FACULTY ON-CAMPUS
GRANT PROGRAM

UNIVERSITY OF CENTRAL OKLAHOMA
Office of Research &
Sponsored Programs

APPLICATION INSTRUCTIONS

Contents

PURPOSE

The purpose of the Faculty On-Campus Grant Program is to support transformative learning initiatives by encouraging a continuum of research, creative, and scholarly activities by faculty and students at the University of Central Oklahoma (UCO). The intent of this program is to provide funding for faculty members to develop research projects with internal funds and then complete or expand the project with funds obtained from an external granting agency (federal, state, Private Corporation, etc.).

All proposals will be peer-reviewed by external evaluators (non-UCO faculty and employees) with knowledge in the discipline of each proposal. The Research Advisory Council (RAC) assists in the funding recommendation process.

Depending on the type of grant, funds can be used to support reassignment time during the Fall or Spring semester from one undergraduate course (up to four hours per academic year) for the Principal Investigator (PI). The reassignment time is intended to allow the PI the freedom and time to conduct and manage the research project.

The Office of Research & Sponsored Programs (ORSP) currently offers six different Faculty On-Campus Grants:

Mini Grant	Up to $1,500
Community Partnership Matching Grant	Up to $2,500 (matched by community partner)
Scholarship of Teaching & Learning Course Redesign Grant	Up to $5,000
Regular Grant	Up to $7,500
Interdisciplinary Grant	Up to $10,000
Distance Learning Research & Development Grant	Up to $10,000

Information about each specific grant can be found on our website: Office of Research & Sponsored Programs Faculty On-Campus Grants

ELIGIBILITY

Only full-time (not temporary), tenure-track or tenured faculty members are eligible to apply for a Faculty On-Campus Grant.

An individual may be the Principal Investigator (PI) on only one proposal per year and can only apply for up to one Full Time Equivalent (FTE) Research Assistant (RA); there are no restrictions on the number of proposals for which a person may serve as a Co-Principal Investigator (Co-PI).

Faculty who have received three consecutive years of Faculty On-Campus grant funding and have not applied for external funding (private, state or federal) are ineligible to apply for a fourth year.

FUNDING CRITERIA

The most critical aspect of the entire proposal is a **unique, creative and innovative** idea with potential for successful development within the limits of time, facilities, and assistance. Selection of a project is the most critical step in the development of a successful proposal. You should try to predict the possible contribution and/or benefit to UCO if the project is successful.

You should be clear and specific in your writing. Reviewers will be judging how well conceived and organized your proposal is written.

Student engagement is strongly encouraged.

All Grant Proposals will be reviewed by two external evaluators and given a numerical score. Reviewers will be professionals in the general disciplines being reviewed, and will provide comments after review of the proposals. The external reviewers will score the project using these evaluation criteria included in the External Evaluation Score Sheet (available on the ORSP website). All proposals will be scored in the following way:

Criteria	Points
A. Clarity of project summary	5 points
B. Fills a need in the discipline; Innovation/creativity/ uniqueness	10 points
C. Clarity of project design and its relationship to the to the UCO vision/mission statement	10 points
D. Clarity of overarching goals in the project narrative	5 points
E. Clarity of objective(s) to help reach goals/aims	5 points
F. Soundness of methodology and measurability of outcomes/assessment of results	15 points
G. Potential for impact and effectiveness of proposed dissemination of results	15 points
H. Utilization of Students	10 points
I. Probability of competitive external funding	7 points
J. Overall proposal clarity, organization and completeness	10 points
K. Overall Budget and Budget Justification are accurate and logical	8 points
TOTAL	**100 points**

ACCEPTABLE SUBMISSION

Grant proposals will only be accepted through the InfoReady Review Competition Space electronic submission process. All proposals are due by 5:00pm on the designated deadline.

Grant proposals should be submitted as a PDF in the following order:

> Grant Application (InfoReady Review Competition Space Application)
> Project Narrative (limited to 20 pages - must include references, references not included in 20 page limit)
> Curriculum Vitae (maximum of 3 pages)
> Progress Report (if funding was received in the previous year)
> Names of additional Co-Principal Investigator(s) (if applicable)
> Budget Form
> Budget Justification
> Recommended Reviewer Form (Emailed to ORSP)

All attachments should be submitted in PDF format.

Please note, incomplete proposals will not be accepted.

