

**Idaho State University – Office for Research
Internal Small Grant Program
Faculty Guidelines - Fall 2024**

The Internal Small Grant Program (ISGP) is intended to expand the capacity for research and creative activity at ISU. Full-time ISU faculty may request as much as \$5,000 for research-related expenses. The submission deadline for FULL PROPOSALS is **November 1, 2024 at 11:59pm (MDT)**. Awards will be announced as soon as possible following this submission deadline and all funds must be expended by January 31, 2026. At all times, research activities must be in compliance with university and government health and safety guidelines.

Submission Method

All proposal materials must be submitted electronically in a single PDF document in [Cayuse SP](#). Please name your file using the following format: ISGP your last name fullproposal.PDF. The ISGP website has detailed Cayuse SP submission instructions.

Please call the Office of Sponsored Programs and Support (OSPS) at (208) 282-2592 if you do not get confirmation of receipt of your application within two business days of submission. Late submissions will not be considered during the current review cycle.

I. Introduction

The purpose of the ISGP is to expand the capacity for research and creative activity at ISU. The Office for Research (OR) makes funding available for this program and supports all areas, types and disciplines of research and creative activity by all full-time ISU faculty. Proposals are evaluated in a fair and transparent way by the ISU Research Council (RC) which then makes funding recommendations to the Vice President for Research. Funding for ISGP comes from Facilities and Administrative (F&A) Costs resulting from external grant and contract funding.

The RC places special emphasis on recommending for funding faculty projects that lead to external funding or some other significant benefit for the researcher or artist and/or the university, which help the applicant get to the “next level” in their research or creative activity.

The RC also encourages and accepts collaborative proposals that clearly show how they expand the capacity for research and creative activity at ISU. Collaborative projects may be submitted as a single proposal for all collaborators or as a combination of multiple proposals (no more than one proposal per faculty collaborator) and should make clear the distinct and different contributions of each participant to the project and the nature of the scholarly or artistic merit underlying the collaboration. In the case of collaborative projects, please make sure each faculty applicant, as well as their department chairs and deans, sign the required internal grant routing form.

The Committee does not tend to recommend funding specific projects for which an applicant has already been successful in obtaining external funding or other significant benefits or projects that appear to merely maintain an applicant’s current research or creative activity agenda. If a proposal is not recommended for funding, the proposer may request feedback from the RC chair so they may understand the committee's decision.

II. Eligibility

All ISU full-time faculty who have at least the rank of Assistant Professor are eligible to apply, including Research and Clinical faculty. Other faculty may be eligible including in some cases instructors or lecturers with research responsibilities whose eligibility is recommended by their department chair (with concurrence by the review committee). Potential applicants should contact the OSPS if they have questions about eligibility.

III. Funding Categories

The RC considers projects for funding in the categories listed below. Faculty proposals may target a single category or may incorporate some mix of these categories; however, the total funds received by an individual investigator through the ISGP during the academic year may not exceed **\$5,000**, and a faculty member is limited to a maximum of \$10,000 in awards through the ISGP within a four-year period. For collaborative proposals, the maximum request is \$5,000 per faculty applicant.

1. **Travel.** Travel for research or creative activity purposes is allowed, particularly when necessary to access research-related materials, learn new techniques, or collect data. Travel to attend or present at conferences or professional meetings is allowed but will be given lower priority. Travel expenses may include transportation and a per diem allotment for food and lodging up to but not to exceed federal per diem rates (according to university guidelines). Every effort should be made to minimize travel costs. Note that all travel must strictly follow university and government health and safety guidelines including any specific COVID-19 precautions and/or restrictions in effect at that time.
2. **Release Time.** This category provides an applicant with time to pursue research or creative activities (instead of teaching or administrative duties) during the academic year. Funding in the amount of up to \$5,000 will be provided to the applicant's department to hire an adjunct faculty member or support other mechanisms for investigator release time. The applicant's department will be required to file a copy of the resulting Electronic Personnel Action Form (EPAF) with the Office of Sponsored Programs and Research. The applicant may apply for no more than .40 FTE (up to 6 workload credit hours) assigned time for work on such projects.
3. **Grant-in-Aid.** Grant-in-aid funds are available for supplies, operating expenses, hourly workers, graduate student support, library materials, or other necessary expenses to conduct or complete the project. If people other than the applicant are to be employed, the applicant must describe their specific duties.
4. **Summer Fellowships.** Summer Fellowships provide summer salary to pursue research or creative activities. (Requests for travel or grant-in-aid expenses to be used during the summer should be requested separately in the Travel or Grant-in-Aid categories.) Recipients may teach no more than one summer course for the summer during which this support is provided.

