



**INTERNAL RESEARCH AND CREATIVE ACTIVITIES COMPETITIONS
2013 - 2014**

**EARLY CAREER (EC) GRANTS
NEW RESEARCH INITIATIVE (NRI) GRANTS
CREATIVE AND SCHOLARLY SUPPORT (CSS) GRANTS**

| | |
|---|---|
| Request for Proposals Issued: | Wednesday, August 21, 2013 |
| Deadline for EC and NRI Pre-Application Materials: | 5:00 p.m. Monday, December 9, 2013 ^{1,2} |
| Deadline for Applications: | 5:00 p.m. Friday, January 17, 2014 ^{1,2} |
| Decisions: | No later than Friday, April 4, 2014 |

¹LATE APPLICATIONS WILL NOT BE ACCEPTED

²APPLICANTS FOR EARLY CAREER AND NEW RESEARCH INITIATIVE GRANTS MUST FOLLOW THE PRE-APPLICATION PROCESS OUTLINED ON NEXT PAGE.

Eligibility: The Office of Research and Sponsored Programs' (ORSP) internal research and creative activities grants are available to all regular tenured or tenure-track CMU members of the faculty, with the following conditions:

- EC, NRI and CSS grants may be held concurrently with FRCE Type A and FRCE Premier Display and FRCE Page Charge Grants. Current levels of internal support will be taken into account when reviewing proposals for EC awards.
- Faculty must meet all conditions of prior awards (reports, proposal submissions, etc.) to be eligible for any new internal support from ORSP. If you are uncertain about eligibility, please contact an ORSP Program Officer.
- Applicants are encouraged to contact their ORSP program officer to develop a proposal budget for their internal grant submission.
- Exceptions to these guidelines will be considered in exceptional circumstances subject to approval by the Vice President for Research.

PROPOSAL GUIDELINES

Please see examples of funded projects at the following URLs:

EC Samples:

https://centrallink.cmich.edu/services/libraries_research/office_research_sponsoredprograms/FacultyandStaffInternalFunding/Pages/Early-Career-Grants.aspx

NRI Samples:

https://centrallink.cmich.edu/services/libraries_research/office_research_sponsoredprograms/FacultyandStaffInternalFunding/Pages/New-Research-Initiative-Grants.aspx

CSS Samples:

https://centrallink.cmich.edu/services/libraries_research/office_research_sponsoredprograms/FacultyandStaffInternalFunding/Pages/Creative-and-Scholarly-Support-Grants.aspx

Please note: The above are sample grants from previous years. Because the guidelines change year-to-year, your proposal should follow the instructions in the current guidelines.

Formatting: The following formatting guidelines apply to the EC, NRI and CSS grant programs. Proposals that do not adhere to these guidelines will be returned without review.

- Times New Roman 11 pt (or larger) type font
- Letter size paper
- Single spaced
- 1" margins (top, bottom, left and right)

Pre-Application Process for Early Career and New Research Initiative Applicants ONLY (Due 12/9/2013):

An advance copy of the project title, an abstract (up to 250 words) and a list of suggested reviewers must be sent to ORSP by all EC and NRI program applicants by 5:00 p.m., Monday, December 9, 2013. To submit these materials to ORSP, please attach the required materials in .pdf format to an email addressed to klumpIse@cmich.edu by the deadline.

Guidelines for Selecting Suggested Reviewers – only required for Early Career and New Research Initiative applications:

- For EC applications, provide the names and contact information, including current e-mail addresses, for 5 people in your field qualified to review your proposal.
- For NRI applications, provide the names and contact information, including current e-mail addresses, for 3 people in your field qualified to review your proposal.

The reviewers should be:

- a. External to CMU
- b. Have no conflict of interest (i.e., avoid your thesis advisor and any current collaborators).

You may also provide a list of names of reviewers **not** to use. Please provide a brief justification for each person you do not want to review your proposal.

You should not contact the people you suggest as reviewers. Doing so may disqualify you from the EC and NRI competition. Please note that people other than those you suggest as reviewers may be asked to review the proposal.

