

GRFC Guidelines Comparison Grid

Topic	Comparison	Comments
Philosophy		No changes
Eligibility of Proposals	<p>Current Guidelines:</p> <p>A. Eligible projects</p> <ol style="list-style-type: none"> 1. A research project or objective inquiry into fields of human interest, which expands knowledge of humanity, its institutions, and its physical world by a recognized research method, is eligible. 2. A creative project or imaginative work in any acknowledged area, such as the visual arts, music, or literature, is eligible. <p>B. Ineligible projects</p> <ol style="list-style-type: none"> 1. Research intended for completion of degree requirements is ineligible. 2. Projects involving program/course development and/or implementation are ineligible. 3. Administrative projects are ineligible. 	<p>Eligible projects statement #1 was shortened.</p> <p>Ineligible projects 1 was broken up into completion of a faculty or staff member degree (still point 1) and student research (new point #4)</p>
	<p>Proposed Guidelines:</p> <p>Eligible Projects</p> <ol style="list-style-type: none"> 1. A research project, which expands knowledge of humanity, its institutions, and its physical world by a recognized research method, is eligible. 2. A creative project in any acknowledged area, such as the visual arts, music, or literature, is eligible. <p>Ineligible Projects</p> <ol style="list-style-type: none"> 1. Research intended for completion of degree requirements (for faculty or staff) is ineligible. 2. Projects involving program/course development and/or implementation are ineligible. 3. Administrative projects are ineligible. 4. Projects primarily or exclusively for composed of student research or student creative works are ineligible. Note: Students may assist a faculty member in the project. 	

<p>Eligibility of Personnel</p>	<p>Current Guidelines:</p> <p>A. Eligible personnel</p> <ol style="list-style-type: none"> 1. All members of the full-time University Faculty on the Southeast Missouri State University campus payroll are eligible, except those who have received funding from GRFC for four proposals investigating the same general line of research without having submitted a grant or contract proposal to an outside funding agency. Outside funding may include grants or contracts received for research or service projects, and gifts to the university in the form of funds or equipment. The amount of the grant, contract or gift must be comparable to the amounts previously awarded by or currently sought from GRFC. Funds may be allocated without an attempt to obtain external funding in the rare event that no appropriated funding source is available. If the efforts of proposer, working in conjunction with the Director of Grant Development, fail to locate potential funding sources, a letter from the Director of Grant Development attesting to the absence of appropriate funding sources must be attached to the proposal. 2. Prospective new faculty members, contingent upon their appointment to the academic faculty, are eligible. 3. Staff members at levels comparable to those of academic faculty are eligible. 4. Grant applications from individuals with active GRFC grant totaling more than 10% of the current allocation will not be considered during the Fall review. They will be considered during the Spring review if funds remain after decisions have been made on all other applications. The '10% rule' will apply to that faculty member who is the lead or primary investigator. The GRFC will consider that faculty member whose name appears first on the proposal to be the lead or primary investigator. <p>B. Ineligible personnel</p> <ol style="list-style-type: none"> 1. Faculty members who resign from the University or whose appointments are terminated are not eligible to receive or expend allocations after their last regular appointment expires. When a faculty member with an active GRFC account leaves the university that account may be transferred to another faculty member approved by the chair of the GRFC. 2. Students are not eligible to submit a proposal. 3. Faculty members who have received GRFC funding for four proposals investigating the same general line of research without having submitted a request to an outside funding agency are ineligible. 	<p>Description of ineligible personnel was removed. Seemed redundant.</p> <p>Added priority for "pre-tenure" faculty.</p> <p>Removed rule based on number of previous GRFC proposals. This rules was challenging to enforce.</p> <p>Added rule limiting PIs to a maximum of 2 open grants. Similar reasoning as the current rule of 4 in the guidelines. We want to encourage faculty to seek outside funding. We also want to be able to support more faculty members. In the proposal, this</p>
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	<p>Proposed Guidelines:</p> <ol style="list-style-type: none"> 1. All members of the full-time University Faculty on the Southeast Missouri State University campus payroll are eligible. (Note 1: The GRFC will place a priority on proposals from probationary faculty. Note 2: Any regular non-tenure track faculty member is encouraged but not required to collaborate with a current tenure track faculty member.) <ol style="list-style-type: none"> a. An individual faculty member can only be the primary researcher on two (2) open GRFC proposals at a time. (Exception – A faculty member with two (2) open GRFC proposals will be considered if a 3rd or summer call is made.) b. An individual faculty member may only submit one proposal per call. c. In the event that a faculty member with an open GRFC leaves the university, the funds may be transferred to a faculty collaborator with the approval from the department and GRFC chairs. If no co-PI or faculty collaborator can be identified, the funds revert back to the GRFC. 2. Prospective new faculty members, contingent upon their appointment to the academic faculty, are eligible. (Note: The GRFC encourages incoming faculty members to collaborate with current faculty members on proposals.) 3. Grant applications from individuals with two (2) or more active GRFC grants will not be considered during the Fall review. They can be considered during the Spring review if funds remain after decisions have been made on all other applications. The ‘2 Open Grants Rule’ will apply to that faculty member who is the lead or primary investigator. The GRFC will consider that faculty member whose name appears first on the proposal to be the lead or primary investigator. 	<p>rule is waived for 3rd or summer calls.</p> <p>Added a limitation for a maximum of 1 proposal per PI for an individual call.</p>
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Amounts Awarded	<p>Current Guidelines: Grants may be awarded in amounts recommended by the GRFC and approved or modified by the University Provost. Generally, awards are recommended for varying amounts with the typical award being about \$2500. Only in extraordinary cases will a proposal be funded for an amount greater than 10% of the GRFC's annual budget. The Committee places greater emphasis on funding seed money for new projects and a diversity of smaller projects rather than a few expensive ones.</p>	<p>Changed "average" award amount of \$2500 to a "maximum" award amount of \$4000. The true average amount awarded over the last 3 years was much higher than the \$2500 listed.</p> <p>We didn't rule out providing more than \$4000 for a project, we just state that anything over \$4000 needs extreme justification.</p>
	<p>Proposed Guidelines: Grants may be awarded in amounts recommended by the GRFC and approved or modified by the University Provost. The Committee places greater emphasis on funding seed money for new projects and a diversity of smaller projects rather than a few expensive ones. Typically, the maximum amount awarded per proposal is \$4000. Requests over \$4000 must include extreme justification.</p>	

