

## Request for Proposals: Small Grant Development Awards

### Purpose of Program:

The Small Grant Development Award provides up to \$5,000 in total funding to support projects that will lead to the submission of an external grant proposal of \$10,000 or more.

### Program Requirements:

- All faculty and staff in the College of Humanities and Social Sciences (CHaSS) who are eligible to serve as the Principal Investigator on an externally funded project may apply.
- This program has a rolling deadline. The College will accept applications at any time between September 3, 2018 and April 26, 2019.
- The maximum initial award is \$3,000. Awardees are required to expend these funds and submit an external grant proposal requesting at least \$10,000 within 12 months of the award date.
- If an external grant is not awarded, faculty are encouraged to revise and resubmit grant proposals whenever possible. The College will provide a secondary award of \$2,000 to support grant resubmission, contingent upon approval from the Associate Dean for Research. Revised grant proposals must be submitted within 12 months of this secondary award date.
- The College encourages faculty to include facilities and administrative (F&A) costs whenever possible. However, grants and fellowships that do not provide F&A are permissible under the terms of this award if the funding agency or foundation has a policy that prohibits F&A.
- **External grant proposals must be prepared in collaboration with and submitted through the USU Sponsored Programs Office**, with an electronic copy sent to Eric Reither in the Dean's Office. For guidance on developing your external proposal, please visit the following web link (<http://rgs.usu.edu/spo/4041-2/>). Direct questions about external proposal development to Narayne Rougeau ([narayne.rougeau@usu.edu](mailto:narayne.rougeau@usu.edu); 797-9277) in the Sponsored Programs Office.

### Application Review:

Within three weeks of receipt, the CHaSS Faculty Grant Review Panel will evaluate your proposal and make recommendations to Associate Dean Eric Reither regarding its appropriateness and priority for support. Please direct any questions about this program and its procedures to Eric Reither ([eric.reither@usu.edu](mailto:eric.reither@usu.edu); 797-9856) in the Dean's Office.

### Final Report:

Within 12 months of the award date, principal investigators who receive a Small Grant Development Award must submit an external grant proposal requesting at least \$10,000 through the USU Sponsored Program Office. Please provide a copy of your external grant proposal to Eric Reither in the CHaSS Dean's Office. The College considers your submitted grant proposal to be the final project report. If these requirements are not satisfied, the College reserves the right to recover funds from the recipient's home department.

## **Proposal Components:**

Part 1: Cover Sheet (next page)

Part 2: Proposal Narrative

Please limit your narrative to three single-spaced pages, with 12 pt. font and 1 inch margins. While any narrative format is acceptable, it must include:

1. An introductory paragraph that briefly describes the project and explains how it is a good fit for a particular extramural funding agency or foundation. If there is a specific request for proposals, please note this. In this section, also specify the anticipated amount of the award.
2. A section that provides background information about the specific area of research or creative activity and explains how the work you propose will make a significant contribution to that area. Please also note your previous research or creative accomplishments in this particular area.
3. A discussion of the specific activities you will conduct using CHaSS funds, as well as a timeline for their completion. Please explain how these activities will facilitate grant writing and make you more competitive for the external award.

Part 3: Works Cited in the Proposal Narrative

Part 4: Two-Page Curriculum Vita

Part 5: Current and Pending Funding

- For each internal and external award, include the funding source, project title, and amount.

Part 6: Budget Plan

- Use the budget template to develop your plan.
- Approved budget items include but are not limited to: travel to conduct preliminary research or collaborate with scholars at another institution; funding to bring a collaborator to USU; undergraduate or graduate student support; funding for access to research materials or equipment unavailable at USU, where the case can be made that these are crucial to proposal development.
- This award cannot be used to supplement faculty salary.
- Direct budget questions to Barry Harris ([barry.harris@usu.edu](mailto:barry.harris@usu.edu); 797-1200) in the Dean's Office.

Part 7: Budget Justification

- Provide a brief justification for each line item in the proposed budget.

Please submit all materials electronically to Eric Reither ([eric.reither@usu.edu](mailto:eric.reither@usu.edu)) at any time between September 3, 2018 and April 26, 2019.

## Small Grant Development Award Cover Sheet

Title of Proposal: \_\_\_\_\_

Principal Investigator: \_\_\_\_\_ E-mail: \_\_\_\_\_

Collaborators: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Phone No: \_\_\_\_\_ Campus UMC: \_\_\_\_\_

### Checklist of required proposal components:

1. Cover sheet
2. Proposal narrative
3. Works cited page(s)
4. Curriculum vita (up to 2 pages)
5. Current and pending funding
6. Budget plan (use the budget template)
7. Budget justification

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Endorsement: I endorse the attached application and by signing indicate my understanding that if this proposal is funded and the grant submission requirements of the award are not satisfied within 12 months, the department may be required to return the full amount of the award to the College of Humanities and Social Sciences.

Department Head Endorsement: \_\_\_\_\_ Date: \_\_\_\_\_