IV. Proposal Guidelines

All information requested must be supplied in the format specified. Failure to do so will result in disqualification of an application. Technical assistance in preparing an application for ISGP funding is available through the Office of Sponsored Programs and Support and from the RC chair. Applicants may schedule an appointment with the OSPS to review examples of funded proposals or view example proposals on the [OSPS ISGP website](#).

In preparing a proposal, applicants should realize the committee is interdisciplinary and not all members will have expertise in the applicant's field. **Jargon should be avoided, and technical terms and procedures should be explained in a way that is accessible to an educated lay audience.**

1. **Full Proposals should be double-spaced with one-inch margins, 12-point font size** (Times New Roman recommended). Page limits are indicated for each section and have been established to make the task of reviewing proposals a manageable one. Applicants must adhere to length limits so no one is unfairly advantaged or disadvantaged in the presentation of their ideas. Please also include page numbers in the bottom center of each page.

Applicants are reminded to spell check, proofread, and carefully review the proposal for correct grammar. Consider asking a peer to review your proposal prior to submission.

The following describes the required sections of the proposal and explains the types of information to include in each:

A. Title (titles of approved ISGP applications must match the IRB or IACUC protocol)

On the routing form (**in Cayuse**), the applicant should indicate whether human or animal subjects or biohazards are involved in the proposed research and should note the approval status of the project. ISGP proposals may be submitted prior to Institutional Review Board (IRB), Institutional Animal Care and Use Committee (IACUC) or Institutional Biosafety Committee (IBC) approval, but award funds will not be released until the Office for Research receives a copy of the project's approval letter including the applicant's name and with the protocol title that matches the ISGP application project title.

B. Description of the Proposed Project (9 page limit for Sections B1-B7, including any illustrations)

1. **Abstract.** Include an abstract, **not to exceed 100 words**, that summarizes the proposal.
2. **Purpose.** Clearly state the purpose(s) of the project (i.e. the questions/issues/hypotheses/creative activity to be addressed by the project).
3. **Significance/Importance.** The applicant should establish the significance or importance of the proposed project in relation to the field of study or creative area. This should include a brief literature review or explanation of how this project will build on and

expand existing theory, practice, or creative areas.

4. **Methodology or Process.** This section should contain a description of the project design and methods or creative process to be used in completing the project. The applicant needs to provide sufficient detail so reviewers will be able to understand how the project will be conducted. Consider that the Committee is interdisciplinary so please provide information that is understandable to an educated lay audience.

PLEASE NOTE: All research projects using human participants must conform to the policies and procedures of the ISU IRB for the Protection of Human Subjects. All research projects using animal subjects must conform to the policies and procedures of the ISU IACUC. All research using biohazards must conform to the policies and procedures of the ISU IBC. If you're not sure if this pertains to your project, contact the Office for Research – Research Outreach & Compliance for more information. Funds will not be released until the appropriate approvals are obtained.

All personnel engaged in human subjects research must undergo training in the protection of human subjects. The IRB will not approve an application until all key personnel are trained and certified, including for both non-exempt and exempt human subjects research. Information about the Collaborative IRB Training Initiative (CITI), a web-based training course available through the IRB, is available from the ISU Research Integrity and Compliance at this [webpage](#).

5. **Timetable.** Provide a timetable for completing the work entailed in the project. Note that the ISGP does not fund projects retroactively and funding must be expended by the end of the project period identified in the award letter.
6. **Product(s) and Dissemination Plan.** Describe what the outcome(s) of the project will be and how the results or products will be shared. The applicant should identify the forum(s) in which products will be shared (e.g., presentations at conferences, articles in refereed journals, juried exhibitions, performances, etc.) and target audiences.
7. **Budget and Justification.** The applicant should include a detailed budget and justification for the requested funding for the project. Use the [Budget Template](#) on the OSPS ISGP web page to indicate the full costs for the project and other sources of funding if applicable. An explanation of each item should be included in the justification.

