

## COLLEGE OF EDUCATION AND HUMAN SERVICES OFFICE OF THE DEAN

### CEHS GRANTS PROGRAM

The Dean's **CEHS Grants Program** is a new set of internal funding opportunities for Spring 2022 to support research and scholarly activities of members of the CEHS community. Research and scholarly activities include initiating, conducting, or completing a study or exceptional additional conference travel. Grant funding can be used to cover third-party costs such as: cost of a transcriber, data consultant, or copy editor; registration/transportation/per diem costs to attend a conference, token of appreciation such as gift cards (\$10 or under) for research participants; equipment (i.e. recording device) needed for data gathering; specialized software; funding for student workers, etc. It cannot be used to provide funding directly to a faculty or staff member. The CEHS Dean's office aims to cultivate a community of the intellectually curious by providing opportunities to enhance their professional growth and deepen a sense of community and collaboration within the College and/or contribute to the communities we serve.

### GUIDELINES FOR THE CEHS GRANTS PROGRAM

#### **CEHS DISSERTATION RESEARCH GRANT**

**Rationale:** CEHS has developed a reputation for graduating future scholars through its nationally recognized doctoral programs. We realize that to prepare future scholars, we need to be intentional in how we support doctoral students as they develop their scholarly pipeline with limited resources. Therefore, CEHS Dissertation Research Grant offers students the opportunity for small grants to support the completion of their dissertation. The grant requires graduate students to be enrolled in a doctoral program with an approved dissertation proposal. The grant is for funding up to \$300.

**Criteria and Selection Process:** Submit a proposal with budget justification. The dissertation advisor is required to serve as a faculty sponsor.

#### **CEHS STAFF/SPECIALIST GRANT PROGRAM**

**Rationale:** The promotion of intellectual curiosity in the college includes full-time CEHS staff and specialists who seek to further their professional growth as members of the CEHS community. Staff/specialists have an opportunity to engage in scholarly activities that deepen their understanding of education and human services through research and other scholarly endeavors. The grant is for funding up to \$1000.

**Criteria and Selection Process:** Full-time staff/specialists who have been employed for a minimum of three consecutive years in CEHS are eligible. Applicants may identify a faculty partner to mentor scholarly activities. Support will be provided to identify a faculty partner, if needed.

### **CEHS FACULTY RESEARCH AWARD**

**Rationale:** In keeping with the university's mission to "recruit faculty with exceptional academic or professional credentials and a deep commitment to the pursuit of their development as teachers and scholars," CEHS now offers a competitive program to award small grants of up to \$1000 to full-time faculty. This award serves to support faculty research activities.

**Criteria and Selection Process:** Full-time, tenure track/tenured faculty are eligible. Faculty may apply for one Faculty Research Award per academic year. Priority will be given to faculty who have not recently received internal funding to support their research.

### **ELIGIBILITY**

Any CEHS full-time tenured, tenure-track, or non-tenure track faculty member, professional staff member, or doctoral student actively conducting research is eligible to apply. To avoid the potential of a conflict of interest, faculty members who serve on the CEHS Research Committees and apply for a CEHS internal grant must identify an alternate reviewer and recuse themselves from the proposal review cycle. No more than one CEHS Grants Program proposal per applicant will be funded per academic year.

### **INELIGIBLE PROJECTS AND COSTS**

CEHS Scholarship funds are not available for:

- projects and/or expenses that will produce items for sale and personal profit
- expenses that are considered peripheral or administrative tasks to the research, creative or scholarly activities (i.e. indexing of books, production of CD copies, etc.)
- curriculum development
- institutional research
- the investigation of problems that fall within normal departmental responsibilities

## **APPLICATION**

- The CEHS Grants application consists of two documents: a [standard application template](#) and [itemized budget form](#) to be completed and uploaded with the application.
  - Application deadline: 4:30 p.m. on Monday, January 17th and May 2<sup>nd</sup>. Late submissions will not be accepted.
  - Review begins: Friday, January 21st and May 6<sup>th</sup>.
  - Recommendation deadline: Friday, February 4th and June 3<sup>rd</sup>.
  - Notification of decision: Monday, February 7<sup>th</sup> and June 6<sup>th</sup>.
  - Funding can only be used to support scholarly activities and not for personal use.
- \*Awards are contingent upon funding availability.

