UNIVERSITY RESEARCH COMMITTEE ANNOUNCEMENT
Summer Grant Proposal Development (SGPD)

The total amount of funding for this competition has not yet been determined.

The calendar below lists the governing dates for applications and recommendations:

02/08/19   Completed SGPD applications, approved by all necessary individuals, due to ORSP via Cayuse 424
03/20/19   Ratings from Deans and College/School Research Committees due to the Office of Research and Sponsored Programs for forwarding to University Research Committee
05/10/19   University Research Committee sends SGPD recommendations to Provost and Vice President for Academic Affairs

Spring 2019   Provost and Vice President for Academic Affairs will notify SGPD applicants of decisions within 10 days after the amount of the appropriation for this purpose is known by the University

Each College/School has a duly constituted Research Committee and has a representative to the University Research Committee. Applicants are encouraged to seek guidance from their College/School’s Research Committee. Applications are required to be submitted via Cayuse 424 (https://montclair.cayuse424.com/). Cayuse 424 is MSU’s application submission and automated electronic proposal routing system. **It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019. Late applications will not be considered.** Applications will then be forwarded to the Deans and College/School Research Committees for review.
Faculty as individuals or teams who are endorsed by their deans may apply for summer stipend money to prepare a grant proposal(s) to foundations or government agencies for programs, research, training, or creative activity.

The following guidelines have been developed for use by the faculty of the University. They are meant to serve as a framework both for individuals who apply for financial support and for those who evaluate the proposals submitted.

**ELIGIBILITY**
Any full-time tenured or tenure-track faculty member of the faculty is eligible to apply for a Summer Grant Proposal Development summer stipend to prepare a grant proposal to a funder which may lead to external funding. Priority will be given to non-tenured faculty or tenured faculty that are expanding into new areas of research, creative activities or scholarship.

For a grant proposal that may lead to funding of:
- $40,000/year or more, faculty can request a maximum stipend of $4,000/person or $6,000/team (two or more faculty)
- between $39,999-$25,000/year, faculty can request a maximum stipend of $3,000/person or $5,000/team (two or more faculty)
- between $24,999-$10,000/year, faculty can request a maximum stipend of $2,000/person or $4,000/team (two or more faculty)

No more than one Summer Grant Proposal Development proposal per faculty member or team will be considered for each year.

The Summer Grant Proposal Development funding will begin on June 1, 2019 following the award announcement and continue to June 30, 2020.

In order to avoid the potential of a conflict of interest, faculty members who serve on the Colleges/Schools’ Research Committees or the University Research Committee may not submit an application to the Summer Grant Proposal Development, Separately Budgeted Research, Student Faculty Scholarship or University Distinguished Scholar programs. In addition, if any committee member believes that he/she has a conflict of interest due to an application submitted by a research collaborator, family member or another conflicting relationship, the committee member is advised to contact ORSP as soon as he/she learns of the potential conflict. ORSP will seek guidance and resolution from the University Research Committee Chair (if elected at the time of disclosure), the Union Observer and the Administration Observer.

**APPLICATION**
The University Research Committee (URC) has developed a standard application form, which is attached to these guidelines. Applications should provide the information requested on the funding application form which is attached. Applications are due to ORSP via Cayuse 424 by **February 8, 2019.** It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by the deadline. Late
applications will not be considered. Deans and the College/School Research Committees will forward their ratings to the Office of Research and Sponsored Programs by **March 20, 2019**. The URC will review the applications submitted and will forward its recommendations to the Provost and Vice President for Academic Affairs.

**EVALUATION**
The College/School Research Committee, and the Dean are involved in the review process. The evaluation within each college/school is consistent with the aims and goals of the SGPD program, and guided by the following:

1. **Merit of the project** considers the following:
   - Relative importance of scholarship to the individual faculty member, to the college/university, and to the field
   - Whether the proposed project is connected to some larger area of scholarship and builds on previous work in the field
   - How innovative is the proposed project
   - Potential impact of the proposed project to the field

2. **Feasibility of the project** considers the following:
   - Evidence as to whether the proposed project can be completed given the current environment, resources and the proposed time period
   - Whether the stipend request is appropriate
   - Evidence that the potential funding request to an external funder is realistic
   - Degree of knowledge about an external funder(s), including their mission, funding priorities, past awards, etc.

3. **Quality of the proposal** considers the following:
   - Application completeness and adherence to the published guidelines
   - How well the basic purpose and significance of the project are clearly stated so that they are understood by individuals not in the related field
   - Applicant’s effectiveness in marketing themselves
   - Writing quality

4. **Priorities:**
   - Non-tenured faculty
   - Tenured faculty that are expanding into new areas of research, creative activities or scholarship
   - Applicants that have not been previously funded by SGPD or applications that do not resemble in any way previously funded SGPD applications

College/School level evaluators will assign a priority category for funding to each application.

- **A. Strong** - strong recommendation for funding
- **B. Good** - moderate recommendation for funding
- **C. Adequate** - low recommendation for funding
- **D. Not recommended, and not forwarded to ORSP.**
If application(s) with a ‘D’ rating either by the Dean, College/School or both are forwarded to the University Research Committee, the application(s) will be promptly returned to the Dean’s Office without review by the University Research Committee.

ACCOUNTABILITY
In order to ensure continued support from Montclair State University, the procedures to be followed by the recipients of an award are:

A final grant proposal to an external funding agency must be submitted no later than June 30, 2020. **Awardees that do not submit a proposal to an appropriate granting agency by June 30, 2020 will be ineligible to apply for future funding.**

AWARD OF SGPD SUPPORT
Each candidate or team will be advised of the status of their application by late in the Spring semester. Final notification of approval will come only after MSU’s budget is signed by the Governor and the proposal is approved by the University administration.