For faculty submitting complete proposals electronically the *Progress Report* and *Additional Co-PI* forms are available on the ORSP website.

The *Project Narrative* and *Curriculum Vitae* can be completed as a word document and converted to PDF for electronic submission. Please see Project Narrative and Curriculum Vitae sections for further details regarding layout specifics.

All proposals must be signed by all relevant persons. **Only electronic signatures will be accepted upon electronic submissions.**

When putting together your proposal, you are encouraged to follow these general guidelines:

- Adhere to the page limitations. If the proposal is substantially under the page limit, the applicant is probably not providing enough detail. Pages submitted over the limit will be deleted from the proposal.

- When writing the proposal, be clear and organized.

- Use department colleagues and/or others as pre-reviewers.

- Define acronyms and avoid jargon.

- Before submission, ensure your application is complete.

CONTACT INFORMATION

If you have any questions regarding Faculty On-Campus Grants, the application process or anything grant related, please feel free to contact any of the staff in the ORSP, as listed below:

Dr. Gregory Wilson
Assistant Vice President
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974-3497

Ms. Rachel Waldrop Holzhauser, M.S.
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Alternatively, come visit us in our location!

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University of Central Oklahoma
Nigh University Center
3rd Floor, Suite 341
Campus Box 132
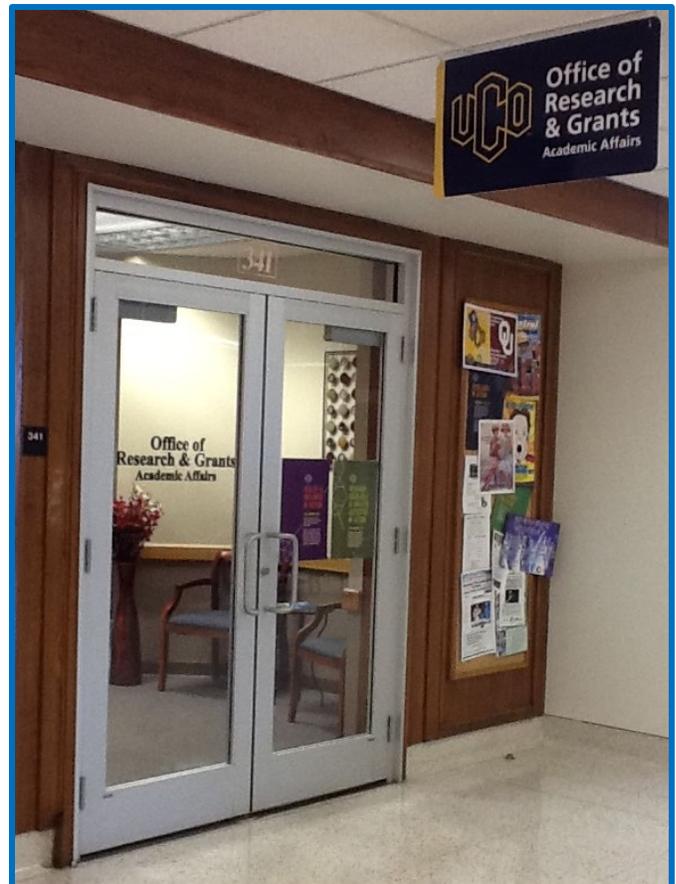
GRANT APPLICATION

InfoReady Review Competition Space

InfoReady Review (IR) is a cloud-based environment that hosts internal competitions and internal competitions for limited-submission external grant competitions. Each open competition has a page accessed by a link in IR. Applications for internal competitions must be submitted to IR in PDF file format by the due date.

The direct link to the grant application is:

http://uco.infoready4.com/CompetitionSpace/

Login Access

IR uses the BANNER ID Single Sign-On common to other applications on campus (e.g., as you would log into your office computer). Since you are a faculty member, choose "Log In" at the top right of the web page and enter your UCO log in on the next web page. Be sure to log out when you are done. If you are experiencing difficulties accessing or using IR please contact the Office of Research and Sponsored Programs at research@uco.edu.

Application

Use the main menu to select the specific Faculty On-Campus Grant you are applying for.

