COLLEGE OF BUSINESS
Illinois State University

TO: College of Business Faculty

FROM: Dr. Elango, COB Director of Research

SUBJECT: FY 2014-2015 COB Research Fellowship/University Research Grant (URG) Program

DATE: January 29th, 2015

Contingent upon appropriate funding from the university, the COB plans to fund Research Fellowships by $20,000, which equates to $4,000 each to a maximum of five proposals. The funds are expected to be distributed in FY **2015-2016**.

Our allocation of the University's URG allocations for last summer was $19,575.66 and, thus, we hope to receive a reduced but comparable amount in support this summer. Therefore depending on URG budget approval and allocation, additional supplemental funding is possible.

With the above background, please find attached a copy of the **FY 2015-2016 (July 1, 2015-June 30, 2016) COB Research Fellowship/University Research Grant Program** policies and proposal guidelines. The forms that are required to accompany the proposal (e.g., cover sheet, professional outcome form, etc.) are all included at the end of this document. Proposals are **due in department offices by 4:30 PM on Friday, March 13, 2015**. Please e-mail a softcopy of the same to the COB Research Director (elango@ilstu.edu).

Please note that:

Please make sure you meet all the eligibility requirements listed in Section II of program guidelines before you spend a significant amount of time preparing and submitting a proposal. If you have questions about the URG Program or any of the other research support resources/services, please don't hesitate to contact me. You can reach me at my office, SFHB 345 (438-5930). If I am in class or in a meeting, you can leave me a voice mail or send me an email (*elango@ilstu.edu*) and I will get back with you as soon as I can. Good luck.

Included in this packet are guidelines for preparing your application. Please carefully follow the instructions below. Note that your proposal must be submitted in either the Grant Development or the Research Development category. **Grant Development** proposals are designed to develop significant research programs that have a high probability of acquiring external funding and/or to complement awards obtained from an external agency. **Research Development proposals are designed to support quality scholarly undertakings of the faculty that are deemed important to the discipline but not designed to directly pursue external support.**

Whichever category you choose, you are encouraged to use this grant program to initiate and extend a long-term research agenda. The evaluation criteria for the two categories are different, and you should be aware of these as you prepare your application. The information regarding evaluation criteria are presented in detail in the pages that follow.

The schedule for the annual research competition, including submission deadlines and award dates, are provided in Appendix A to this document. **Proposals are due in your department office on Friday, March 13, 2015.**

I.   **The proposal you develop should include the following components in the order listed. Each item is explained in more detail in later pages.**

    A. Cover Page (FORM A)
    B. Abstract
    C. Project Description
    D. Expected Outcome from the Project (FORM B, Professional Outcomes Form)
    E. Importance to the Discipline
    F. Scholarly Record of Author(s)
    G. Report on Outcomes of Previously Funded URGs (FORM C)
    H. Budget Page (FORM D)
    I. Budget Justification

II. **Eligibility**

- All tenured and tenure-track faculty, with the exception of the new faculty who have not formally defended their dissertations as of the URG submission deadline, are eligible to participate in the COB Research Grant Program.
- Members of the faculty who have previously received three Research Development URGs, must apply for a Grant Development URG, or show evidence of a proposal submission to an external funding organization, before being eligible to apply for another Research Development grant.
- A faculty member may submit only one single or co-authored proposal in any one year.
- Proposals that receive funding from the Katie School Research/Faculty Development Grants are NOT eligible for funding from the URG program.
- Concurrent submission of the same proposal to both the URG as well as Katie School Grant Programs is NOT allowed.
- A faculty member who is awarded a grant must resign the grant if he/she decides not to return to the University in the following academic year.
- Faculty members receiving the grant agree to make a research presentation in the COB Research Brown Bag Seminar Series, during the academic year of the first Form C submission in coordination with the Research Director.
- Faculty members who received this grant in previous years but failed to turn-in FORM B [i.e., Professional Outcome(s) Form required by the Office of Research and Sponsored Programs] within

the October 1 deadline during the following two years after receipt of the grant are NOT eligible to apply for this award for a five-year period.

