

# Provost's Research Support Award Guidelines

## ***Purpose and Nature of the Award***

The Provost's Research Support Award supports up to \$3,000 in SS&M needs and is intended to encourage and support the research, creative, artistic, and scholarly endeavors of EMU faculty, especially when such activity leads to the submission of proposals for externally sponsored projects. This award requires a match from the applicant's department/school. We are supporting two types of Awards.

**Standard Award:** This award requires a one-to-one match from the applicant's department/school for a total maximum combined award amount of \$2,400. In other words, the maximum amount awarded from Graduate Studies & Research (GSR) is \$1,200.

**Grant Proposal Award:** For applicants who have submitted at least one proposal for externally sponsored scholarly/creative activity within the past three years, this award requires a one-to-two match from the applicant's department/school for a total maximum combined award amount of \$3,000. In other words, the maximum amount awarded from GSR is \$2,000, and the department's match is one-half the GSR contribution (department's match is at least one-third of the total budget).

## ***Timeline***

Proposals may be submitted August through March electronically via EMU's competition space, Infoready (<https://emich.infoready4.com>); login with your Emich credentials. The competition space system will automatically contact the department head or school director to request approval for the application. Proposals received by 11:59 pm on the 20th of any month (August through March) will constitute a competitive pool for one award cycle. Awards are normally announced within the first two weeks of the following month. All correspondence and notifications regarding this award will be sent to the applicant's emich.edu email account. Because funds are limited, funding levels during winter semester may be lower than in summer and fall.

## ***Proposal Elements***

- Login in with your Emich credentials (<https://emich.infoready4.com>) and enter information in required fields.
- Application requires Department/School's Org # and Department/School's Fund #. Matching funds can come from general, IDC, or development funds. A sponsored project fund may not be used as the source of the match.
- Upload a short description (one page only) of the project. Include timeline, project goals, funds needed, and how the funding will enable these goals.
- Upload your CV or list of scholarly/creative activities for the last five years. Identify externally sponsored proposals that were submitted through EMU ORDA during the last three years. The three years are measured from the actual date of the Research Support Award submission.
- If Human Subjects or IACUC approval is needed and has been granted, please submit a copy of approval at this time. If not yet granted, a copy of approval must be placed on file before funds can be released.

- If applicable, submit a copy of your approval or notification letter from the Institutional Biosafety Committee at this time. If not yet granted, a copy of approval must be placed on file before funds can be released.

### ***Evaluation Criteria***

- Well-conceived research plan and feasible goal
- Funding needed for project completion
- Project will lead to proposal development
- Project will result in a scholarly publication
- Project involves student research collaborators
- Overall benefit to the applicant and to EMU

### ***Allowable Items***

Although a wide range of proposals is sought, the following items and activities (in no particular order) are allowable and consistent with the goals of the award program:

- a) Travel to archives and research sites when the data collection is likely to result in scholarly publications or grant proposals
- b) Data collection, experiments or other forms of scholarly/creative activity likely to result in scholarly publications or grant proposals
- c) Costs associated with survey research (e.g., copying, postage, data transcription, conversion, analysis)
- d) Specialized software not conveniently available elsewhere
- e) Exhibit costs, performance/production costs, book indexing, copyright royalties, page charges, poster preparation costs
- f) Scientific equipment or instrumentation
- g) Supplies, reagents, and materials needed for specialized research by an individual investigator or members of a research group

### ***Non-Allowable Items***

- a) Travel to professional meetings or conferences
- b) Replacement of matching fund support
- c) Reimbursement for expenses already incurred
- d) Keyboarding, editing, or proofreading of manuscripts
- e) Purchase of stand-alone computer systems
- f) Predominantly commercial ventures
- g) Institutionally directed research (“work for hire”)
- h) Faculty professional development or retraining
- i) Service projects
- j) Curriculum/course development
- k) Production of textbooks
- l) Release from teaching
- m) Supplementary salary
- n) Support pay for research student workers (undergraduate and graduate)
- o) Incentives to recruit for survey research

### ***Additional Restrictions***

- a) Unfunded proposals may be revised and resubmitted in a future funding cycle.
- b) A faculty member shall be funded no more than once per fiscal year under the program.
- c) Provost's Research Support Awards are considered “minor” awards; thus, recipients remain eligible for major awards (Sabbatical Leave and Faculty Research Fellowship) in the same year.
- d) Funds must be expended by May 31<sup>st</sup> of the same fiscal year in which the award is granted.

### ***Requirements of Award Recipients***

- a) Any revision or alteration of an awarded proposal (including the budget) requires prior written approval by the Associate Provost and Associate Vice President for Graduate Studies and Research.
- b) Funds cannot be released to award recipients until the [EMU Conflict of Interest Disclosure Form](#) has been completed for this project.
- c) Any materials acquired with funds provided under this program become the property of Eastern Michigan University, and are subject to property-control procedures.
- d) In accepting funding for a proposal, the recipient agrees to submit a final report (maximum two pages) to the Associate Provost and Associate Vice President for Graduate Studies and Research. The deadline for receipt of these reports is 12 months following receipt of the award letter. Faculty with overdue reports are ineligible for internal funding.

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