Property	<p>Current Guidelines: Title to all materials, equipment, supplies, microfilm, books, tapes, documents, etc., obtained with Committee funds will rest in the University. When such materials are no longer needed for the project, they should be released to either the department or University Library for use by other faculty members and students.</p>	<p>Updated by removing reference to tapes and microfilm (both still fit under "etc.").</p>
	<p>Proposed Guidelines: Title to all materials, equipment, supplies, books, documents, etc., obtained with Committee funds will rest with the University. When such materials are no longer needed for the project, the materials will remain property of the university.</p>	<p>Simplified statement to just say items remain with the university.</p>
Patents and Copyrights	<p>Current Guidelines: If the results of any research funded by the GRFC are patented and/or copyrighted, any resulting proceeds are subject to the University's Patents and Copyrights Policy. (A copy of this policy is included in this booklet as pages 20 and 21). Any personal monetary gain from the proposal should be returned to the committee up to the amount awarded.</p>	<p>Now references policy only.</p> <p>Since the current guidelines include an outdated policy, it seems easier to just send PIs to the university policy.</p>
	<p>Purposed Guidelines: If the results of any research funded by the GRFC are patented and/or copyrighted, any resulting proceeds are subject to the University's Patents and Copyrights Policy.</p>	<p>Removed statement about repaying funds. Whether or not funds need to be repaid to the university should be in the patent/copyright policy and not in the guidelines.</p>