- Select Apply on the right hand side of this page to fill out the application form, and upload any required files.
- Log in using your UCO user name and password that you use to access your work computer.
- **To save your details click the acknowledgement statement and choose the Save As Draft button.** In addition, your work will automatically save as you complete the application.
- To access a saved, but incomplete application, log in and choose the Applications tab. Select the application you are applying for. Choose the Application Form button and continue with your application.
- When you are ready to submit, click Submit Application at the bottom of the page. You will receive a confirmation email once your application has been accepted.

Competition files are located in the top right of the application. Here you will find links to the:
- Application Instructions
- Progress Report Form
- Co-Principal Investigator Form
- Budget Form

As you tab through the application form fields, you are able to type your information directly into the application. Complete your proposal title, principal investigator details and funds requested.

You must provide an answer to each of the funding and Research Day questions.

If you are requesting a student RA, ensure you choose ONE of the options specifying how many hours you require. PI's can request up to one FTE RA. One FTE is equal to 20 hours per week of research.

You must provide an answer as to whether or not your project involves hazardous materials, human subjects and/or animals. You are not required to have approval for use of any of the aforementioned at the time of submission. If your

proposal is awarded, you are required to obtain approval from the UCO [Office of Research Integrity and Compliance](#) before you begin your project.

Only full-time (not temporary), tenure-track or tenured faculty members are eligible for reassignment time. You must provide an answer if you are applying for reassignment time or not. Faculty awarded reassignment time are not eligible for overload pay.

All proposals must be approved by all relevant persons through the electronic routing system built into IR. **After the application is submitted the IR electronic routing system will independently request the signatures as follows:**

- the department chair
- the college dean
- the Assistant Vice President of the ORSP

Only electronic routing will be accepted.

All related documents and forms can also be found on the ORSP website: [Faculty On-Campus Documents and Forms](#)

PROJECT NARRATIVE

The project narrative can be completed as a Word document and converted to PDF for upload as electronic submission into the IR electronic application.

20 pages maximum
Margins not to be less than 1 inch – top, bottom and sides
Font style – Times New Roman, Helvetica or Arial
Font size – 10 point or 12 point
Must be **DOUBLE SPACED**
All pages must be **NUMBERED**

You must include a list of references – please ONLY include references directly applicable to the project – these references will NOT be included in your 20 page limit for the narrative.

Please adhere to the page limitations. If your proposal is substantially under the page limit, you are probably not providing enough detail. Pages submitted over the limit, will be deleted from the proposal.

When composing your project narrative, you should address the following:

- Need; Innovation / creativity / uniqueness of project (worth 10 points)
- Relatedness of project to UCO vision/mission (worth 10 points)
- Goals (worth 5 points)
- Objectives (worth 5 points)
- Methodology and outcomes/assessment of results(worth 15 points)
- Potential for impact and dissemination of results (worth 15 points)
- Utilization of Students (worth 10 points)
- Future funding (worth 7 points)

You are encouraged to review the 'Elements of a Faculty On-Campus Grant Proposal' prior to commencing writing. This goes into further detail regarding each of the above sections. The elements can be found HERE.

As part of the reviewer's evaluation criteria the overall clarity, organization and completeness of your proposal is worth 10 points.

The ORSP staff is always available for further clarification and assistance with proposal writing. Please do not hesitate to contact our office if you have any queries.

Upload only PDF documents. The PDF document should be titled in the following format:
Project_Narrative_*LastName_FirstName*_FOC_*year*

PROJECT SUMMARY

As a part of your 20 page project narrative, the project summary (similar to an abstract) is an overview of your project. As part of your summary, you should include the following information:

- Clearly state the need for your project
- Clearly state goals and objectives of your project
- Describe the methods to be used and the scope of the project
- Describe the assessment process to be utilized
- Describe how your project relates to the UCO vision and mission
- Describe how your project will engage students
- Describe how your project will advance knowledge in your discipline
- Describe how you will disseminate the results

As part of the reviewer's evaluation criteria, the clarity of your project summary is worth 5 points.

TIMELINE

Included in your 20 page project narrative, the time line is a sequence of activities which explain your project. The time line should include:

- What activities will take place to complete your project
- When will the activities take place
- How long will each activity last
- Where will the activities take place
- Who will be responsible for the activities
- How will you assess each activity

PROJECT ROLES & RESPONSIBILITIES FOR RESEARCH ASSISTANT

If you selected on the application that you were requesting an RA, you are required to complete the project roles & responsibilities for your RA. These can be typed directly into the IR electronic application or copied and pasted from a Word document; you are limited to one page, or up to 500 words single spaced.

