

UNIVERSITY RESEARCH GRANT PROGRAM
MENNONITE COLLEGE OF NURSING GUIDELINES

Introduction:

The purpose of the University Research Grant (URG) program is to support research of the highest quality in the appropriate discipline. This grant program is intended to provide faculty with funds to:

1. Develop significant research programs that have a high probability of acquiring external funding and/or to complement awards obtained from an external agency, and
2. Support high quality scholarly undertakings of the faculty that are deemed important to the discipline that are independent of the pursuit of extramural support.

Research is defined as:

“A formal procedure which contributes to the expansion of basic knowledge or applies such knowledge to the solution of problems in society or exemplifies creative expression in a specific field of study. The results of research are communicated to professionals outside the university through a peer review process in a manner appropriate to the discipline.”

This definition applies to the University Research Grant Program and the guidelines within this document.

Funding Categories

Two types of URG awards are available: *Grant development (Grant Related Scholarship) and Research development. (Non-Grant Related Scholarship)*

- a. Grant Development awards are intended to provide faculty with funds to develop significant research programs that have a high probability of acquiring external funding and/or to complement awards obtained from an external agency.
- b. Research Development awards 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.

A separate proposal format is available for each type of award. The applicant is responsible for completing the format that best fits the intent of the proposal submitted.

Note: After three successful Research Development Awards, a faculty member must apply for a Grant Development Award or show evidence of a submission to an external funding agency in order to qualify to reapply for another Research Development Award.

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Eligibility:

All tenured or tenure track faculty members are eligible to apply..

When submitting a proposal, the applicant should identify if they are senior or new faculty. Senior faculty are tenured/tenure track faculty who have been at the college for 5 years or more. New faculty are tenured/tenure track faculty who have been at the college for less than 5 years. Faculty who have been at the college for more than five years are considered new faculty if they are recent doctoral graduates and/or are new to the tenure track. *An individual may submit more than one application for consideration in a calendar year.*

Grant Review and Administration

Applications are reviewed by the College Research Committee. In the event of a conflict of interest, reviewers will be selected from the ranks of MCN tenured/tenure track faculty. The College Research Committee along with the director of the graduate programs will make final determinations regarding funding. Applicants will receive notification of funding status along with a written critique of the grant application on or before April 1st of the academic year.

Grant proposals are treated as confidential communication and will be shared only with members of the College Research Committee. Copies of funded proposals will be kept in the Graduate Programs Office (Office of Research and Scholarly Activities). The names of funded researchers will be released to the faculty of MCN and to the ISU office of Research and Sponsored Programs.

See URG Yearly Program Calendar located on the Illinois State University website www.rsp.ilstu.edu for a deadlines and dates for submission and reporting.

Submission Deadlines

URG's are awarded annually and funded on or before July 1st of the calendar year. Grant proposals are due to the Chair of the College Research Committee by 5:00 p.m. on the Monday following spring break.

Funding

Funds will be appropriated annually dependent on funding availability and the number of grant applications in each category. Appropriations will be guided by the philosophy that URG funds are intended for new researchers and that senior faculty members will have the expertise to obtain external funding for research. Appropriations will be awarded based primarily on the strength of the proposal. Priority for funding will be given to faculty new to the College. Applications for continued funding will be considered and based on review of the study's progress and accomplishments. The maximum budget request is \$4000.00.

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Grant Recipient Responsibilities

- *A comprehensive final report must be submitted to the College Research Committee within 60 days of completion of the grant or no later than August 31st of the year following initial funding*
- *Any unexpended funds should be returned following completion of the project.*
- *Grant recipients must acknowledge the financial support from the MCN URG in all publications and/or presentations about the research project.*
- *Grant recipients are expected to present the results of their work to the MCN faculty in a brownbag forum no later than one year after the work is completed.*
- *Faculty members who will not be returning to the University in the fall following the grant award must resign their grant.*

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Evaluation Criteria:

Eligible proposals will be evaluated using the following criteria:

- *Project Description:* See research proposal requirements elsewhere in this document).
- *Proposal Outcomes:* The product/work/results are appropriate, realistic, achievable, and can be presented in the Professional Outcome Form.
- *Importance to Discipline:* The proposed research must define activities that will make a significant impact on the field of study (e.g., new approach, creative solution, improved strategy).
- *Relationship to Long-Term Research Agenda:* The proposed research should be part of a significant project, one which constitutes a long-range research agenda.
- *Funding Potential:* The likelihood that the proposed project will lead to a significant external proposal or contribute in a major way to an externally funded program.
- *Past Record of External Funding:* The applicant's past record of applying for and/or receiving external funds.
- *Past Record of Scholarly Activity:* The applicant's scholarly record as determined by professional publications, creative works and/or presentations.