Role of Director of Grant Development	Current and Purposed Guidelines: The GRFC serves as an advisory committee to the Provost and recommends funding or nonfunding of projects directly to the Provost. The Director of Grant Development in the Office of Research and Grant Development serves as a nonvoting member of the GRFC and is available to provide assistance for those wishing to submit a proposal. GRFC proposals, which have been funded, will be kept on file for two years in the Office of Research and Grant Development.	No changes
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<p style="text-align: center;">Deadlines for Submitting Proposals</p>	<p>Current Guidelines:</p> <p>A. Fall semester: An electronic copy of the completed proposal must be uploaded to the Grants and Research Funding Committee (GRFC) Submission web site no later than 5 p.m. on the second Monday of October. Before the proposal is uploaded to the GRFC Submission web site, the College Representative should conduct the initial screening to make sure that the proposal adheres to the GRFC guidelines and is structured in the proper format. Because signatures of the GRFC College Representative, the Department Chairperson, and the College Dean must be obtained for the proposal to be forwarded to GRFC, it is strongly suggested that applicants allow enough time to gather the required signatures on the required "Title Page," to scan the signed "Title Page," and to upload the completed proposal to the GRFC Upload web site by the 5 p.m. deadline. To ensure file compatibility for GRFC members, the electronic copy of the completed GRFC proposal should be prepared in the word processing software currently used by the Campus (e.g., Microsoft Word).</p> <p>B. Spring semester: An electronic copy of the completed proposal must be uploaded to the Grants and Research Funding Committee (GRFC) Submission web site no later than 5 p.m. on the last Monday in February. It should be noted that if all funds are recommended for encumbrance during the Fall semester, no proposals will be considered in the Spring semester. Before the proposal is uploaded to the GRFC Submission web site, the College Representative should conduct the initial screening to make sure that the proposal adheres to the GRFC guidelines and is structured in the proper format. Because signatures of the GRFC College Representative, the Department Chairperson, and the College Dean must be obtained for the proposal to be forwarded to GRFC, it is strongly suggested that applicants allow enough time to gather the required signatures on the required "Title Page," to scan the signed "Title Page," and to upload the completed proposal to the GRFC Upload web site] by the 5 p.m. deadline. To ensure file compatibility for GRFC members, the electronic copy of the completed GRFC proposal should be prepared in the word processing software currently used by the Campus (e.g., Microsoft Word).</p> <p>C. Third Round: If unexpended funds exist after the fall and spring semester meetings of the GRFC, a third call for proposals may be extended at the discretion of the GRFC.</p>	<p>Formatting information now has a separate section.</p> <p>Reduced the need to repeat the same information twice.</p> <p>Fall and Spring Deadline information shortened.</p> <p>Submission is now listed as to the Moodle or Submissions Website. Allows for updating of the submission procedure without revising the guidelines.</p>
	<p>Proposed Guidelines:</p> <p>FILE FORMAT</p> <p>To ensure file compatibility for GRFC members, the proposal should be uploaded as a pdf or Microsoft Word file.</p> <p>SUBMISSION DEADLINES</p> <p>Fall Semester</p>	

	<p>An electronic copy of the completed proposal must be uploaded to the Grants and Research Funding Committee (GRFC) Moodle page (or Submission website) no later than 5 p.m. on the second Monday of October.</p> <p>Spring Semester</p> <p>An electronic copy of the completed proposal must be uploaded to the Grants and Research Funding Committee (GRFC) Moodle page (or Submission website) no later than 5 p.m. on the last Monday in February.</p> <p>Third Call</p> <p>If unexpended funds exist after the fall and spring semester meetings of the GRFC, a third call for proposals may be extended at the discretion of the GRFC.</p>	
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<p>Term of Award</p>	<p>Current Guidelines: A. Fall Semester Awards: The term of each award shall be from the receipt of the award letter to the end of the fiscal year (June 30) following that fiscal year in which the award is made (e.g., an award made in the fall of 1998 [FY99] will run until June 30, 2000). B. Spring Semester Awards: The term of each award shall be from the receipt of the award letter to December 31 of the fiscal year following that year in which the award is made (e.g., an award made in the spring of 1999 [FY2000] will run until December 31, 2000). C. Third Round Awards: The term of the third round awards shall be the same as the spring semester awards.</p>	<p>Now under Award Management section.</p> <p>Updated guidelines by updating the example year</p>
	<p>Proposed Guidelines: Fall Semester Awards The term of each fall award shall be from the receipt of the award letter to the end of the fiscal year (June 30) following that fiscal year in which the award is made (e.g., an award made in the fall of 2018 [FY2019] will run until June 30, 2020). Spring Semester Awards The term of each spring award shall be from the receipt of the award letter to December 31 of the fiscal year following that year in which the award is made (e.g., an award made in the spring of 2019 [FY2019] will run until December 31, 2020). Third Call Award The term of the third round awards shall be the same as the spring semester awards.</p>	
<p>Extensions</p>	<p>Current Guidelines: Time Extension for Project: The time period of a project can be extended. A letter addressing the need for extension, exact time required, and reason(s) for the change should be sent to the GRFC Chairperson. The chairperson can approve a reasonable extension without the input of the committee. A second or third extension will be granted only under the most unusual circumstances and with the formal approval of the GRFC.</p>	<p>Now under Award Management section.</p> <p>The extension request should now go to the Moodle page or submission website. Easier to deal with than requests by email.</p>
	<p>Proposed Guidelines: The time period of a project can be extended by one year. A letter addressing the need for extension should be uploaded to the GRFC Moodle page (or Submission website). The chairperson can approve a reasonable extension without the input of the committee. A second or third extension will be granted <u>only under extenuating circumstances</u> and with the formal approval of the entire committee.</p>	

