



## SUMMER RESEARCH DISSEMINATION GRANTS

**The purpose of Summer Research Dissemination Grants (SRDG) at Minnesota State Mankato is to support the dissemination of faculty research, scholarship, and creative accomplishments by providing funding for faculty whose completed research studies or projects demonstrate a high probability of publication, exhibition, or performance.** These grants, which are funded by the College of Graduate Studies and Research upon the recommendation of the Faculty Research Committee, support the dissemination of faculty research in all disciplines (including basic, applied, and pedagogical research and creative projects) by paying faculty to devote a consecutive five-week period in the summer to preparing *completed* research studies or projects for dissemination.

Summer Research Dissemination Grants will be awarded on a University-wide, competitive basis. Each grant will be awarded to a single recipient, who will be paid a taxable stipend of \$5,000 in bi-weekly installments corresponding to the summer pay schedule during the period of the project.

**Applicants are encouraged to contact the appropriate College representative for guidance on proposal development.** Committee members are listed at <http://grad.mnsu.edu/research/frg/frg.html>.

## SUMMER RESEARCH DISSEMINATION GRANT (SRDG) GUIDELINES

### 1. **Eligibility:**

- Proposals must follow the specified format. Each criterion must be covered as listed in the Proposal Guidelines. *Proposals that do not adhere to formatting requirements or other proposal guidelines will be returned without review.*
- Each SRDG will be awarded to a single recipient. Proposals from multiple applicants will not be accepted for consideration.
- Full-time faculty members who are tenured, tenure-track (probationary), or non-tenure track are eligible to apply. Fixed-term faculty members are not eligible to apply.
- Faculty members who have received a SRDG within the past four years are not eligible to apply.
- A Summer Research Dissemination Grant (SRDG) may not be used adjacent to any sabbatical leave.
- A SRDG may not be used to complete a terminal degree.
- Each SRDG recipient will identify a consecutive five-week period in the summer for intense involvement in the proposed project.
- During the identified five-week period, SRDG recipients may not accept any other salary from Minnesota State University, Mankato or from any other funding sources of fellowships, grants, summer teaching or similar professional employment.
- Continued full-time service to the University is required during the year following the SRDG.
- Only one proposal per person will be accepted for consideration at each application period.
- Proposals similar to previously funded SRDG projects by the same Principal Investigator or Project Director (PI/PD) must explain how the current project differs from the previous project(s).

### 2. **Deadline:** The deadline for Summer Research Dissemination Grant proposals is February 1<sup>st</sup> (or the closest duty day) of each academic year.

- Applicants must secure the signatures of their department chair and dean and submit the original and **12 copies** of the complete, signed proposal to the Office of Research and Sponsored Programs (WA 325) by 4:30 p.m. on the deadline day.

- Proposals will not be accepted by the Office of Research and Sponsored Programs after the designated deadline except with written permission of the current FRG Committee co-chairs.
3. **Review Process:** All SRDG proposals will be reviewed by the Faculty Research Committee, which will recommend projects for funding to the Dean of Graduate Studies and Research. Because faculty outside of your specific area of expertise will review your proposal, **please use language and terminology that are clear and understandable to those in other disciplines.**
- The committee meets within two weeks following the proposal deadline and attempts to make its recommendations to the Dean of Graduate Studies and Research by March 1<sup>st</sup> each year.
4. **Responsible Conduct of Research:** Projects based on research involving human subjects or laboratory animals *must have been* approved by the Institutional Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). Copies of appropriate approval letters must be attached to the SRDG application. IRB guidelines and forms are available at <http://grad.mnsu.edu/irb>. IACUC information is available at <http://grad.mnsu.edu/research/iacuc.html>.
5. **Post Award Information:**
- Whenever possible, publications (including programs or advertisements for creative projects) resulting from the SRDG must acknowledge support from MSU.
  - A **final written report** must be submitted to the Director of Research and Sponsored Programs (RASP) no later than September 30 following the project period. Reports should follow the same format and heading sequence as the original proposal. Electronic submission is welcome. The RASP Director, in consultation with the Committee chairs as needed, is responsible for reviewing and approving these reports. Grant recipients will not be eligible for future grants until the final report is *received and acknowledged*.
  - Copies of manuscripts and submission letters based on the project should be submitted with the final report. For a creative work, a program or publicity for an exhibition, reading, or performance should be included.
6. **Proposal Guidelines:** Each application must include the components listed below.
- **Application cover sheet.** *Provide your name and the title of your research study or project.*
  - **Verification of Eligibility form.** *Complete the form and attach it to the top of your proposal submission.*

- **Proposal.** *Proposals should be no more than 5 double-spaced pages (excluding Eligibility form, coversheet, 2-page vita, and bibliography), each numbered, and using no less than a 12-point font, with no less than one-inch margins. **The proposal must address each of the following criteria in the order listed below, using the headings provided.***
  - **Project Description:** In a manner that can be understood by a cross-disciplinary panel of reviewers, briefly summarize the completed research study or project and what you hope to accomplish during the five consecutive weeks. Include a detailed description of the expected outcome(s) of the five-week grant period (e.g., journal article manuscripts, conference presentations, exhibitions or performances).
  - **Attainability:** Explain why your research study or project has a high probability of dissemination and how your previous research or creative activity has prepared you to successfully bring this research study or project to the dissemination stage (attach an abbreviated vita [**2 pages maximum**] as supporting documentation). For data-based projects, funding is limited to applicants who provide evidence of data collection, data analysis, and findings with a high likelihood of publication.
  - **Contribution to Field:** Explain how your research study or project contributes to the body of knowledge or creative work in your discipline in ways that enhance the likelihood your work will be accepted for publication, presentation, or exhibition (attach a bibliography of cited sources, if appropriate).
  - **Dissemination:** Identify the probable outlets for dissemination of your research study or project (e.g., titles of academic journals, names or locations of exhibition or performance venues). Explain why these are appropriate outlets for this particular research study or project.
  - **Timetable:** Give a detailed (i.e. clear, thorough, feasible, appropriate) description and timetable of activities for the five weeks of the grant.
  - **Use of Human Subjects or Animals:** Attach approval from the IRB or IACUC as necessary.