Faculty can apply for up to one FTE (20 hours/week) of RA support. This can be split between multiple RAs. Please identify the specific roles and responsibilities your RA will have as part of the project. You must remember that clerical duties are not an allowable role or responsibility for your RA. Please use a student worker for clerical duties.

An RA is a student who is actively engaged in an inquiry or investigation and who, through effective collaboration with a faculty mentor, has the potential to make an original, intellectual, or creative contribution to their discipline. The desired outcome for the student should include transformative learning and dissemination (e.g., presentations, publications, exhibitions, performances, etc.) of their findings.

Please be specific as to exactly what you plan to have your research assistant(s) doing in order to assist in the completion of your project. At the end of each semester all students that receive a research assistantship are required to submit a summary of the progress that has been achieved while working on your project. In addition, they must make a presentation at the annual Oklahoma Research Day.

Granted RA stipends will NOT be deducted from your research budget.

Student engagement is strongly encouraged as part of your faculty on-campus grant. As part of the reviewer's evaluation criteria, utilization of students is worth 10 points.

CURRICULUM VITAE

You must include a copy of your current curriculum vitae. *Maximum length allowed is three pages.* If you submit more than this, anything after the first three pages will be deleted from your proposal. Included in your curriculum vitae should be any previous internal or external grants submitted and/or received in the past five years.

3 pages maximum
Margins not to be less than 1 inch – top, bottom and sides
Font style – Times New Roman, Helvetica or Arial
Font size – 10 point or 12 point

Once completed, your curriculum vitae should immediately follow your project narrative as part of your IR electronic application package.

Upload only PDF documents. The PDF document should be titled in the following format:
Curriculum_Vitae_*LastName_FirstName*_FOC_*Year*

PROGRESS REPORT

If you received funding from a Faculty On-Campus Grant in the previous funding year, you will need to complete the Faculty On-Campus Grant Progress Report form which can be found [HERE](#).

Alternatively, you may email the ORSP (research@uco.edu) for a copy.

Your Progress Report can be typed directly into the Word application form and you must answer all questions. You will save the Progress Report form locally and then upload the completed document into your IR electronic application.

Upload only PDF documents. The PDF document should be titled in the following format:
Progress_Report_*LastName_FirstName*_FOC_*year*

NAMES OF ADDITIONAL CO-PRINCIPAL INVESTIGATOR(S)

An individual may be the PI on only one proposal per year; there are no restrictions on the number of proposals for which a person may serve as a Co-PI.

If you are planning to list any Co-PI's on your proposal, you will need to complete the Faculty On-Campus Grant Co-Principal Investigator Form

Alternatively, you may email the ORSP (research@uco.edu) for a copy.

As part of the form, you will need to list the name(s) of all co-principal investigators, their college, department and campus box number. Along with your own signature, you will need signatures from all listed co-principal investigators.

Please be aware that it is the responsibility of the PI and/or Co-PI to inform the Co-PI's chair and dean of their involvement with the grant. If the grant is awarded, all grant correspondence will be with the PI; it is the responsibility of the PI to communicate all information with their Co-PI(s). Co-PI's are not eligible for reassignment time.

You will save the Co-Principal Investigator Form locally and then upload the completed document into your IR electronic application.

Upload only PDF documents. The PDF document should be titled in the following format: **CoInvestigator_*FirstName_LastName*_FOC_*year***

BUDGET FORM

The Budget Form is used to quickly show all the dollar amounts being requested to complete your project. You will enter only the dollar amounts in each category of the Budget Form. Each budget line item must be rounded to the nearest whole dollar amount.

Your Budget Form will be typed directly into the Word Budget application form. You will save the Budget application form locally and then upload the completed document into your IR electronic application.

Upload only PDF documents. The PDF documents should be named **Budget_Form_*LastName_FirstName*_FOC_*year.***

You are required to itemize and justify all expenses on the Detailed Budget Justification portion of the application. Project budgets should be broken into the following categories:

PROFESSIONAL SALARY (REASSIGNMENT TIME)

As part of the Faculty On-Campus Grant, the PI is able to request up to a maximum of four hours reassignment time per academic year. Only the PI of the proposal is eligible for reassignment time. Co-PI's are not eligible for reassignment time. If reassignment time is granted, the PI is not eligible to teach overload. Only full-time (not temporary), tenure-track or tenured faculty members are eligible for reassignment time. Any granted reassignment time requested will be deducted from your budget so you must include it on the budget form.