Submission of a Final Report “Deadline”	<p>Current guidelines: A report must be filed with the GRFC chairperson by September 30 (for fall semester awards), or by March 31 (for spring semester awards) following the termination date as discussed in "Term of Award/Extensions" (Section II above). The final report should summarize budget expenditures, the result of the project or research study, and the plans for dissemination of the results. For research projects, a copy of the manuscript, reprint of the resulting article, or abstract from a resulting presentation should accompany the final report. For creative projects, a copy of the program for the exhibition or performance or some evidence that the work has been completed should be submitted. Proposals by an applicant who has not submitted final reports on completed GRFC projects will not be considered by the GRFC for further funding until the final report has been submitted.</p>	<p>Moved to top of “Final Report” section. Keeps all of the final report information in one place.</p> <p>Example year updated.</p>
	<p>Proposed guidelines: An electronic copy of the Final Report must be uploaded to the Grants and Research Funding Committee (GRFC) Moodle page (or Submission website) no later than three (3) months after the end of the award term. For awards that expire on June 30, the Final Report is due by September 30 of the same calendar year. For awards that expire on December 31, the Final Report is due March 31 of the following calendar year. (e.g., an award made in the fall of 2018 [FY2019] will run until June 30, 2020 and the final report is due Sept 30, 2020). Proposals by an applicant who has not submitted final reports on completed GRFC projects will not be considered by the GRFC until the overdue final report has been submitted.</p>	
Human/Animal Subjects	<p>Current guidelines: Research which involves human or animal subjects must be approved by the appropriate College Review Committee or by the University Committee on Research Involving Human Subjects or Institutional Animal Care and Use Committee in accordance with the procedures set forth by those committees. The proposal may be submitted to the appropriate committee and to the GRFC at the same time. A statement indicating that the research has been submitted/approved by the above committee should be included in the Procedure section (See Part Three, Section III, B, 4, g. below.)</p>	<p>Moved to proposal description.</p> <p>Updated language to match current university procedures.</p>
	<p>Proposed guidelines: Research that involves human or animal subjects must be approved by the appropriate University Committee(s) in accordance with the procedures set forth by those committees. The proposal may be submitted to the appropriate committee and to the GRFC at the same time. A statement indicating that the research has been submitted/approved by the above committee(s) should be included in the “project design and methods” section.</p>	