- A faculty member should not submit the same, or essentially the same, single or co-authored proposal for consideration for two or more awards concurrently. In such an event the faculty member will forfeit participation in both awards. However, a faculty member may resubmit a proposal for a different award in the event the proposal was not selected for an award.

III. Evaluation of Proposals

A. Departmental research committees are the first step in the evaluation process. Departments will, at a minimum, provide the College-level evaluation committee--i.e., Research Subcommittee of the Human Resource Development (HRD) Team--with two items. The first is a ranking of all proposals from the department. Separate rankings will be prepared for each of four categories of proposals (Grant Development - New and Continuing Faculty; Research Development - New and Continuing Faculty).

In addition to the rankings, the departments will provide an objective evaluation of each proposal, addressing as appropriate the evaluative criteria described in Section III. B. 1-3. The College HRD Team's Research Subcommittee will consider carefully the department rankings in its deliberations and determination of proposal rankings at the College level.

B. At the College level, proposals in each major category will be evaluated on different sets of criteria. In addition, the weights assigned to various evaluative criteria will differ depending upon whether the author is in the new or continuing faculty category. **New faculty are defined as those in the first <u>four</u> years of their academic careers (i.e., in a tenure-track position).**

The criteria and weights are as follows:

		Weights	
1. <u>Research Development Proposals Criteria</u>		<u>New</u>	<u>Continuing</u>
Theoretical/literature background and research methodology		45%	35%
Demonstrated importance to discipline and/or practitioners		45%	35%
Past record of scholarly productivity/ Outcomes from prior URGs-FORM C (if applicable)		10%	30%

		Weights	
		<u>New</u>	<u>Continuing</u>
2. <u>Grant Development Proposals Criteria</u>			
Theoretical/literature background and research methodology		35%	30%
Demonstrated importance to discipline and/or practitioners		35%	30%
Past record of scholarly productivity		5%	15%
Funding potential		20%	20%
Past record of external funding		5%	5%

3. Areas to which the evaluation committee will pay particular attention in rating the criteria are:

    a. Theoretical/literature background and research methodology:

        Internal Consistency
        Clearly Written
        Well-Documented
        Clearly Stated Methodology Where Appropriate

    b. Demonstrated importance to discipline and/or practitioners:

        Applied and/or theoretical significance
        Generalizability of results
        Publication potential
        Breadth and depth (Proposal breadth and depth are also corroborated through the budget justification: Faculty Salaries.)

    c. Past record of scholarly productivity:

        Degree to which the project furthers a long-term research agenda (i.e., is consistent with previous work). Outcomes from prior URGs - FORM C (Degree to which URGs lead to meaningful research or grant outcomes).

IV. Division of Funds Across Categories

The division of funds across categories (new *vs* continuing, Grant Development *vs* Research Development) will be flexible and subject to revision each year, reflecting the proportion of the applicant pool in each category and the quality of the proposals in various categories. Assuming the pool of money allows for two or more proposals to be funded, funding will be reserved for a minimum of one grant development proposal and one research development proposal. On proposals of similar quality, Grant Development proposals will receive preference over Research Development projects. However, it is expected Grant Development proposals will be seeking a minimum external funding of $20,000.

For example, the following steps will be followed by the committee in evaluating proposals and determining awards:

A. Each committee member will evaluate each proposal using the criteria and weights shown in Section III. B. 1-3, and assign a rating. These individual ratings will be averaged to calculate a single rating for each proposal.

B. The relative ratings of proposals in the new and continuing faculty categories of the Grant Development and Research Development proposals will be compared.

C. If the top proposals in the various categories are of similar quality, as evidenced by their ratings, funds will be awarded to the top few proposals in each category, reflecting the proportion of the total pool in each category. If the quality is not reasonably similar across the four categories, the funds will be allocated to the higher quality proposals, according to the judgment of the committee.