Research Development Proposals will be scored using the following point system:

| | |
|---|-----------------------------|
| Project Descriptions | 30 |
| Proposal Outcomes | 30 |
| Importance to Discipline | 25 |
| Relationship to Long-Term Research Agenda | 5 |
| Past Record of Scholarly Productivity | <u>10</u> |
| | 100 (total possible points) |

Grant Development Proposals will be scored using the following point system:

| | |
|---|-----------------------------|
| Project Description | 25 |
| Proposal Outcomes | 20 |
| Importance to Discipline | 20 |
| Relationship to Long-Term Research Agenda | 5 |
| Past Record of Scholarly Productivity | 5 |
| Funding Potential | 20 |
| Past Record of External Funding | <u>5</u> |
| | 100 (total possible points) |

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Research Proposal Format Requirements

- A. *All proposals should be submitted using the most current APA format and include 11- or 12-character/inch font, with one inch margins. A separate heading should be used for each component of the proposal.*
- B. *Proposals must not exceed five (5) single-spaced pages, excluding references, budget justification and appendices*
- C. *Applications should be organized in the following manner*
 - 1. *Cover Page (provided in this packet)*
 - 2. *Research Grant Application*
 - 3. *Proposal Elements*
 - 4. *References*
 - 5. *Budget and Justification*
 - 6. *Appendices (questionnaires, tables, etc.)*
 - 7. *Professional Outcomes Form*
- D. *All pages, including appendices should be numbered consecutively*
- E. *One electronic and one hard copy of the grant proposal that includes a complete set of materials should be submitted to the chair of the research committee by the application deadline. Late materials will not be reviewed.*

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RESEARCH PROPOSAL REQUIREMENTS

1. 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.
2. Problem Statement/Purpose/Aims
Describe the problem or purpose addressed by the proposed research. The description should be written in such a manner that is understandable, recognizing that members of the review committee may not be experts in your field.
3. Purpose and Hypothesis
Clearly state the goals and objectives of the study. Avoid overly technical terms and define other terms carefully.
4. Theory/Conceptual Framework
5. Literature Review
Provide a critical synthesis of the literature relative to the subject at hand.
6. Importance to the Discipline
Describe how this proposed research will make a significant contribution to the field of study.
7. Methodology
Include a description of the research design, study sample with power analysis (if quantitative), sampling frame, research setting, ethical protection of participants, and instruments to be used
8. Statistical Tests/Data Analysis
Provide a specific plan for the statistical tests needed for quantitative projects and/or the proposed methodology for data analysis if qualitative projects.
9. Timeline
The proposal should project a chronologic schedule of proposed research and scholarly activities. The timeline may be included as an appendix.
10. Budget
The maximum budget request is \$4,000. The budget should be carefully developed. Contact the .Associate Director for Business and Finance, Diane Folken for guidance.
11. References

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12. Biosketch

Include a biosketch for all members of the research team, including any consultants and/or mentors. The biosketch must include the following information:

- Internal Funding
List all URG and MCN Research Grant proposals submitted during the past five years, indicating which were funded.
- External Funding
Provide a list of external proposals submitted during the past five years, indicating which were funded and those which were not.
- Scholarship
List any publications and scholarly accomplishments from the past five years. List the following separately:
 1. Peer-reviewed scholarly publications (research articles, reviews, books and monographs).
 2. Other publications.
 3. Scholarly accomplishments (e.g., papers presented at professional meetings, productions, exhibitions and performances.)

13. Appendices

- A. Instrument(s)
- B. Institutional letter(s) of support
- C. IRB approval (if complete) with Informed Consent and HIPAA documents
- D. Any other supporting documents

14. Professional Outcome(s) Form

- The Professional Outcome(s) Form is required by the University Research and Sponsored Programs Office. It clearly defines the product(s) that will be generated by this project. It is expected that the professional outcomes of each faculty member will be products that are consistent with the highest academic standards for scholarly productivity in their particular discipline, such as grant proposal, creative work, publication/manuscript submission, professional conference presentation.
- At 2 points, following the receipt of an award, PI's are required to submit to the College the **accomplished professional outcomes of their grant and verify completion of the project described in the intended** Professional Outcome Form which accompanied the original proposal.
 - The first is due at the end of the 1st year in which funding was received.
 - The second is due at the end of the 2nd year in which funding was received.

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The accomplished Professional Outcomes are summarized by the College and forwarded to the University Research and Sponsored Program Office. This information is then reviewed by the University Research Council and provides a basis for recommendation to the Provost for future funding.

For proposals that are submitted for consideration for Grant Development, the following additional guidelines apply:

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For Grant Development Proposals, add these sections:

Funding Potential of the Project

The applicant should explain how this proposal will lead to the development of an external proposal and acquisition of external funding. The applicant should list in specific terms the steps anticipated in seeking external funding, including a list of funding sources where the proposal will be submitted.

