UNIVERSITY RESEARCH COMMITTEE ANNOUNCEMENT
Separately Budgeted Research (SBR)

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

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

02/07/20  Completed SBR applications, approved by all necessary individuals, due to OSP via Cayuse 424

03/18/20  Rating from Deans and College/School Research Committees due to the Office of Sponsored Programs for forwarding to University Research Committee

05/01/20  University Research Committee sends SBR recommendations to Provost and Vice President for Academic Affairs

Spring 2020  Provost and Vice President for Academic Affairs will notify SBR 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 7, 2020. Late applications will not be considered.** Applications will then be forwarded to the Deans and College/School Research Committees for review.
UNIVERSITY RESEARCH COMMITTEE
GUIDELINES FOR SEPARATELY BUDGETED RESEARCH

Separately Budgeted Research (SBR) funds are provided by Montclair State University for faculty (this includes librarians) to conduct well-defined and purposeful research, creative or scholarly activities.

The primary purpose is to provide faculty members time to engage in activities in the summer months. Faculty members who wish to teach in July and/or August must do so at a reduced level.

The following SBR 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 is eligible to apply with priority given to non-tenured faculty or tenured faculty that are expanding into new areas of research, creative activities or scholarship. Awards will be limited to a maximum of $5,000. Awards in smaller amounts may be awarded. The funding will begin on July 1, 2020 following the award announcement and continue to June 30, 2021. Project expenses incurred before July 1, 2020 are ineligible.

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 Separately Budgeted Research, Student Faculty Scholarship, Summer Grant Proposal Development 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 OSP as soon as he/she learns of the potential conflict. OSP 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.

INELIGIBLE PROJECTS
No more than one Separately Budgeted Research proposal per faculty member will be considered for each round of application. SBR 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 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 OSP via Cayuse 424 by February 7, 2020. 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 Sponsored Programs by March 18, 2020. 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 Dean are the first to enter review for all applications. The evaluation within each college/school is consistent with the aims and goals of the SBR 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 to whether the proposed project can be completed given the current environment, resources and the proposed time period
   - Whether the budget request is appropriate

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
   - Projects that have not been previously funded with SBR funds and do not resemble in any way previously funded SBR projects

The College/School Research Committee and Dean will assign a rating for funding for 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 OSP.

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.
After the College/School level evaluations, the University Research Committee will also rate the applications using the same criteria. In order to standardize their scoring, they will use the rubric below, which contains all of the same language:

<table>
<thead>
<tr>
<th>Merit</th>
<th>Adequate</th>
<th>Good</th>
<th>Strong</th>
<th>Points Awarded</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>The proposal lacks impact or connection to a larger area of scholarship and/or the potential for impact to the field</td>
<td>The proposal meets expectations and it is connected to a larger area of scholarship. It is a step forward in the field and may open new avenues in the field.</td>
<td>The proposal clearly demonstrates how the proposed work extends upon previous work in the field. It is innovative with obvious potential impact on the field.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Feasibility</td>
<td>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.</td>
<td>The proposal can be completed given the current environment, resources, and the proposed time period. The budget request is appropriate.</td>
<td>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.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Quality</td>
<td>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.</td>
<td>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</td>
<td>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.</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Priority</td>
<td>The author is neither a non-tenured faculty member nor a faculty member that is expanding into new areas of research, creative activities or scholarship. The project may have been previously funded in this internal award category and/or it resembles a previously funded projects in this category in some way.</td>
<td>The author is a non-tenured faculty member or a tenured faculty member that is expanding into new areas of research, creative activities or scholarship. The project has not been previously funded in this internal award category and it does not resemble a previously funded projects in this category in some way.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>C=1</td>
<td>B=2</td>
<td>A=3</td>
<td>0</td>
<td>12</td>
</tr>
</tbody>
</table>
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 report must be submitted to the Office of Sponsored Programs. Final reports for FY2021 (awards begin July 1, 2020) Separately Budgeted Research awards will be due on December 3, 2021. The report should include the findings of the research, abstracts of any papers presented based upon the research, or reprints of papers or manuscripts published based upon the research. **Awardees that do not submit a final report will be ineligible to apply for future funding.**

AWARD OF SBR SUPPORT
Each candidate will be advised of the status of his or her application 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.

SBR summer stipends are paid in a single installment at the end of August.

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/](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 URC.
UNIVERSITY RESEARCH COMMITTEE
SEPARATELY BUDGETED RESEARCH FUNDING APPLICATION
FY2021

Due to OSP via Cayuse 424 February 7, 2020

Directions

☐ Complete and sign the funding cover sheet which includes the budget sheet

☐ Attach to the funding cover sheet, three single spaced or six double spaced pages discussing these items in 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. **Rationale:** provide an understanding of the rationale for the project
3. **Methods:** describe your means of inquiry; for large, overarching or multi-year projects, clearly state what aspects of the project you are requesting funding for in this application
4. **Outcomes:** detail the research/project’s anticipated outcomes
5. **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)
6. **Priorities:** describe how you and/or your project meet the priorities

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

☐ If applicable, you must attach your previously submitted final report (a maximum of three pages) for your most recently completed SBR award.

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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 7, 2020. Late applications will not be considered.
SEPARATELY BUDGETED RESEARCH 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 FY21 SBR_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 02/07/2020.
   - 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 Separately Budgeted Research 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:
   - 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.
   - Click the green cross button under the Department Chair name and repeat the search process to add Kathryn Dorsett.
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.

10. Once the application has been fully routed and received by OSP, 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 7, 2020.**
UNIVERSITY RESEARCH COMMITTEE
SEPARATELY BUDGETED RESEARCH FUNDING COVER SHEET
FY2021

APPLICANT DATA:

<table>
<thead>
<tr>
<th>Name:</th>
</tr>
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<tbody>
<tr>
<td>Rank:</td>
</tr>
<tr>
<td>College/School:</td>
</tr>
<tr>
<td>Department:</td>
</tr>
<tr>
<td>Office Location:</td>
</tr>
<tr>
<td>Office Phone:</td>
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<tr>
<td>Email:</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Project Title:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does your project involve human subjects? □ Yes □ No</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>PREVIOUS SBR AWARDS (within the last 5 years):</th>
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<tbody>
<tr>
<td>Academic Year</td>
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</tbody>
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<table>
<thead>
<tr>
<th>APPLICANT’S REQUEST (must equal Budget Sheet):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Stipend</td>
</tr>
<tr>
<td>$_________</td>
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</table>
## UNIVERSITY RESEARCH COMMITTEE
### SEPARATELY BUDGETED RESEARCH FUNDING BUDGET SHEET
### FY2021

<table>
<thead>
<tr>
<th></th>
<th>Applicant’s Request</th>
<th>College/School Research Committee’s Recommendation</th>
<th>Dean’s Recommendation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer Stipend Request</strong></td>
<td>$</td>
<td>$</td>
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<tr>
<td><strong>Monetary Expenditure Request</strong></td>
<td></td>
<td></td>
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<tr>
<td>Travel: lodging, per diem, mileage ($0.58 per mile), etc.</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Materials/Supplies</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<td>Computer software</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Consultants</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Student worker(s): # of hrs per week x $ rate per hr x # of weeks</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Other Costs: please itemize</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total</strong> (maximum amount that can be requested is $5,000)</td>
<td>$</td>
<td>$</td>
<td>$</td>
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</tbody>
</table>

### Budget Narrative
Provide a description of each of the costs above. If you require additional space, submit on a separate sheet.

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Applicant’s Signature: ___________________________ Date: _____________