Reassignment time is calculated by multiplying the number of hours requested by $1,183.

> For example, three hours x $1,183 = $3,549
> Therefore, $3,549 is what you would enter into the Professional Salary field on the budget form to request three hours of reassignment time.

Please note that all funds requested for reassignment time might not be completely used throughout a given semester or academic year. The ORSP is unable to reallocate the funds back to the PI; the ORSP will use the unspent funds to support projects for the upcoming fiscal year.

Mini grants are not eligible for reassignment time.

STUDENT WORKER WAGES

These funds are to support student workers, NOT RA's. Following University policy, students (undergraduate or graduate) must be enrolled in a minimum of six hours to be eligible to participate as a student worker. For student workers, minimum wage is $7.25 per hour and maximum wage is $8.40 per hour. The Vice President (VP) of Administration must approve higher hourly wages.

You must list the roles and responsibilities of any student worker(s) in the detailed budget justification section.

You are not required to nominate the student worker(s) you wish to use at the time of your proposal submission. If your proposal is awarded funding, you will be contacted to provide student details.

It is up to the PI to decide how much they would like to pay their student worker (within the approved pay range). The Student Worker Wages are calculated by multiplying the number of hours required by the dollar amount being paid.

> For example, 10 hours x $7.25 per hour = $72.50
> Therefore, $72.50 is what you would enter into the Student Worker Wages field on the budget form to pay a student $7.25/hour for 10 hours.

RESEARCH ASSISTANT WAGES

Any granted RA stipend will NOT be deducted from your research budget (up to one FTE). Faculty can apply for up to one FTE (20 hours/week) of RA support.

You will be required to complete the 'Project Roles and Responsibilities for Research Assistant' section of the grant application if you have requested an RA. You must remember that clerical duties are not an allowable role or responsibility for your RA. Please use a student worker for clerical duties.

Mini grants are not eligible for RA support.

SUPPLIES & MATERIALS

These funds are classified as being for expendable items (i.e., chemicals, software, books, batteries, primers, printing, etc.) and miscellaneous expenses that are exclusively to be used for supporting and/or completing your project.

Funds generally cannot be used to purchase computers, printers or office supplies. General office supplies (e.g., pens, pencils, paperclips, manila folders, etc.) are not an allowable expense, except when the supplies are directly related to the project and are justified in your budget justification. For instance, you may include manila folders in your supplies section if the grant requires you to keep individual file folders for the students you serve throughout the life of the grant. But you will need to state your reasoning for including the items in your budget justification.

If you require software as part of your project, software approval from the Information Technology (IT) department will be required prior to purchasing, but it is not required at the time of grant submission. The ORSP will assist you in requesting approval prior to purchase.

The ORSP has a number of laptops which may be borrowed for the duration of your project if necessary.

When determining your supplies and materials budget, please ensure you are using accurate estimates based on vendor pricing quotes. Do not forget to include estimates for costs associated with shipping and handling in your budget.

EQUIPMENT

These funds are for tangible, nonexpendable items with a useful life of at least one year; the items must be required to support and/or complete your project.

Funds generally cannot be used to purchase computers or printers. The ORSP has a number of laptops which may be borrowed for the duration of your project if necessary.

When budgeting for equipment, you will need to obtain pricing quotes from vendors for accurate estimates. Shipping and handling and set-up fees should be included in the total costs of the item. If the quote from the vendor does not include shipping, handling, and installation, you should add a minimum of 10 percent to the total cost. In your justification, you will need to note that these costs have been included as part of the total cost for that item. To document your equipment on your budget, provide details on the equipment, including:

- Name of vendor
- Model number
- Price per item
- The date that you obtained the quote
- Quantity needed (if applicable)

TRAVEL

Funds for travel are limited to $600.00 per grant funding period, for the PI only. Travel support will be granted for purposes of data collection only (i.e., fieldwork, travel to research site, etc.). Participation in conferences, workshops, seminars, or participation as a volunteer officer in a professional organization cannot be funded by these grants.

There may be exceptions to the $600.00 limit if a large amount of travel is instrumental to the completion of the project. PI's should explicitly itemize and justify travel requirements in the budget justification section to include any/all flights, accommodations, per diem costs, etc.