V. Explanation of Required Format and Components

A. Format

The proposal should be prepared using 11- or 12-character/inch font, with one inch margins. Please use a separate heading for each component of the proposal.

NOTE: In the interest of fairness to all grant applicants, your adherence to the required format is mandatory. So, please follow the guidelines outlined below and use the prescribed format to provide the requested information in full. Failure to comply will diminish your chances for funding.

B. Required Components

1. Cover Page **(FORM A)**
   The cover page provided in this packet should be completed and placed at the beginning of the application.

2. Abstract
   The abstract may not exceed 250 words in length and must be written in non-technical language. It should clearly describe the research problem, the methodology to be used, and the expected outcome from the proposed project.

3. Project Description
   The project description may not exceed five single-spaced typewritten pages, including the bibliography. The description should be written in such a manner that is understandable, recognizing that members of the evaluation committee are not necessarily experts in your field. You should "educate" the evaluators in this and subsequent sections by demonstrating the importance of the project to the discipline and clearly explaining the project. Please avoid overly technical terms and define other terms carefully.

   The project description has three parts:
   Research Problem
   Methodology
   Bibliography

   a. Research Problem
      This section should clearly define the research problem/question to be investigated. A review of the relevant literature, structured to provide a conceptual framework converging upon the topic addressed, should be included in order to explain the significance of the research to be undertaken. The research problem, including hypotheses, research questions, and objectives to be addressed must be clearly stated.

   b. Methodology
      The methodology to be employed should be described in specific terms and clearly relate to the research problem, objectives, and expected outcome(s).

  c. <u>Bibliography</u>
    The bibliography provides a current list of related works keyed to the project description. The bibliography should be reasonably comprehensive, but not exhaustive.

4. <u>Expected Outcome</u>
  On **FORM B**--the Professional Outcome(s) Form, clearly define the product(s) that will be generated by this project. For a Grant Development project, this section must include a discussion of the prospects for obtaining external funding for a proposal resulting from the grant. This explanation should include the agency or agencies to which you plan to submit a proposal, and any supporting information to demonstrate how the agency's funding priorities are related to your project. (If appropriate, this section may also explain how the proposed project will complement a currently funded grant.)

  Each year the University Research Council will examine the success of the PIs in satisfying the professional outcomes as submitted with the original proposal on the Professional Outcome Form. The University Research Council expects the professional outcomes of each faculty member will be products that are consistent with the <u>highest</u> academic standards for scholarly productivity in their particular discipline, such as grant proposal, creative work, publication/manuscript submission, professional conference presentation.

5. <u>Importance to the Discipline</u>
  Describe how this proposed research will make a significant contribution to the field of study. This section may not exceed half of a single-spaced page.

6. <u>Scholarly Record of Author(s)</u>
  This section includes the following for each author:
    Scholarship
    Internal Funding
    Previous External Funding

  a. <u>Scholarship</u>
    List publications and scholarly accomplishments of the past five years. To aid in the evaluation process, list the following separately:

    (1) Peer-reviewed scholarly publications (research articles, reviews, books and monographs). Use the following format: Name of author, title of article or chapter, name of journal or book, volume, pages, year. Indicate those which were peer reviewed.

    (2) Other publications. Use the same format as in Part (1).

    (3) Scholarly accomplishments (e.g., papers presented at professional meetings, productions, exhibitions and performances.)

  b. <u>Internal Funding</u>
    List all University Research Grant and COB Research Grant proposals submitted during the past five years and indicate which of them were

funded. Report the results of each URG grant funded during the last five years on the form provided with these guidelines **(FORM C)**.

    c.   <u>Previous External Funding</u>
Provide a list of external proposals submitted during the past five years. If there were none, please indicate. Please indicate those which were funded and those which were not. Indicate those which were funded and those which were not. Indicate with an asterisk those grant applications that resulted in any way from a University Research grant in the past five years. Use the following format: title of proposal, co-investigators, agency, date, and dollar amount.