Hazardous Materials and Lab Safety	<p>Current guidelines: Research involving hazardous materials and lab safety issues must have the procedure approved by the College of Science and Technology Hazardous Materials Advisory and Lab Safety Committee before funding is approved. The proposal may be submitted to that Committee and to the GRFC at the same time. A statement indicating that the research has been submitted/approved by the Committee should be included in the Procedure section (See Part Three, Section III, B, 4, g. below).</p>	<p>Moved to proposal description.</p> <p>Updated language to match current university procedures.</p>
	<p>Proposed guidelines: Research that involves hazardous materials and lab safety issues must be approved by the appropriate University Committee(s) in accordance with the procedures set forth by those committees. The proposal may be submitted to the appropriate committee and to the GRFC at the same time. A statement indicating that the research has been submitted/approved by the above committee(s) should be included in the "project design and methods" section.</p>	
Style of the Proposal	<p>Current guidelines: A. The proposal must be written in clear and direct language, avoiding the use of professional jargon whenever possible. (The author is reminded that the GRFC is made up of faculty from each college, some of whom may not be familiar with the author's area of specialization.) B. All pages must be numbered in consecutive order following the title page and must be double spaced. The proposal (excluding appendices) must not exceed fifteen (15) pages. C. The section titles and subheadings described in "Structure of the Proposal" (Section III below) must be used.</p>	<p>Minor changes only to match updated formatting of the proposed guidelines.</p> <p>Removed page limit. Page limits are listed in the instructions for each proposal section.</p>
	<p>Proposed guidelines: 1.The proposal must be written in clear and direct language, avoiding the use of professional jargon whenever possible. (The author is reminded that the GRFC is made up of faculty from each college, some of whom may not be familiar with the author's area of specialization.) 2.All pages must be numbered in consecutive order following the title page and must be double-spaced. Page limitations for each section must be followed as defined in the "Structure of the Proposal." 3.The section titles and subheadings described in "Structure of the Proposal" must be used.</p>	

Preliminary Review	<p>Current and purposed: Preliminary review of proposals within the applicant's department or field is strongly recommended; applicants are urged to ask their colleagues or outside experts to review their proposals prior to submission. The Office of Research and Grant Development will provide assistance in preparing grant proposals. The applicant must consult the GRFC representative early in the development of the proposal to ensure that the proposal contains all necessary information and materials. The researcher or project designer should thoroughly brief the representative on specific details of the proposal.</p>	No changes
Section One, TITLE PAGE	<p>Current guidelines: The format of the Title Page in Appendix 1 must be used. The title page serves as the cover page for the proposal.</p>	Minor language changes
	<p>Proposed guidelines: Appendix 1 must be used. The title page serves as the cover page for the proposal. Appendix 1 includes the Project Summary, a description of the project in non-technical terms, not to exceed 300 words.</p> <p>Note: Because signatures of the GRFC College Representative, the Department Chairperson, and the College Dean must be obtained on the cover sheet, it is strongly suggested that applicants allow enough time to gather the required signatures.</p>	Note added about needing time to gather all signatures

