

Illinois State University

UNIVERSITY RESEARCH GRANT PROGRAM

UNIVERSITY-WIDE GUIDELINES

The guidelines below summarize the contents of three (3) separate documents, which have served as the implied policy for the University Research Grant (URG) Program in the recent past. These documents include:

- Provost David Strand's September 10, 1993 memorandum to the College Deans moving the university-wide program into decentralized college-wide programs;
- College Deans' May 10, 1994 memorandum to Provost David Strand and Graduate Dean Gregory Aloia recommending an allocation formula for distributing URG funds among Colleges; and
- Provost John Urice's November 18, 1994 memorandum to the College Deans reiterating the primary purpose of the URG Program.

What follows integrates these three separate sets of guidelines into a single university-wide guideline for the University Research Grant Program. Recommendations by College Research Coordinators and members of the University Research Council as of April 21, 2005, have also been incorporated.

PURPOSE:

The purpose of the Illinois State University Research Grant Program is to provide faculty with funds to:

1. Develop significant research programs that have a high probability of acquiring external funding and/or to complement awards obtained from an external agency, and
2. Support quality scholarly undertakings of the faculty that are deemed important to the discipline, but not designed to directly pursue extramural support.

NOTE: 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 are communicated to professionals outside the university through a peer review process in a manner appropriate to the discipline." This definition applies to the University Research Grant Program.

PROGRAM REQUIREMENTS:

Colleges are required to establish their own College Research Grant Program Guidelines; guidelines are submitted no later than June 1st of each year for review and approval by the University Research Council. The following essential elements must be included in each college's URG Guidelines:

1. **Faculty Categories**--Colleges must establish separate funding categories to support both senior and new faculty in tenure and tenure-track positions.
 - a. The number of years used to distinguish between senior and new faculty will be determined by the respective college.
 - b. The actual amount of dollars awarded to support new and senior faculty categories will be determined by the respective college.

2. **Funding Categories**--College URG programs must include two categories of support:
 - a. **Grant Related Scholarship**--Proposals that are designed to develop significant research programs that have a high probability of acquiring external funding and/or to complement awards obtained from an external agency.
 - b. **Non-Grant Related Scholarship**--Proposals that are designed to support quality scholarly undertakings of the faculty that are deemed important to the discipline but not designed to directly pursue external support.

NOTE: Colleges also may incorporate a small grant program in their URG Program if deemed appropriate.

3. **Eligibility Requirement**--An applicant must be in a faculty tenure/tenure-track position. After three successful Non-Grant Related Scholarship awards, a faculty member must apply for a Grant Related Scholarship award or show evidence of a submission to an external funding agency in order to qualify to re-apply for another Non-Grant Related Scholarship award.
4. **Professional Outcomes**--Each URG applicant must submit a Professional Outcome Form (POF) which outlines intended professional outcomes for proposed project. Colleges are then required to submit Professional Outcome Forms to Research and Sponsored Programs for all funded proposals. POFs are required for all funded projects, including small grants, that are supported by URG funding.

In addition, at two points in time following receipt of a University Research Grant award, grantees are required to submit, to respective colleges, the **accomplished** professional outcomes of their grants and verify completion of the project described in the intended POF which accompanied the original URG proposal. Each college will then assemble and forward a summary of this information to the Research and Sponsored Programs. This information is then reviewed by the University Research Council and provides a basis for recommendation to the Provost for future funding.

5. **Amount of Awards**--The amount of award given to each successful proposal will be determined by respective colleges. This amount must be included in the College's URG program guidelines. In addition, colleges may choose to use their own funds to supplement the University-allocated funds.
 - a. The amount of funds to be allocated to support senior and new faculty will be determined by the colleges.
 - b. The amount of funds to be distributed between Grant Related and Non-Grant Related awards will be determined by the colleges.
6. **Feedback on Non-Funded Proposals**--For proposals that are not funded, each college must establish clear procedures for informing faculty applicants **in writing** as to the reasons why their proposals were not supported.
7. **Program Calendar**--College URG programs must adhere to a calendar/timetable that is determined annually. The Research and Sponsored Programs Office will publicize the calendar/timetable each year.

DISTRIBUTION OF URG FUNDS AMONG COLLEGES:

Distribution of URG funds is based on a three-year average of each of the administrative unit's (six colleges and Milner Library) proportional share of three identified elements. Research and Sponsored Programs will calculate a new distribution of funds each year based upon a three-year average* as described below.

1. Three-year averages* are calculated based on the following elements for each administrative unit receiving funding:
 - a. Number of Tenure/Tenure-Track FTE
 - b. Dollars Received From External Sponsored Projects
 - c. University Research Grant Dollars
2. The three-year total for each administrative unit is divided by the three-year total for the University for each of the elements.
3. Each number calculated in Step 2 is multiplied by 0.33. This results in a new number for each element.
4. The numbers calculated in Step 3 are summed for each administrative unit. The resulting number for each administrative unit is the percentage of total URG funds to be allocated to that unit.

*The three year average for FY03 = FY98, FY99, FY00
 FY04 = FY99, FY00, FY01
 FY05 = FY00, FY01, FY02
 FY06 = FY01, FY02, FY03, etc.