7.   <u>Budget Page</u> **(FORM D)**
The maximum budget request is $8000 for a proposal**, irrespective of the number of authors.** The budget should be carefully developed. Contact the College of Business Research Director with questions. The following information may be helpful for budget preparation:

    a.   <u>Personnel Services</u>

        (1)   <u>Faculty Salaries</u>
Faculty salary requests are limited to $8000. (In other words, the maximum award for any proposal is $8000, even if the proposal has two or more authors.)

        (2)   <u>Student Help</u>
The University has a six-level pay scale that varies from $5.15 - $7.25 per hour for Level I, $5.15 - $7.75 for Level II, $5.15 - $8.25 for Level III, $5.15 - $8.75 for Level IV, to $5.90 - $9.65 for Level V. Level VI must meet the minimum wage levels, but the increments within the levels are negotiable. Please contact the Student Employment Office (438-2027) for further details.

        (3)   <u>Graduate Assistants</u>
The current monthly stipend for non-teaching graduate assistants in the College of Business is $690. Appointments cannot exceed 20 hours per week.

        (4)   <u>Civil Service - Extra Help</u>
The hourly wage for extra help corresponds to the position level. There is a 900-hour limit for extra help employees. Check with the Human Resources Office (438-8311) for details.

    b.   <u>Operations</u>

        (1)   Contractual Services include the following: Professional and artistic services; purchase of computer software; services through Photographic Services; off-campus copying*; electrical supplies; mechanical supplies (repair & maintenance items); parts and fittings for furniture & office equipment (repair parts); structural and maintenance materials and repair parts;   statistical & tabulation services, including computer services when performed by other than ISU Computer Center; subscriptions & information services rentals - real & personal property. *If the copying is to be done on campus through Rapid Print, using the investigator's department vendor card, or having library materials copied at Milner, the line item to be used is Printing. If copying is done off campus, with reimbursement to the investigator or to the place of business, the line item to be used is Contractual.

        (2)   Postal Services: Postage charges through the University Mail Service

(3) Commodities include: Educational and instructional material; office and library supplies; University Central Stores supplies; video cassettes, films and tapes costing under $100; computer disks; and food supplies. If the cost is **under $100**, the following are also classified as Commodities: office and furniture equipment; all tools; equipment parts and fittings (minor accessories for equipment purchases); parts and fittings for furniture and office equipment (minor accessories under $100). Generally, funds should not be requested for books and journals available at the library.

(4) Travel: Use of travel funds is governed by regulations of the University Board and the state of Illinois. Copies of these regulations are available in department offices and in the Comptroller's Office. Travel includes transportation, food, lodging and other costs in connection with official business. Also included are charges for use of University fleet cars. The State of Illinois sets limits on reimbursement for lodging. Use the lowest possible air and rail fare. Please check with your ISU policies on travel costs.

(5) Printing expenses include: Paper for typing, duplicating and printing; printed forms, reports, pamphlets, booklets and fliers; charges for mimeograph, copying* or duplicating services; envelopes--printed with return postage code. *Copying charges for on-campus copies are printing expenses; off-campus copying is classified as Contractual.

(6) Equipment: Items of a durable nature costing $100 or more (Equipment costing less than $100 are Commodities expenses). If the cost is **over $100**, the following is considered Equipment: Office furniture and accessories; machinery and major tools; scientific instruments and apparatus; video cassettes and films; reference book sets; and equipment not elsewhere classified. Equipment purchased with University funds becomes the property of the University, and it will normally remain in the investigator's department for instructional or research operations. Do not request funds to duplicate equipment already available in the University unless you provide a very strong justification.