<p style="text-align: center;">Section Two, PROJECT DESCRIPTION</p>	<p>Current guidelines: Section Two, PROJECT DESCRIPTION (no more than 9 pages; use the following subheadings)</p> <ol style="list-style-type: none"> 1. Problem. A statement of the research problem or the subject of the creative project should be included here, along with an explanation of the significance of the project. 2. Objectives. A brief description of the research/project objectives (hypotheses) must clearly indicate how the proposed project will address the problem cited. 3. Literature Review. A brief literature review of research pertinent to this project should be described and cited. If there is no research directly related to this project, the applicant must indicate this and describe research that justifies or supports the design, methodology, research questions, or research variables of the project. A bibliography will not satisfy this requirement. While no literature review is required for a creative project, a description of a creative project must indicate how the project fits into the artist's body of work. 4. Procedure. A brief description of the proposed procedure and its rationale should be included here. <ol style="list-style-type: none"> a. If a data collection instrument is to be used, a statement of its reliability and validity must be included in this section. If the reliability and/or validity have not been established, a statement of the proposed method to establish them prior to the instrument's use must be provided. In either case, a copy of the instrument must be attached to the proposal as an appendix. b. If there is no specific data collection instrument, a step-by-step explanation of the procedures needed to carry out the research objective(s) must be included. Research design and methodology must be addressed in research proposals. c. If the proposal is a developmental project or feasibility study, the applicant must explain step-by-step each objective or phase of the project. All supporting documents, such as appropriate approval of the sites and/or subjects from professionals or administrators, or the opinion of professionals in the field as to the viability of the project, should be included. If consultants are to be used, the applicant must explain in detail why consultants are needed and what special expertise and credentials they have. d. If the proposal involves historical research, the applicant must list in priority order primary and secondary sources with complete bibliographical data, explain why these primary and secondary sources were selected, and assess the probability that the sources will contain needed information. e. If the proposal is a creative project, the applicant must specify the materials needed and any site(s) to be visited, as well as any necessary consultation with other professionals. The applicant must also describe the anticipated product and estimate the time needed to produce it. f. The availability of the equipment, facilities, and materials needed to carry out the project should be specified. g. A statement indicating that the research proposal has been submitted/approved by the College or University Committee for Research Involving Human Subjects or Institutional Animal Care and Use Committee should be included if human or animal subjects will be involved. In addition, research involving hazardous materials must include a statement indicating that the procedure has been submitted/approved by the College of Science and Technology Hazardous Materials and Lab Safety Committee. 	<p>Substantial changes to the requested proposal format. The current format is geared strongly forward scientific research. The proposed new format is much more general and should allow for other types of research and creative projects more easily.</p> <p>Maximum length of proposals shortened from 9 pages to 5 pages.</p> <p>Proposed format includes:</p> <ul style="list-style-type: none"> Purpose of proposal Project Design and Methods Expected results and dissemination plan
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	<p>5. Application. The possible application or use of the results should be specified. Creative projects must thoroughly discuss the use, display, or presentation of the creative product.</p>	<p>Description of other funding sources</p>
	<p>Proposed guidelines: Section Two, Project Narrative (not to exceed five pages) Purpose of the project The purpose of the project must include a statement of the problem and/or need, the significance of the project, objectives of the project and a brief outline of existing work in the field (e.g. Literature Review). Project Design and Methods A brief description of the proposed procedure and its rationale should be included here. Expected Results and Dissemination Plan Explain your expected results and describe your plan to disseminate the results/products. Other Funding Sources Briefly explain what other internal and/or external funds must be used for cost sharing, if any, including any support from the Department and/or college. Human/Animal Subjects Research that involves human or animal subjects must be approved by the appropriate University Committee(s) in accordance with the procedures set forth by those committees. The proposal may be submitted to the appropriate committee and to the GRFC at the same time. A statement indicating that the research has been submitted/approved by the above committee(s) should be included in the “project design and methods” section. Hazardous Materials and Lab Safety Research that involves hazardous materials and lab safety issues must be approved by the appropriate University Committee(s) in accordance with the procedures set forth by those committees. The proposal may be submitted to the appropriate committee and to the GRFC at the same time. A statement indicating that the research has been submitted/approved by the above committee(s) should be included in the “project design and methods” section.</p>	<p>Sections for Animal/Human Subject or Hazardous Materials as needed.</p>

Section Three BUDGET SUMMARY	<p>Current guidelines:</p> <ol style="list-style-type: none"> 1. The total cost of the project should be broken down into individual components. Use the budget form provided in Appendix 2, and see “Allowable Budget Items” (Section IV below). 2. If the total budget for the project is greater than the amount being requested from GRFC, distinguish the specific items and amounts being requested from GRFC. 3. Represent all items by whole dollars. 4. Any eventual cost overrun becomes the responsibility of the principal investigator, and the additional expense will not be supported by the GRFC. 5. A prioritization of the items in the budget should be indicated. This will minimize the possibility that the Committee will not fund an item that is crucial to the achievement of the goals of the project. 	<p>Minor language changes to items 1-4</p> <p>Removed request for items to be prioritized. While this sounds like a good idea, the committee finds partially funding proposals challenging. We don’t know if the project could work without some of the requested items. And, if the project can work without some of the requested items, then why are they being requested.</p> <p>A new statement says that only priority items should be included.</p>
	<p>Proposed guidelines:</p> <ol style="list-style-type: none"> 1. Use the budget form provided in Appendix 2 2. If the total budget for the project is greater than the amount being requested from GRFC, identify the specific items and amounts being requested from GRFC 3. Represent all items in whole dollars 4. Any cost overrun is the responsibility of the principal investigator and his/her department; the additional expenses will not be covered by the GRFC 5. Only priority items necessary for the project should be included 	

