts—one that is written in layman’s terms (for reviewers from fields other than yours) and another written in technical terms (for in-field reviewers)
- Describe your scholarly/research program or creative portfolio, including how your prior experiences and training have shaped your research program to this point;
- Describe the objectives you plan to achieve with the proposed funds and potential contribution to your discipline, if awarded.
- Identify whether compliance-related approvals (e.g., IACUC, IRB, IBC) will be needed on any project for which you propose to use the requested funds to support, and if so, how the compliance tasks will be handled.
- Discuss how the Faculty-Student Research and Creative Activity Internal Grant, if awarded, will enhance your scholarly research or creative activity portfolio;
- Describe your prior work (research or other) with students and the results of those collaborations (if none, describe your potential for research collaborations with students);
- Describe how awarded funds may contribute to building a more competitive profile for external funding;
- Report on progress from FY 19 FSIG grant (optional, limited to 1 additional page); and
- Include a copy of your 2-page curriculum vitae.

Note that the narrative should be no more than 6 double-spaced pages (minimum of 11 point font), including the 2-page vitae. Applications meeting the formatting requirements will be reviewed; applications that do not meet formatting requirements will not be reviewed.

Budget

The objective of the Faculty-Student Research and Creative Activity Internal Grant program is to establish or expand a faculty member’s scholarly research program or creative activity portfolio rather than fund completion of a specific project. As a result, applicants may request funds to support research or creative activities for more than one project, if desired. Note, however, because the bulk of the funds are allocated to student research, applications that involve at least 1 student will likely be more competitive than applications that do not involve students.

Include a proposed budget (up to total of $5,000) that itemizes anticipated costs to:
- Purchase supplies to conduct research,
- Hire student(s) to complete research or creative activities,
- Reimburse travel expenses for student(s) to present or conduct research or creative activities, and/or
- Support faculty’s time with a faculty stipend or reimbursement of travel expenses to accompany student(s) to present research or creative activity (up to $1000).
**Budget Justification**

Include justification for each of the items on your proposed budget. Make sure to include correct amounts for any student wages and/or supplies, and provide specific descriptions of how the funds will be expended. Regarding student wages, undergraduate research assistants generally earn approximately $7.25-$8.00 per hour depending on their qualifications, and graduate research assistants generally earn $1200/month for 20 hours/week. Estimated amounts for travel are acceptable. Note that faculty stipends or funds to reimburse faculty travel to accompany students to present research or creative activities are limited to $1,000 of the total budget request.

Note that, once awarded, changes to the budget will require ORI approval if they exceed 10% of the total award. Also note that a final progress report will be required to be submitted to ORI at the conclusion of the grant period.
The following criteria will be used to evaluate each Faculty-Student Research and Creative Activity Internal Grant application by the Faculty-Student Research Advisory Council and volunteer reviewers. Applications will be reviewed by three faculty members: (a) one faculty member from within your field, department, or college, (b) one faculty member from a closely related field, and (c) a faculty member that has been randomly assigned. You may want to consider all three reviewer types when drafting your narrative. Priority will be given to individual items based on the weights presented in the first column.

Note that applications will be evaluated based on how likely the proposed work will contribute to an eligible faculty members’ research program or creative activity portfolio rather than to complete a specific research project. As a result, applicants may request funds to support research or creative activities for more than one project, if desired. Note that all components of the application narrative should be addressed.

<table>
<thead>
<tr>
<th>Weight</th>
<th>Criterion</th>
<th>Exceeds Expectations (3 pts)</th>
<th>Meets Expectations (2 pts)</th>
<th>Below Expectations (1 pt)</th>
<th>Does not address/include (0 pts)</th>
</tr>
</thead>
<tbody>
<tr>
<td>20%</td>
<td>Research/Creative Activity Program Support</td>
<td>Proposed objective(s) and activities will provide strong support to establishing research program or to expanding the applicant’s research/creative activity program into a new area.</td>
<td>Proposed objective(s) and activities will provide moderately strong support to establishing research program or to expanding the applicant’s research/creative activity program into a new area.</td>
<td>Proposed objective(s) and activities will provide little to no support to establishing research program or to expanding the applicant’s research/creative activity program into a new area.</td>
<td>Unable to determine how proposed objective(s) or activities will support research/creative activity program</td>
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<td>15%</td>
<td>Likelihood of External Funding</td>
<td>n/a</td>
<td>Clear explanation of potential of external funding</td>
<td>n/a</td>
<td>No explanation of potential of external funding included</td>
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<td>Weight</td>
<td>Criterion</td>
<td>Exceeds Expectations (3 pts)</td>
<td>Meets Expectations (2 pts)</td>
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<td>15%</td>
<td>Budget Justification</td>
<td>Budgeted items are clearly justified and likely to contribute to faculty’s research/creative activity program and student researcher development.</td>
<td>Budgeted items are justified and moderately likely to contribute to faculty’s research/creative activity program and student researcher development.</td>
<td>Budgeted items are somewhat justified and/or the potential contribution to faculty’s research/creative activity program and student researcher development may be in question.</td>
<td>Budgeted items are not justified.</td>
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<td>20%</td>
<td>Faculty Mentorship of Students</td>
<td>Based on the information provided, applicant will likely be a strong mentor to student researcher(s).</td>
<td>Based on the information provided, applicant will likely be a moderately strong mentor to student researcher(s).</td>
<td>Based on the information provided, applicant will likely be a fair to poor mentor to student researcher(s).</td>
<td>Not enough information provided to address mentorship of student researcher(s).</td>
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<tr>
<td>30%</td>
<td>Student Involvement</td>
<td>Student’s role(s) in the work will be significant, and the work will be highly engaging to students.</td>
<td>Student’s role(s) in the work will be moderately significant, and the work will be engaging to students.</td>
<td>Student’s role(s) in the work will be somewhat significant, and the work will be moderately engaging to students.</td>
<td>Student’s role(s) in the work is not addressed.</td>
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