Applicant's Past Record of External Funding

The applicant should provide a list of external proposals submitted for the past five years, indicating which were funded and which were not. Indicate by means of an asterisk those grant applications that resulted, in total or in part, from an internal grant in the past five years. Use the following format: title of proposal, co-investigators, agency, date, dollar amount.

- **Professional Outcomes form**

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.

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Budget Page Instructions
MCN Grant Program

Accuracy in selecting the correct budget line is very important. If you have questions, please contact the Associate Director for Business and Finance, Diane Folken, at 438-2247 or dmfolke@ilstu.edu.

1. **Personnel Services**

- a. *Faculty Salary.* Grants are limited to a total of \$4,000, with the salary component limited to an amount equivalent to one month's salary at the time of the awards or \$4,000, whichever is less.
- b. *Student Help.* The University has a several level pay scale. Please contact the Student Employment Office (8-2237) for further details.
- c. *Graduate Assistants.* Monthly stipends vary among departments.. Please check with the Assoc. Director for Business and Finance for the current stipend for Mennonite College of Nursing.
- d. *Civil Service—Extra Help.* The hourly wage for Extra Help corresponds to the position level. There is now a 900 hour limit for Extra Help employees. Check with the Human Resources for details at 8-8311.

2. **Operations**

a. **Contractual Services**

Includes:

- professional and artistic services
- purchase of computer software
- software and computer programming
- photographic services
- *off-campus Xeroxing
- subscriptions to journals
- electrical supplies
- mechanical supplies (repair and maintenance items)
- parts and fittings for furniture and office equipment (repair parts)
- structural and maintenance materials and repair parts
- statistical and tabulation services, including computer services
 - when performed by other than ISU Computer Center
- subscriptions and information services
- rentals—real and personal property

**If the copying is to be done on campus using the services at Rapid Print in Old Main, the investigator should complete a printing services form, and obtain budget number and signature from Diane Folken, or if copying materials at Milner with a Venda Card, the line item to be used is Printing. These methods can be charged to the investigator's account. If the copying is to be done off campus, with reimbursement to the investigator or to the place of business, the line item to be used in Contractual.*

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- b. Postal Services
Includes postage charges through the University Mail Service. Contact the Mail Service for information.

- c. Commodities
Includes:
educational and instructional materials
office and library supplies
video cassettes, films and tapes costing under \$100
floppy disks for computers
food supplies
industrial and shop materials
nursing, medical, scientific and laboratory supplies
art materials – items costing under \$100
participant incentives

Do not request funds for books and journals available through the library unless you provide a strong justification.

If the cost is *under \$100*, the following are also classified as commodities: office and furniture equipment (under \$100); all tools (under \$100); nursing, medical, scientific and laboratory equipment (under \$100); household, laundry and cleaning equipment (under \$100); equipment parts and fittings (minor accessories for equipment purchases) (under \$100); parts and fittings for furniture and office equipment (minor accessories) (under \$100).

- d. Travel
Use of travel funds is governed by State regulations. Copies of these regulations are usually 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. Use the lowest possible air and rail fare.

Please check for the current reimbursement rate for mileage for private cars and meals. at the comptroller's website at <http://www.comptroller.ilstu.edu/faculty/travel/index>.

- e. Printing
Includes:
paper for typing, duplicating and printing
printed forms, reports, pamphlets, booklets and fliers
charges for *Xeroxing or duplicating (on campus)
envelopes—printed and with return postage
Venda Card for Xeroxing at Milner Library

*see "a" Contractual Services

- f. Equipment
Includes items of a durable nature costing \$100 or more. Equipment items costing less than \$100 are purchased from Commodities.

If the cost is *over \$100*, the following is considered Equipment:
office furniture and accessories (over \$100)
household equipment and furniture (over \$100)
machinery and major tools (over \$100)
scientific instruments and apparatus (over \$100)

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video cassettes and films (over \$100)
reference book sets (over \$100)
equipment not elsewhere classified (over \$100)
art materials (items over \$100)

Do not request funds to duplicate equipment already available in the University unless you provide a very strong justification.

It should be understood that equipment purchased with University Research funds becomes the property of the University, and it will normally remain in the investigator's department for instructional or research operations.

Please prepare your budget carefully. It is very difficult to make changes between budget lines after the grant is awarded.