If awarded, travel funds are paid on a reimbursement basis and not issued prior to travel, with the exception of a direct purchase of flight tickets.

CONTRACTUAL OR PROFESSIONAL SERVICES

In some cases, you will need to contract with independent firms or individuals who have the expertise to undertake a specific aspect of your project or to provide technical advice. Other times you may contract with another college or university (subcontract/subaward) to conduct a specific part of your project on their campus. In these instances, you will need to include these costs in the contractual or professional service section.

An independent contractor is defined as an individual or firm who is responsible to the University for the results of certain work but is not subject to the University's controls to the means and methods of accomplishing those results.

Contractual or professional services may not be funded to provide essentially the same service as provided by a university employee.

Independent contractors or consultants are responsible to the University and must produce tangible results upon the termination of their contract.

Independent contractors or consultants must use their own resources to complete the project for which they are being paid. Some examples of independent contractors are guest speakers, technical consultants, and external evaluators.

To be considered an individual contractor, an individual must not have been an employee of the University of Central Oklahoma in the past 12 months as per our Purchasing Department.

Hourly rates are not appropriate for independent contractors; instead use per-day rates or a lump sum payment. Some agencies have guidelines as to the maximum payments to consultants or independent contractors, so you should read their guidelines carefully.

DETAILED BUDGET JUSTIFICATION

You must submit a detailed justification of exactly how you will spend the awarded funds. The detailed justification can be completed as a Word document and converted to PDF for upload as electronic submission into the IR electronic application.

You must itemize all items requested, with a price and quantity, and state why the items are needed and how the items will be used to complete your project.

For all equipment and/or supplies, you should include the name of the company or source providing the goods. If your proposal is awarded, official quotes may be required prior to the purchase of such items.

The ORSP abides by all UCO standard purchasing policies and as such, may request: additional quotes for items over $2,500, software approvals, flight quotes from a state approved travel agency, etc. Please review the Purchasing policy & guidelines if you need any clarification.

By acknowledging your submission, you are confirming that you will use any awarded funds as outlined in your detailed budget justification. If the amount awarded is different from the amount requested or if you modify any aspect of your budget, you must furnish the ORSP with a revised budget and budget justification.

Grants awarded to faculty members who cease employment with UCO during the funding period cannot be transferred. Equipment, supplies, and materials purchased with research funds are the property of UCO.

As part of the reviewer's evaluation criteria, an accurate and logical budget and budget justification is worth 8 points.

Upload only PDF documents. The PDF document should be titled in the following format:
Detailed_Budget_Justification_*LastName_FirstName*_FOC_*year*

REVIEWER RECOMMENDATION FORM

The ORSP is in constant need of qualified reviewers to take on the challenge of providing a fair and objective assessment of the strengths and weaknesses of each grant application. The names of recommended reviewers should be at a PhD level or have the education/experience equivalent and be well respected in their discipline.

You are required to provide the name and contact information for potential reviewers that to your knowledge, best fits the above criteria – to be vetted, selected, and invited by the ORSP to participate in the peer-review process associated with the Faculty On-Campus Grant applications. Please do not contact the reviewers and ask if they might be interested in reviewing your proposal – the ORSP will contact all reviewers and provide them with instructions for the review process.

Do not provide the name and contact information for individuals that might be construed as creating a conflict of interest because of past or current collaborations or other affiliations. This might include, but not limited to, past academic or graduate school advisors, professional colleagues who you have collaborated with on research projects in the past, professional colleagues who you are currently collaborating with on research projects, former or current undergraduate or graduate students, etc. By providing the names, the ORSP assumes that you have no conflicting affiliations or interests. If you have names of colleagues who you do not want to review your proposal, please provide those names and affiliations on a separate document and attach to your grant application packet.

Please note that you are submitting names of individuals who are qualified to review the subject matter of your proposal. It does not mean that the ORSP will use these individuals as a reviewer of your proposal. The names you provide will be entered into the ORSP database for possible future use. The Assistant Vice President of ORSP will contact the potential reviewers to establish if they are interested in being included in our review process.

A copy of the Reviewer Recommendation Form is located on the ORSP website.

This form will be emailed separately to you once you have completed your IR electronic application. This is a required form that must be completed and returned to the ORSP for your application to be complete.