Section Four BUDGET JUSTIFICATION PAGE	<p>Current Guidelines:</p> <ol style="list-style-type: none"> 1. All budget items must be justified in the project description and/or in a budget justification following the budget. For allowable budget items, see “Allowable Budget Items” (Section IV below). 2. If you are requesting funds to purchase a computer, in your proposal you must include an explanation of why existing available computers are not sufficient for the project. 3. If you are requesting mileage please indicate the destination of the trip and the number of miles. 4. If you are requesting funds for student labor, indicate how you determined the number of hours to be covered. 	<p>This section has been expanded.</p> <p>Several of the current committee members have sat of the committee for 3 years.</p>
	<p>Proposed Guidelines: Section Four, Budget Justification Page (one to two pages)</p> <ol style="list-style-type: none"> 1. All budget items must be justified in a budget justification following the budget. (See Allowable Budget Items) 2. Personnel requests should include <ol style="list-style-type: none"> a. The specific expectations and responsibilities b. The relationship between the principal investigator and the personnel (e.g., student-teacher relationships) c. The educational experience the student may gain by participating in this activity d. Justification for pay over min wage (e.g., required special skills) e. Explanation for how the number of hours for the project was estimated 3. Travel requests should include <ol style="list-style-type: none"> a. Specifically how the travel is required for the research/creative works project b. Destination and mileage or airfare estimate 4. Equipment requests should include <ol style="list-style-type: none"> a. Specific information on how the equipment will be used for the research or creative works project b. Explanation of why the current equipment available is not adequate for the project. This is especially important for computer requests c. Explanation of how the equipment can be used after the project 5. Consumable supply requests should include <ol style="list-style-type: none"> a. Explanation of how the total amount needed for consumables was estimated b. Examples of the types of consumables needed for the project (an itemized list doesn’t have to be included) and estimation of costs 	<p>We tried to include the justification needed for us to evaluate the budget items well.</p>

	<p>6. Other expenses requests should include</p> <ol style="list-style-type: none"> a. Explanation of how the expense is required for the project completion b. If applicable, an explanation of why the needed resource is not available on campus 	
<p>Section Five BIOGRAPHICAL SKETCH</p>	<p>Current guidelines: Section Five BIOGRAPHICAL SKETCH (one or two pages)</p> <ol style="list-style-type: none"> 1. Include the academic background (no more than one page) of the investigator(s) which is relevant to this proposal, along with the specific responsibilities of each investigator. 2. Include the scholarly preparation and professional recognition (no more than one page) relevant to the topic or purpose of the proposal. Include only the information that is relevant to the proposal; do not include a vita. 3. Indicate a list of awards from the GRFC, including the status of any active awards. 4. Include a list of proposals submitted to outside agencies, the status of those proposals, and the amount of grant dollars, if any, obtained from those agencies. <hr/> <p>Proposed guidelines: Section Five, Biographical Sketch (one to two pages)</p> <ol style="list-style-type: none"> 1. For each investigator(s), include the academic background which is relevant to this proposal 2. Include the scholarly preparation and professional recognition (no more than one page) relevant to the topic or purpose of the proposal 3. List previous GRFC proposal and awards, including the status of any active awards. Note any publications, presentations, or exhibitions that resulted from previous GRFC awarded proposals. 4. Provide a list of relevant proposals submitted to outside agencies, including the status and amount of grant dollars requested/approved 	<p>Minor language changes only.</p>