## **FUNDING**

Reimbursement will be up to the amount of the award and must be spent within 12 months of the award. Funds will be managed and approved by the Dean's Office, but the Department should procure the goods/services on their own.

## **EVALUATION**

Proposal evaluation is similar to the aims and goals of the MSU Internal Grants Program and guided by the following:

1. Merit of the project considers the following:
  - What is the relative importance of scholarship to the individual faculty, staff, or doctoral student career?
  - Does the proposed project contribute to a new line of inquiry or advance an existing area of scholarship, and build on previous scholarship?
  - How innovative is the proposed project?
  - What is the potential impact of the proposed project to the department/college/university, disciplinary field, or community outside of MSU?
1. Feasibility of the project considers the following:
  - Given the current environment, resources, and proposed timeline, can the proposed project be completed?
  - Is the budget request is appropriate?
1. Quality of the proposal considers the following:
  - Is the application complete? Does it adhere to the published guidelines?
  - Is the primary purpose and significance of the project clearly stated so that individuals who are not in the related field can understand them?

- Are the ideas are clearly articulated?
1. Priorities:
    - The project expands into new research areas, creative activities, or scholarship.
    - The project aligns with the college's mission.

The reviewers will assign a rating for funding for each application.

3. Strong - strong recommendation for funding
2. Good - moderate recommendation for funding
1. Adequate - low recommendation for funding
0. Not recommended\_ Application(s) with a '0' rating either by the Committee, or Dean or both will not be funded.

The following rubric will be used to assign ratings:

	<b>Adequate</b>	<b>Good</b>	<b>Strong</b>	<b>Points Awarded</b>	<b>Max. Score</b>
<b>Merit</b>	The proposal lacks impact or connection to a larger area of scholarship and/or the potential for impact.	The proposal demonstrates how it advances the applicant's scholarly trajectory, or scholarship in the field, or impact at MSU or the community it serves.	The proposal demonstrates how it advances the applicant's scholarly trajectory and scholarship in the field, and impacts MSU or the community it serves.		3
<b>Feasibility</b>	It is unlikely the proposal can be completed in the proposed time period based on the scope and/or inadequate description of objectives. The budget request may not be appropriate, or it may have errors.	The proposal can be completed given the current environment, resources, and the proposed time period. The budget request is appropriate.	The proposal makes evident how the research can be completed in the time frame described. Objectives are clearly described. The budget request amount meets the guidelines and is clearly described.		3

<b>Quality</b>	The objectives of proposal are incomplete and/or do not adhere to the published guidelines. Its basic purpose and significance are not clearly stated or it may be hard to understand by individuals not in the related field. There may be technical errors and/or unachievable objectives in the proposal.	The objectives are complete and adhere to the published guidelines. Their basic purpose and significance are adequately stated so that they are understood by individuals not in the related field. There are no technical errors, the objectives are appropriate and achievable based on the scope	The description of objectives is thorough and conveys the importance of the work. The significance of these objectives is clearly stated so that they can easily be understood by individuals not in the related field. The candidate presents a strong case for their ability to complete this work based on experience. The proposal is well written and accessible to readers from multiple disciplines.		3
<b>Priority</b>		The author is not a full-time faculty member, staff, or doctoral student who is expanding into new areas of research, creative activities or scholarship. The project somewhat aligns with the college mission.	The author is a full-time faculty member, staff, or doctoral student that is expanding into new areas of research, creative activities or scholarship. The project aligns with the college mission.		3
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**ACCOUNTABILITY**

At the conclusion of the grant period, recipients should submit a brief overview (2-3 pages) of what was accomplished as well as any publications or presentations related to the project. Awardees are invited to present their research at a CEHS Research Colloquium.

**HUMAN SUBJECTS**

Where human subjects are to be used, assurance must be given concerning their physical and psychological safety. If you are using human participants, you must submit an Application for Review of Research Involving Human Participants to the Institutional Review Board (IRB). Guidelines for the use of human participants are available at <https://www.montclair.edu/institutional-review-board/>

Applications of funded projects involving human subjects will be preliminarily reviewed by the IRB to determine if a formal IRB application is necessary. Subsequently, if

projects require a formal IRB application, funds cannot be released until an IRB letter is submitted to OSP.

**REVISIONS**

Significant revisions of a project subsequent to the award and during the course of the project must be reviewed by the CEHS Research Committee.