

University Research Grant: Small Grant Program

Program Goal

Illinois State University defines research 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 must be communicated to professionals outside the University through a peer review process in a manner appropriate to the discipline” (University Research Grant Program University-Wide Guidelines, approved 2005).

The purpose of the Small Grant program is provide support when a project of research or scholarship requires additional resources including but not limited to resources, materials, equipment, software applications, or personnel at a cost not to exceed \$750.

Maximum Award

\$750

Eligibility

Tenured and tenure-track faculty

Note: Faculty Associates cannot be funded through University Research Grant dollars; however, faculty associates are encouraged to submit research proposals. The CRC will review proposals for their merit using College of Education criteria and forward the review to the Superintendent of the Laboratory Schools, who will determine action based on available funding.

Limitations

Faculty members may submit only one Small Grant proposal per year. Small grants will not be awarded to projects funded by another URG or grant. Small grants will not be awarded to support: travel expenses for presentation of research; faculty salary; incentives, stipends, or food for participants. Incentives are considered gifts, which are not allowable URG expenses. Requests for mobile or computing devices under \$750 must be reviewed with the Associate Dean for Research prior to submission.

Timelines

Small grant submissions are accepted continuously in the fall and spring semesters until April of each academic year (please see URG website for exact deadline) pending available funds. Funds must be spent before June 30th in the year awarded.

Accountability

A final project report is due to the Associate Dean for Research by June 30th of the academic year in which the funds were awarded. This report shall consist of a 1-page, single-spaced summary including a project abstract (250 words), the purpose for which funds were awarded; the amount of funds expended if different from the amount awarded with an explanation of the difference; and a statement of how the funds were used to accomplish project activities or goals. Failure to report the professional outcomes by the due date will result in all investigators involved in the URG-funded project becoming ineligible for future URG competitions for a period of five years.

Grant Proposal

The small grant submission shall consist of the following information. This is NOT an application. The link to the Formstack application can be found on the [URG site](#).

Grant Component/Heading	Content
Project Title	Provide a descriptive title that concisely captures the intent of the project
Contact Information	<ul style="list-style-type: none"> • PI • Other collaborating faculty • School/Department • Email
Project Abstract	Provide a 250-word abstract that summarizes the purpose, goal and/or research questions and the intended project activities and outcomes.
Approved IRB Protocol	If the intended research involves the participation of human subjects, approval must have already been obtained for the project for which funds are being requested. Provide the approved IRB protocol number. If the project is under department, school, or IRB review, please indicate this. Funds will not be released until final project IRB approval has been received.
Amount Requested	Provide the total amount of funds requested not to exceed \$750
Detailed Budget	Provide a detailed statement of the personnel (civil service hours, graduate assistant, or student help) or the operation (contractual, travel for data collection, commodities, printing, postage, equipment, computer software or services) costs. For each budget item for which funds are requested provide the estimated cost bases (e.g., hours and rate of pay). Also provide an explanation of how each item supports the proposed research or scholarship activities.
PI Signature	
School/Department Chair/Director Signature	

Proposal Evaluation

Proposals will be evaluated by the College Research Committee on an ongoing basis September - April of each academic year (please see URG website for exact deadline) or until all funds are expended. The CRC will consider the appropriateness of the funds requested in terms of the item costs and relevance to purpose of the research/scholarship activities as described in the detailed budget. The College Research Committee may recommend budget adjustments.