8. Budget Justification

Each item must be clearly and completely justified. The College Research Committee will consider this carefully in its evaluation of your proposal. Special attention should be given to the following:

a. For salary requests in proposals with multiple authors, explain the roles and responsibilities of each researcher. This information will be used to evaluate breadth and depth of such proposals. Provide any appropriate explanation of the author's activities that may not be clarified in the narrative.
For all salary requests, indicate the exact date for the time period in which remuneration is requested. This is necessary and very important because a contract is required. The designated time period for receiving salary must be specific dates within the fiscal year (July 1 - June 30).

b. For Regular and Work-Study student help, describe duties, number of hours and hourly rate in each category.

c. For Graduate Assistants, describe duties, the number of months or semesters to be employed and the monthly stipend.

d. Describe work to be done by Civil Service Extra-Help and anticipated number of hours.

e.   Itemize and explain the need for all other expenses that will be incurred: Contractual Services, Postal Services, Travel, Commodities, Printing, Equipment, Computer Services, and Telephone Services.

March 13	Faculty proposals are due in department offices. Please e-mail a softcopy of the same to the COB Research Director (elango@ilstu.edu).
March 27	Department Chairpersons will send the scanned version of the approved proposals, as well as the results of departmental evaluations to the COB Research Director.
May 15	The College of Business will submit to the Office of Research and Sponsored Programs (RSP) its list of faculty awardees along with the **Anticipated Professional Outcome Forms and Budget Forms**.
May 15	The College of Business will announce the recipients of its University Research Grant Awards (pending approval of the University's URG budget).
October 1	Recipients of University Research Grants in the preceding two years (i.e., grants received for the years 2012-2013 and 2013-2014) will submit to the Research Director evidence of the professional outcomes of their grants and verify completion of the project described in the ***Professional Outcome Form*** which accompanied the original University Grant proposal.
Academic Year Following Grant Award	Faculty members receiving COB Research Fellowship/University Research Grant will present the outcomes of their research in a brown bag research seminar at a time to be mutually agreed upon with the College Research Director.

<div style="text-align: center;">

FORM A

Illinois State University Research Program
College of Business Research Grant Proposal
For Fiscal Year 2015-2016

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1. Name(s)   1._____   UID   _____/____/_____

                        2._____   UID   _____/____/_____

2. Department(s) 1._____   2._____   Office Phone_____

3. Project Title

    _____

4.   Proposal category: ____ Grant related

                            ____ Research Development (Please check the guidelines for eligibility requirement)

5.   Are you in the first four years of your academic career in a tenured/tenure track appointment (including

     in other institutions)?   ____No   ____Yes

6. Date of appointment at ISU? _____

7. Your Tenure Status?   ____Tenure Track   ____Tenured

8. Does this project involve the use of humans as subjects for research?   ____No   ____Yes (Please note that it

     is your responsibility to obtain IRB approval before carrying out the proposed project).

9. Does this project involve the use of animals as subjects for research?   ____No   ____Yes

10. Total amount requested from University Research Grant Program College of Business funds

     (total from budget page): $_____.

12. Signature below verifies that this proposal, forwarded to the College Research Office, is worthy of being funded
     and that it clearly satisfies the objectives of the program and is consistent with the definition of Research used
     by the University.

Applicant(s) _____   Date: ____/___/_____

                 _____   Date: ____/___/_____

Department Chairperson _____   Date: ____/___/_____

Please supply three (3) copies of your complete proposal to your department chairperson by Friday, March 13, 2015
[please e-mail a softcopy of the same to the COB Research Director]. Do note the COB Research Director will act
on the grant proposal ONLY after receipt of the approved proposal from the department chair. *Department*
Chairpersons: Please send scanned version of the approved proposals and your evaluation to the COB Research
Director by Friday, March 27, 2015.

UNIVERSITY RESEARCH GRANT PROGRAM
Professional Outcome Form
(See Instructions on Following Page)

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1. Check appropriate boxes.