PURPOSE
The primary purpose of the award is to permit a faculty member(s) to focus on preparing/writing a major proposal for external funding in the summer months. It is not intended for initial support of pilot research which may lead to an external proposal(s); Separately Budget Research is the more appropriate program for this purpose. Teaching summer classes is permitted.

STIPEND
Stipends are paid in two installments, the initial payment (60%) in summer of 2019 and the final payment after submission of the proposal to an external agency. In addition, Summer Grant Proposal Development awardees cannot receive their final payment if the total amount requested in their grant proposal to an external funder does not match the eligibility requirements above.

For example, a Summer Grant Proposal Development awardee that was awarded a total stipend of $4,000 must submit an external proposal for at least $40,000/yr or more to receive their final payment.

For proposals submitted by a team, indicate on the attached funding cover sheet how the stipend is to be divided between or among team members.

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 [http://www.montclair.edu/ORSP/irb/](http://www.montclair.edu/ORSP/irb/)

REVISIONS
Significant revisions of a project subsequent to the award and during the course of the project must be reviewed by the URC.
UNIVERSITY RESEARCH COMMITTEE
SUMMER GRANT PROPOSAL DEVELOPMENT FUNDING APPLICATION
FY2020

Due to ORSP via Cayuse 424 February 8, 2019

Directions

☐ Complete and sign the funding cover sheet

☐ Attach to the funding cover sheet, three single spaced or six double spaced pages discussing these items **the following order by title:**

1. **Summary:** a one-paragraph summary in plain language so that others outside your discipline are able to quickly understand the project
2. **Potential Sponsors:** discuss potential funders, including the potential funding request amounts, for the proposed program, research, training, or creative activity and/or how you plan to identify other possible sponsors and submit a proposal before June 30, 2020
3. **Rationale:** provide an understanding of the rationale for the project
4. **Methods:** describe your means of inquiry
5. **Outcomes:** detail the research/project’s anticipated outcomes
6. **Value:** the value of the project to University/field, your recent accomplishments related to project (list publications in refereed journals, chapters in books, awards, participation in juried shows, musical or artistic creations)
7. **Priorities:** describe how you meet the priorities

☐ You must attach a two page CV (not included in the above page limits).

☐ If applicable, you must attach either:
   • a summary, maximum of three pages, of your most recently funded and previously submitted Summer Grant Proposal Development external grant proposal
   • a copy of your most recently funded and previously submitted Separately Budgeted Research final report, a maximum of three pages.

Applications are required to be submitted via Cayuse 424 (https://montclair.cayuse424.com/). It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019. Late applications will not be considered.
SUMMER GRANT PROPOSAL DEVELOPMENT
SUBMISSION INSTRUCTIONS

Applications are required to be submitted via Cayuse 424 proposal submission system. After completing the application per the guidelines above, please follow the directions below:


2. Click on Cayuse 424 and choose Proposals from the main menu.

3. Select the Create Proposal button at the top of the screen.

4. Click the radio button next to Other Proposal and then press the Create button.

5. On the Create Proposal screen, fill in the following information:
   
   - Proposal Name: Enter FY20 SGPD_Your Last Name.
   - Principal Investigator: The applicant will search for his or her last name using the PI Search Box. (Note: If the applicant’s name does not appear in the search, please contact Sam Wolverton at wolvertons@montclair.edu.)
   - Organization: Select Montclair State University from the dropdown menu.
   - Default IDC Rate: Select On Campus_Salary and Wages from the dropdown menu.
   - # of Budget periods: Select 1.
   - Due Date: Enter 02/08/2019.
   - Validation Type: Leave this as Other - Minimal.

6. On the left-hand side of the screen, under Proposal Summary, click on Supporting Documents.

7. Click the Add button on the Supporting Documents Attachment Page. In the Upload attachment window, complete the following:
   
   - Select Choose Final and select the application file from the applicant’s computer.
   - Enter Summer Grant Proposal Development Application as the Attachment Name.
   - Click the Upload button.

8. On the left-hand side of the screen, select Routing & Approval. Click the button next to Edit Chain? and complete the following in the Edit Routing Chain window:
o Click the green cross button under the applicant's name. Search for the last name of your Department Chair in the Search box. Select the correct person in the Search Results box and click the Add to Chain button at the bottom of the screen.

o Click the green cross button under the Department Chair name and repeat the search process to add Kathryn Dorsett.

o Click the Close Edit Chain Window button.

9. Once the Routing Chain is complete (consisting of the applicant, applicant's Chair and Kathryn Dorsett), click the box next to the applicant's name to initiate the submission process.

Once the application has been fully routed and received by ORSP, the applicant will receive and automated message from Cayuse that the routing process is complete. **It is the responsibility of the applicant to ensure that his/her application is complete, routed, and approved by all necessary individuals via Cayuse 424 by February 8, 2019.**
### UNIVERSITY RESEARCH COMMITTEE
### SUMMER GRANT PROPOSAL DEVELOPMENT FUNDING COVER SHEET
### FY2020

#### APPLICANT DATA:

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#### CO-APPLICANT’S DATA (if applying as a team):

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**Project Title:**

Inclusive Dates of Proposed Project (mm/dd/yy):

#### PREVIOUS SGPD AWARDS (within the last 5 years):

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#### APPLICANT’S REQUEST:

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Applicant’s Signature: ____________________________ Date: ____________

Co-Applicant’s Signature: ____________________________ Date: ____________

(if applying as a team)