PLEASE NOTE: Because of its focus on increasing capacity for research and creative activity at ISU, the Committee expects that applicants will consider other already-available resources on campus before submitting an application to ISGP. For example, if seeking funds for technology-related materials such as laptops, video cameras or software, the applicant should first check with the department, college, library, etc., before making a request to ISGP to see if these materials are already available or can be funded through technology fees or some other source.

Please indicate in your budget justification that you have researched these opportunities before requesting funds from the ISGP.

The ISGP does not provide retroactive funding or funds to support faculty research or creative activity that is part of degree requirements (e.g., dissertation). For internal grants only, Facilities & Administrative Costs (F&A) should not be included in the budget.

If applying for funding for this project from other sources in addition to ISGP, the applicant should indicate the plan for managing any overlap in funding from all sources.

8. How the Project Builds Capacity (this section is not included in the page limit)

In this section, the applicant should:

- Describe how they and/or the university will expand capacity for research and/or creative activity by receiving this funding. This may include the potential for external funding or some other significant benefit for the researcher, and/or artist and/or the university.
- For any benefits described, indicate how ISGP funding will help the applicant get to the “next level” in their research or creative activity.
- Show clearly how this project fits within the applicant’s overall research or creative activity agenda for the next several years.

If the potential benefits of ISGP funding may lead to external funding, the applicant should describe how the proposed project relates to future proposals for external funding. For example, perhaps the current proposal is for a pilot study or demonstration project that will strengthen a future proposal; perhaps the project currently proposed could lead to publications or performances that will demonstrate the applicant's ability to conduct research or creative activity in the area for which external funding will be requested; or perhaps the currently proposed project will address a key question that must be resolved before an externally-funded proposal can be written.

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The applicant should also identify specific sources for external funds (e.g., federal agencies, private foundations, corporate foundations, etc.) and a realistic timeline for developing and submitting proposals if applicable. Be as specific as possible and include all potential funding opportunities. (Consulting activities are not appropriate.) The applicant should show evidence of analyzing the possible sources and identifying

those that appear to be most promising. If the applicant has made preliminary contact with any of the sources, this should be noted as well. Finally, applicants should provide their personal/professional evaluation (including the rationale) of the likelihood of external receiving funding if applicable.

If describing other significant benefit(s) for the researcher, artist and/or the university, the applicant should include information regarding the importance of the ISGP funding for increasing their and or the university's capacity for research or creative activity, such as: professional development, opportunities for institutional recognition, increased departmental or college resources, benefits to students, or anticipated publications or creative works.

9. **Bibliography (if applicable).** Include a brief list of references cited. Applicants may use their citation style of choice. This section is not included in the page limit.

C. Prior and Current Support (use template available at [OSPS ISGP website](#))

Provide a complete listing of current and previously funded (last 5 years) internal and external sources of research support, including awards from Office for Research funding programs.

D. Abbreviated Vita (limited to a maximum of 3 pages) (see recommended guidelines linked through the [OSPS ISGP website](#))

E. Appendices (if applicable) (no page limit)

Appendices are ordinarily not necessary; however, applicants may want to append a book contract or reviews/ratings from a funding agency, photos, sketches or lay-outs, etc. If collaborative work is being proposed or special access to sources is needed, a letter of support is recommended to be included.

PLEASE NOTE: If the proposal is being resubmitted to ISGP after being declined for funding, the applicant should include comments regarding how the proposal addressed concerns of the Committee in its revision.

V. Final Report and Post-Award Presentation

Within 90 days of the end date of the awarded project, each recipient must submit to the Office for Research at research@isu.edu an electronic copy in PDF format of a Final Report of work accomplished during the grant period (see Final Report form on the [ISGP website](#)). A copy of any manuscript, publication, or other relevant documentation resulting from funded research should be submitted as well. The Committee encourages updates from the applicant concerning the project. **The Committee will not review proposals from applicants with outstanding final reports for previous ISGP awards.**

ISGP awardees may be asked to participate in a poster session or alternative ISGP-determined presentation after the end of the funding period.