    Type of Outcome: Faculty Status:

    ☐ Intended Professional Outcomes   ☐ Tenured
       (Submit with URG proposal)   ☐ Tenure Track
    ☐ Accomplished Professional Outcomes   University Research Grant Category:

                        ☐ Grant Development

                                  ☐ Research Development

    Principal Investigator(s) (Please Print)   College/Department(s)

    _____   _____

    _____   _____

    Title of Proposal:_____

2. Briefly describe the URG project (3-5 lines).

3. List the intended outcome(s) (i.e., product/work/result) of this URG briefly and clearly. Be specific regarding the number of items in each category listed. **Outcomes must be completed by October 1, 2016.**

4. Signatures:

P.I._____   Date_____

P.I._____   Date_____

Chair_____   Date_____

Dean_____   Date_____

Professional Outcome Form Instructions

1. Complete information in box.

2. Description of the project should be brief and in non-technical language suitable for informed, non-specialist readers. The purpose of this description is to inform the reader of the primary focus of the project and the appropriateness of the intended professional outcomes.

3. Professional outcomes can include a wide range of scholarly activities. Possibilities include: conference presentations, research articles, research books, and chapters or articles in books, external grants, exhibitions and performances, research lectures or recitals, or other professional outcomes appropriate to the discipline. **"The professional outcomes must be consistent with the highest academic standards for scholarly productivity in your discipline."** See attached summary of characteristics and examples of professional outcomes.

   When selecting intended professional outcomes for the Professional Outcome Form, the time frame for the URG project should be kept in mind including deadline for reporting accomplished outcomes. Please identify outcomes to be accomplished by **October 1, 2016**.

4. Complete signature section.

Applicants whose proposals are funded should update and submit this form to the Research Director by October 1 of 2016 and October 1 of 2017.

COLLEGE OF BUSINESS
REPORT ON OUTCOMES FROM PREVIOUSLY FUNDED UNIVERSITY RESEARCH GRANTS

Please provide the requested information for each URG grant received within the last five years (**FY2011-FY2015**); funds received in fiscal years beginning **July 1, 2010 through July 1, 2014**). One page per grant is required.

Applicant's Name: _____

Title of Project: _____

Fiscal Year in which funds were received:

1.   a. **Presentation at National Meeting:**

Organization: _____

Month/Year:_____   Number of Pages:_____

Title of Paper:

b. **Presentation at Regional Meeting:**

Organization: _____

Month/Year:_____   Number of Pages:_____

Title of Paper: _____

2.   a. **Article in Refereed Publication:**

Journal: _____

Date:_____   Volume:_____   Number of Pages:_____

Title of Article:_____

b. **Article in Non-Refereed Publication:**

Journal   _____

Date:_____   Volume:_____   Number of Pages:_____

Title of Article: _____

3.   **Grant Proposal submitted to external agency:**

Title of Proposal: _____

Name of Agency:_____

Date Submitted:_____   Amount:

Was proposal funded?   __ Yes   __ No   a.reportu.doc

PROPOSED BUDGET
July 1, 2015 - June 30, 2016

A. *PERSONNEL SERVICES*   Amount

    Faculty Salary.. $_____

    Civil Service-Extra Help .. # hours _____X rate of pay $_____

    Graduate Assistants..……# months _____X stipend $_____

    Student Help...............……# hours _____X rate of pay $_____

B. *OPERATIONS*

    Contractual Services... $_____

    Computer software   _____

    Xeroxing (off campus)   _____

    Other   _____

    Postal Service.. $_____

    Travel.. $_____
    (give approx. date(s) of Travel Month/Yr._____/

    Private Car_____   University Car_____

    Air or Rail_____   Other_____

    Commodities.. $_____

    Printing... $_____

    Printing, duplicating   _____

    Xeroxing (on campus)   _____

    Paper, envelopes, etc.   _____

    Equipment.. $_____

    Computer Services.. $_____

    Telephone... $_____

    TOTAL BUDGET.. $_____

*Indicate full payroll amount (100%) needed. Note that if Work-Study money is requested and a regular student worker is employed instead, the money will be reduced by two-thirds in transferring from Work-Study to Regular. If transferring from Regular to Work-Study, the money will be increased by two-thirds.