**VERIFICATION OF ELIGIBILITY**  
**Summer Research Dissemination Grant Program**  
**Summer 2010**

<b>Project Title:</b> _____
<b>Name of Applicant (Please Print):</b> _____
<b>College</b> _____ <b>Department:</b> _____
<b>Campus Mail Address:</b> _____ <b>Campus Phone:</b> _____

The following information is necessary for the Faculty Research Sub Meet and Confer to determine eligibility for a Summer Research Dissemination Grant (SRDG).

*Instructions: Read each of the statements below taken from the Summer Research Dissemination Grant guidelines to verify that each applies to you. All four statements must be accurate in order for you to be eligible to receive a Summer Research Dissemination Grant.*

**Eligibility:**

- Recipients must be full-time faculty who are tenured, tenure-track (probationary), or non-tenure-track
- Recipients cannot use the Summer Research Dissemination Grant adjacent to any sabbatical leave
- Recipients cannot use the Summer Research Dissemination Grant to complete a terminal degree
- Recipients must not have received a Summer Research Dissemination Grant since summer 2005

**Required Signatures:**

My signature verifies that I meet *each* of the above eligibility criteria:

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Applicant \_\_\_\_\_ Date \_\_\_\_\_

Reviewed by:

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Department Chair \_\_\_\_\_ Date \_\_\_\_\_

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College Dean \_\_\_\_\_ Date \_\_\_\_\_

Date and Time Application Received by Research and Sponsored Programs: \_\_\_\_\_

**Checklist for Summer Research Dissemination Grant**

Before any proposal is evaluated, the proposal package is considered for completeness and adherence to guidelines. The following must be included, or the proposal is automatically rejected:

\_\_\_\_\_ Verification of Eligibility Form – complete with signatures

\_\_\_\_\_ Application Cover Sheet

Proposals must address each of the following criteria in the order listed below, using the headings provided:

\_\_\_\_\_ Project Description

\_\_\_\_\_ Attainability

\_\_\_\_\_ Contribution to Field

\_\_\_\_\_ Dissemination

\_\_\_\_\_ Timetable

\_\_\_\_\_ Use of Human Subjects or Animals – attach approval from the IRB or IACUC as necessary

Proposal must follow the format guidelines:

\_\_\_\_\_ No more than 5 double-spaced pages (excluding Verification of Eligibility form, cover sheet, 2-page vita, and bibliography)

\_\_\_\_\_ Pages numbered

\_\_\_\_\_ 12-point font (or greater)

\_\_\_\_\_ One-inch margins (or greater)

**Proposals that do not follow content and format guidelines will be eliminated without review.**

## Summer Research Dissemination Grant Proposal Evaluation Form

Principal Investigator: \_\_\_\_\_

Evaluator: \_\_\_\_\_ Signature: \_\_\_\_\_

**Application Guidelines:** Application meets all formatting, eligibility, and proposal guidelines. Yes      No

**Use of Human Subjects or Animals:** Approval from the IRB or IACUC is clarified and documented as necessary. Yes      No      Not Applicable

<b>Rating Criteria:</b>	Low				High
<b>Project Description:</b> The proposal gives a clear and thorough description of the project that is understandable to readers outside the discipline. The proposal gives a detailed description of the expected outcome(s) of the project (e.g., journal article manuscripts, conference presentations, exhibitions or performances).	1	2	3	4	5
<b>Comments:</b>					
<b>Attainability: The applicant has completed data collection and analysis and is ready to prepare a manuscript or creative product.</b> The proposal explains why the research study or project has a high probability of dissemination. For data based projects, the proposal provides evidence of findings that increase the likelihood of publication.	1	2	3	4	5
	6	7	8	9	10
<b>Comments:</b>					
<b>Contribution to Field:</b> The proposal explains how the research study or project contributes to the body of knowledge or creative work in the discipline in ways that enhance the likelihood that the work will be accepted for publication, presentation, or exhibition.	1	2	3	4	5
<b>Comments:</b>					
<b>Dissemination:</b> The proposal identifies the probable outlets for dissemination of the research study or project (e.g., on a national level: academic journals, other publication outlets, exhibition or performance venues) and explains why they are appropriate outlets.	1	2	3	4	5
<b>Comments:</b>					
<b>Timetable:</b> The proposal includes a detailed (i.e. clear, thorough, feasible, appropriate) description and timetable of activities for the five weeks of the project.	1	2	3	4	5
<b>Comments:</b>					

Total Score: \_\_\_\_\_ (out of 30 possible points)

Proposal Ranking: \_\_\_\_\_ (1 = highest ranked proposal; rank all proposal from high to low)