Required Elements for Full Proposal Submission of the EC, NRI, or CSS Application (due 1/17/2014):

1. **Full proposals must be accompanied by the Transmittal Form for Internal Grant Applications** and signed by principal investigator(s), departmental chair(s) and dean(s). The signed transmittal form and the full EC, NRI or CSS proposal must be received by the ORSP by **5:00 p.m. Friday, January 17, 2014**. *Applicants must attach the transmittal and proposal in .pdf format to an email addressed to klump1se@cmich.edu by the deadline.*
2. **Proposal Narrative:** Page limit – 5 page **maximum** (NRI and CSS); 7 page **maximum** (EC). The page limit includes any diagrams, graphs, artwork, or other supporting material. The proposal must contain the following sections:
 - a. **Project Description**

Use this section to describe the project in sufficient detail for the reviewers to understand what you intend to do. Write for a general academic audience, avoiding technical jargon and unexplained abbreviations.
 - b. **Anticipated Outcomes and Dissemination Plan**

Describe the anticipated outcomes of the project and how you intend to communicate the results to peers in your discipline or more broadly. Possible outcomes include, but are not limited to: involvement of students in faculty research, peer-reviewed publications, books, grant proposals (indicate anticipated funding sources), documentaries, creative works (musical composition, fine art, etc.), exhibitions, recordings (CD or DVD) or performances. Wherever possible the anticipated outcomes should be tangible and their impact amenable to measurement. Remember to build the costs of communicating your work into the budget (e.g., page charges or travel to meetings).

For EC and NRI applicants, please include specific information on the sponsor/agency to which you intend to submit an external grant application. Higher priority will be given to proposals that identify specific Requests for Proposals (“NIH PA-13-016”), federal funding areas (“NSF TUES program”), or foundation programs (“BCBS Michigan Foundation’s Investigator Initiated Research Program”).
 - c. **Rationale and Significance**

Explain why the work you propose is important; what are the likely impacts and benefits to your discipline or society?
 - d. **(For EC applications only): Relationship of Proposal to Overall Career Goals**

Explain how the 1-3 year EC project builds upon your previous work and will form the basis for your scholarly or creative agenda at CMU.
3. **Bibliography or References Cited:** no page limit or specified format (not included in page count limit).
4. **Proposal Budget:** (not included in page count limit). Complete the ORSP Budget Form for Internal Grant Applications and provide up to a 1 page justification. Your Program Officer can help develop a budget.
5. **Current and Pending Support:** Complete the ORSP form titled “Current and Pending Support form for CMU Internal Grants Applicants” (not included in page count limit). List all current and pending EXTERNAL grants, including title, funding agency, start and end dates and requested or awarded amount. Also, list all current and pending INTERNAL (CMU) sources of support, such as start-up packages, FRCE grants, ORSP awards, etc.

6. **Results of Prior Support:** Complete the ORSP form titled “Results of Prior Support” (not included in page count limit). List the results of all prior support received from any and all sources over the last 3 years; results may include such outcomes as the purchase of a piece of equipment, a research discovery, the development of research data, etc. If you have had no prior support, please include the form in your proposal with “NONE” indicated on the form.
7. **Curriculum Vitae:** Provide a two (2) page *curriculum vitae* for each PI or Co-PI (not included in page count limit). Your CV must include a listing of your academic degrees (dates, institutions, dissertation title), honors or awards, relevant previous academic appointments, most recent publications and presentations and other information pertinent to the application.

BUDGET – ALLOWABLE EXPENSES

The ORSP internal grant programs will cover all normal costs of research, scholarship and creative activity. Use the **ORSP Internal Grant Application Budget Form** and add a budget justification narrative (no more than one page) to explain the need for requested expenses, especially for any large or unusual requests.

In some cases, proposals may be funded at less than the requested amount.

Allowable expenses, including but not limited to:

- Faculty course release (at replacement cost; use \$7,710 for each course release)
- Student hourly support (graduate or undergraduate) = typically \$10/hr
- Stipend support: A masters-level or doctoral student can be hired on a stipend basis. The project budget needs to include two costs: the stipend, and the associated graduate tuition. Full-time Research GA’s are eligible for tuition waivers of 10 credit hours per semester.
 - Masters (academic year): \$10,500 stipend + 20 credits @ \$485 = \$20,200 total cost
 - Masters (one semester): \$5,250 stipend + 10 credits @ \$485 = \$10,100 total cost
 - PhD (academic year): \$12,850 stipend + 20 credits @ \$558 = \$24,010 total cost
 - PhD (one semester): \$6,425 stipend + 10 credits @ \$558 = \$12,005 total cost
 - Note: CST stipends are slightly higher (Master’s \$12,250 year/ \$6,125 semester; PhD \$15,500yr/\$7,750 semester)
 - SAM stipend = (discuss current rates with Program Officer)

NOTE: Partial stipends are allowed, in any percentage. To calculate the cost, prorate both the stipend and the tuition waiver by the same percentage.