Budget Justification Instructions

Each budget item must be clearly and completely justified. Special attention should be given to the following:

1. If salary is requested, describe the activities to be accomplished as well as the exact dates 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 dated within the fiscal year (July 1-June 30). The designated time period cannot be changed without the approval of the Dean of the College.
2. 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. For single authored proposals, provide any appropriate explanation of the author's activities that may not be clear in the narrative.
3. Proposals submitted by more than one person should not exceed the \$4,000 budget limit for single authored proposals.
4. For Regular and Work-Study student help, describe duties and number of hours and hourly rate in each category. (Please be sure the student that you want to hire is enrolled in classes for the semester you wish to employ them.)
5. For Graduate Assistants, describe duties, the number of months or semesters to be employed and the monthly stipend. (Please be sure the student that you want to hire is enrolled in classes for the semester you wish to employ them.)
6. Describe work to be done by Civil Service Extra-Help and number of hours of anticipated use.
7. Itemize and detail all other operations that will be used: Contractual Services, Postal Services, Travel, Commodities, Printing, Equipment, Computer Services, and Telephone Services.

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**University Research Grant Program: Mennonite College of Nursing
Research Assistance Grant Application**

- 1) Name(s)_____ UID_____
- 2) Office Phone_309-438-_____
- 3) Are you a full-time faculty member? Yes____ No____ *Years at MCN* _____
- 4) *Previously funded URG recipient? Yes____ No____*
 - a) *If yes, list date and amount received for each grant awarded.*
- 5) Project Title_____
- 6) Proposal Category:
*Research Development*_____
Grant Development _____
- 7) Does this project involve the use of humans as subjects for research? Yes____ No____
- 8) **Total amount** requested from Mennonite College of Nursing Grant program funds (total from budget page).....\$_____
- 9) Signatures: required on one copy only

Applicant(s)_____ Date_____
- Applicant(s)_____ Date_____

Please *submit one (1) electronic copy and deliver three (3) paper copies* of your complete proposal to the Chair of the Mennonite College of Nursing Research Committee by the designated deadline.

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Application for Grant Development or Research Development Award

| A. PERSONNEL SERVICES | <u>Amount</u> |
|---|---------------|
| Faculty Salary (Salary component is limited to an amount equivalent one month's salary at the time of the award or \$4,000, whichever is less.) | \$ _____ |
| Civil Service—Extra Help..# hours _____ X rate of pay _____ | \$ _____ |
| Graduate Assistants.....# months _____ X stipend _____ | \$ _____ |
| Student Help.....# hours _____ X rate of pay _____ ____Regular ____Work Study* | \$ _____ |
| F. OPERATIONS | |
| <u>Contractual Services</u> | \$ _____ |
| Computer software _____ | |
| Photocopying (off campus) _____ | |
| Other _____ | |
| <u>Postal Service</u> | \$ _____ |
| <u>Travel</u> | \$ _____ |
| (give approximate date(s) of Travel Mo.____ Yr.____) | |
| Private Car _____ University Car _____ | |
| Air or Rail _____ Other _____ | |
| <u>Commodities</u> | \$ _____ |
| <u>Printing</u> | \$ _____ |
| Printing, duplicating _____ | |
| Photocopying (on campus) _____ | |
| Paper, envelopes, etc. _____ | |
| <u>Equipment</u> | \$ _____ |
| <u>Computer Services</u> | \$ _____ |
| <u>Telephone</u> | \$ _____ |
| Total budget request (not to exceed \$4,000)..... | \$ _____ |

*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.

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Professional Outcome Form
(See instructions on following page)

| | |
|---|--|
| 1. Check appropriate boxes. | |
| Type of Outcome: | Faculty Status: |
| <input type="checkbox"/> Intended Professional Outcomes (Submit with URG proposal) | <input type="checkbox"/> Tenured <input type="checkbox"/> Tenure Track |
| <input type="checkbox"/> Accomplished Professional Outcomes | University Research Grant Category: <input type="checkbox"/> <i>Research Development</i> <input type="checkbox"/> <i>Grant Development</i> |
| 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.

4. Signatures:

P.I. _____ Date _____

P.I. _____ Date _____

Associate Dean _____ Date _____

Dean _____ Date _____

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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, 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.”**
4. When selecting intended professional outcomes for the Professional Outcome Form, the time frame for the URG project should be kept in mind including the deadline for reporting accomplished outcomes.
5. Complete signature section.

Professional Outcomes:

15. Professional Outcome(s) Form
 - The Professional Outcome(s) Form is required by the University Research and Sponsored Programs Office. It clearly defines the product(s) that will be generated by this project. It is expected that the professional outcomes of each faculty member will be products that are consistent with the highest academic standards for scholarly productivity in their particular discipline, such as grant proposal, creative work, publication/manuscript submission, professional conference presentation.
 - At 2 points, following the receipt of an award, PI’s are required to submit to the College the **accomplished professional outcomes of their grant and verify completion of the project described in the intended** Professional Outcome Form which accompanied the original proposal.
 - The first is due at the end of the 1st year in which funding was received.
 - The second is due at the end of the 2nd year in which funding was received.

The accomplished Professional Outcomes are summarized by the College and forwarded to the University Research and Sponsored Program Office. This information is then reviewed by the University Research Council and provides a basis for recommendation to the Provost for future funding.