- Supplies, equipment and consumables directly connected with project
- Travel associated with project and disseminating results
- Page charges and other publication costs
- Software (please check the IT website for possible discounted software)

The following expenses are not covered except under unusual circumstances:

- Faculty summer salaries
- Clerical support
- Maintenance contracts
- Furniture or general office supplies
- General purpose computers and peripherals (tablets, laptops, mobile devices)

REPORTING REQUIREMENTS

- Prior to the project start, awardees will be required to provide a one page document outlining specific project objectives and deliverables that they anticipate accomplishing during the first year of the project.
- Continued funding into the second or third year of multiple-year grants is contingent upon satisfactory progress documented in an annual report (1 – 3 pages) submitted to the Department, Dean and ORSP.
- A final report must be submitted to the Department, Dean, ORSP and Grant Accounting within 1 month of the end of the project. Final reports must include proof of the outcomes (such as results of research, a list of publications, a copy of a book proposal, a CD of a musical performance, a copy of an external proposal).
- No-cost extensions may be granted at the discretion of the Vice President for Research, but no more than 10% of the total budget can be carried forward into the no-cost extension period.
- Awardees will be required to attend a project director meeting prior to the start of their project.
- Awardees will be allowed 5% cumulative re-budgeting authority within existing budget categories.

REVIEW PROCESS

Funding decisions on the EC, NRI, and CSS programs will be made by the Vice President for Research. The decisions will be informed by input from college-specific internal review committees, nominated by the respective college deans, and by the staff in ORSP. Decisions on EC and NRI proposals will also be informed by comments from external reviewers.

EARLY CAREER (EC) GRANTS

Objective: To provide multiple-year support for tenure-track assistant professors who are within their first three years of their initial appointment at CMU. The grant seeks to enable the faculty member to develop a competitive program of scholarship or creative work that can be sustained by appropriate levels of external funding.

All EC applications will be subject to external peer-review to provide feedback and guidance on the proposed project and long-term objectives in research, scholarship or creative work. EC grants are intended to supplement, not replace, start-up packages from colleges.

Expected Outcomes: Faculty supported by EC grants will produce:

- A body of nationally or internationally recognized research, scholarship, or creative work done at CMU.
- Proposals for external grants or contracts, submitted through ORSP, to support scholarly or creative activities.

Special Conditions: Faculty supported by EC grants will be required to:

- Document attendance at ORSP-sponsored professional development activities as defined in the award letter.
- Submit an external grant proposal through ORSP for an amount equal to, or exceeding, the total EC grant award within six months of the end of the project. Pre-proposals typically will not fulfill the external submission requirement; faculty seeking exceptions to this policy must obtain approval of the Vice President for Research prior to submission of the pre-proposal.”

| | |
|---------------------------------|---|
| Eligibility: | All tenure-track assistant professors within the first three years of their appointments at CMU. |
| Anticipated funding: | \$350,000 |
| Maximum Grant: | \$45,000 ¹ |
| Multiple Investigators: | Allowed, but not required ² |
| Duration: | Up to three years (applicants may request up to \$45,000 over 1-3 years) |
| Anticipated # of grants: | 6-7 |
| Average grant: | \$25,000 to \$30,000 |
| Repeat grants: | Faculty members may only receive one EC grant |
| Repeat applications: | Unsuccessful applicants may reapply provided they are still within three years of their initial appointment at CMU ¹ |

¹The maximum funding allowed per eligible faculty member is \$45,000. Thus a collaborative proposal between two tenure-track assistant professors hired within the past three years could request up to \$90,000.

²Collaborative proposals are encouraged if this represents the best approach to a project and the best way to produce publications and obtain external support in the long term. Co-PIs may include members of faculty who are ineligible to apply for EC funding (e.g., a tenured professor), but doing so does not increase the allowable request. However, in this case the proposed collaboration would need to be justified in terms of providing support to allow eligible faculty to establish their careers at CMU.

NEW RESEARCH INITIATIVE (NRI) GRANTS

Objective: To provide individual members of the faculty or teams of faculty with funding to initiate a **new** area of research, scholarship or creative endeavor that will ultimately compete successfully for external sources of funding. NRI funding can be used to host a workshop or conference provided there is an explicit plan to develop a collaborative proposal. All NRI applications will be subject to external peer-review to provide feedback and guidance on the proposed project and long-term objectives in research, scholarship or creative work.

NOTE: NRI funding cannot be used to support a project or initiative that has received prior CMU internal support (except for FRCE premier display or page charge awards).

- Applicants must explain:
 - How the proposed work represents a departure from their previous endeavors
 - What sources of external support (including potential award amounts) are available to continue the project beyond the NRI funding
 - How NRI funding will make their projects more competitive for external support

Expected Outcome: Faculty supported by NRI grants will obtain preliminary data, proof of concept or other information required to support requests for external support.

Special Conditions: Faculty supported by NRI grants will:

- Work with their ORSP program officer to select and document attendance at ORSP-sponsored professional development activities aligned with their funding goals.
- Submit an external grant proposal for an amount equal to, or exceeding, the total NRI grant within six months of the end of the project. Pre-proposals typically will not fulfill the external submission requirement; faculty seeking exceptions to this policy must obtain approval of the Vice President for Research prior to submission of the pre-proposal.”

| | |
|---------------------------------|---|
| Eligibility: | All regular tenure-track and tenured faculty |
| Anticipated funding: | \$55,000 |
| Minimum Grant: | \$6,000; faculty requesting smaller amounts should apply to FRCE |
| Maximum Grant: | \$15,000 single investigator; \$20,000 two or more PIs ¹ |
| Multiple Investigators: | Allowed, but not required |
| Duration: | 1-2 years |
| Anticipated # of grants: | 4-7 |
| Average grant: | \$7,500 to \$10,000 |
| Repeat grants: | Yes, but no sooner than 3 years after the end of a prior NRI grant |
| Repeat applications: | Unsuccessful applicants may reapply annually |

¹A request in excess of the single-investigator limit for a collaborative proposal needs to be justified within the context of the project.

CREATIVE AND SCHOLARLY SUPPORT (CSS) GRANTS

Objective: To provide funding for scholarship or creative work for which there are limited opportunities for external support and where the entire project (e.g., exhibition, performance or book) can be accomplished with internal funds. Individual faculty members or teams of faculty may apply. It is anticipated that most grants will be in the humanities and performing and fine arts, but the competition is open to all academic disciplines. CSS grants can cover conferences or workshops where there is an explicit plan to produce a scholarly or creative product.

NOTE: CSS funding cannot be used to support faculty receiving other internal support for the same project.

Expected Outcomes: Faculty supported by CSS grants will complete a project leading to a tangible scholarly or creative product, including, but not limited to: an exhibition of creative works; a performance or series of performances; a book or monograph; or a peer-reviewed publication.

Special Conditions:

- Higher priority will be given to proposals that are able to identify specific outcomes that will result from the project, such as an artistic exhibition, submission to specific journal(s), a book proposal to pre-identified publishers, an anticipated performance or concert, etc.

| | |
|---------------------------------|--|
| Eligibility: | All regular tenure-track and tenured faculty |
| Anticipated funding: | \$55,000 |
| Minimum Grant: | \$6,000; faculty requesting smaller amounts should apply to FRCE |
| Maximum Grant: | \$15,000 single investigators; \$20,000 for two or more PIs ¹ |
| Multiple Investigators: | Allowed, but not required |
| Duration: | 1-2 years |
| Anticipated # of grants: | 4-7 |
| Average grant: | \$7,500 to \$10,000 |
| Repeat grants: | Yes, but no sooner than 3 years after the end of a prior CSS grant |
| Repeat applications: | Unsuccessful applicants may reapply annually |

¹A request in excess of the single-investigator limit for a collaborative proposal needs to be justified within the context of the project.