<p style="text-align: center;">Allowable Budget Items</p>	<p>A. Personnel: Personnel costs include, but are not limited to, funds for student assistants. (Wages of student assistants are usually limited to the minimum wage; justify the special skills required if wages above minimum wage are requested.) The justification for personnel should address the following matters:</p> <ol style="list-style-type: none"> 1. The specific expectations and responsibilities. 2. The relationship between the principal investigator and the personnel (e.g., student-teacher relationships). 3. Special skills that are required. 4. The educational experience the student may gain by participating in this activity. <p>B. Travel and per diem: Requests for necessary travel funds should be made in accordance with the current University guidelines. Budget proposals for per diem travel and mileage may be reduced at the discretion of the committee.</p> <p>C. Equipment: Requests for funds to purchase equipment should be made only when the equipment is essential to the proposed project. If the requested equipment is not dedicated to the project, matching funds from the college or department will be required. Letter(s) of commitment will be required from the Chair and/or Dean stating that the matching funds will be provided during the period when the GRFC funds will be available.</p> <p>D. Expendable Supplies and Postage: Supplies include consumable materials, such as paper, chemicals, envelopes, etc. Postage should be listed here, too.</p> <p>E. Other Expenses: Expenses which do not fit the above categories are included here. They include, but are not limited to,</p> <ol style="list-style-type: none"> 1. Reproduction costs 2. Communications costs 3. Special services (e.g., chemical analysis, calligrapher, proof-reader, accompanist) 4. Consultants (fees, travel, per diem) 5. Computer use (outside the University) 	<p>This section has been condensed.</p> <p>Some of the information was moved to the justification section.</p> <p>The original section seemed to confuse some faculty members as we were commonly told that the GRFC didn't fund things listed in the section.</p>
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	<p>Proposed guidelines</p> <ol style="list-style-type: none">1. Personnel. Note: Faculty salaries are not allowed.2. Travel and per diem. Note: Per diem may be lowered by the committee.3. Equipment.4. Consumable Supplies.5. Other Expenses. Examples may include (but are not limited to):<ol style="list-style-type: none">a. Reproduction costs.b. Communications costs.c. Special services (e.g., chemical analysis, calligrapher, proof-reader, accompanist).d. Consultants (fees, travel, per diem).e. Equipment/technology use fees (outside the University only).f. Incentives.	
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<p>Budget Items That Cannot Be Funded</p>	<p>Current Guidelines: A. Academic salaries B. Travel to professional meetings (Exceptions may be considered only if it can be clearly demonstrated that attendance at a meeting is essential and unique to the conduct of the proposed research.) C. Internal (in-house) computer charges</p>	<p>Now listed as a notes under allowable items.</p> <p>Removed restriction for travel to conferences.</p> <p>Travel must be well justified (see budget justification section)</p> <p>Also, added travel to dissemination awards (old publication awards). Travel has the same dollar amount restrictions as publications.</p> <p>Any travel for dissemination purposes, must explain why the funds are needed and if PD funds are also being used.</p>
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Accounting Procedures	<p>Current Guidelines: Each grant will be assigned an individual account number. The researcher will be the account custodian, and s/he can obtain an account card for on-campus expenditures (e.g., printing and duplicating). The researcher assumes responsibility for keeping track of grant expenditures and can contact the GRFC Chair, and the University Controller's Office with any questions about the status of the grant.</p>	<p>Minor changes to allow for a designated budget authority.</p>
	<p>Proposed Guidelines: Each grant will be assigned an individual account number. The researcher or a budgetary authority (approved by the researcher, chair and the University's controller's office) must complete any accounting training required by the University prior to the accessing the grant funds. The researcher assumes responsibility for keeping track of grant expenditures.</p>	<p>The PI, chair and controller's office must approve the budget authority. This is an attempt to deal with overspending on the GRFC accounts.</p> <p>Allowing for a budget authority is in line with other grant programs on campus.</p>

General Evaluation Criteria	<p>Current Guidelines: Proposal is well-written (i.e., it is easy to understand, presented in a logical manner, without jargon). No extraneous information is included, and proposal (excluding appendices) does not exceed fifteen (15) pages. Sufficient information is presented to allow a logical decision relative to funding potential.</p> <ol style="list-style-type: none"> 1. Project appears feasible. 2. Proposal is presented in concise form and is not verbose. 3. Convincing argument is presented that the proposed plan is appropriate. 4. Convincing argument is presented that the proposed plan is timely, if applicable. 5. Convincing argument is presented that the proposed plan maximizes and fully utilizes currently available resources. <p>Effort was made to seek external or other support (if applicable).</p>	Minor language changes only
	<p>Proposed Guidelines:</p> <ol style="list-style-type: none"> 1. Proposal is well-written (i.e., it is easy to understand, presented in a logical manner, without jargon). 2. No extraneous information is included, and proposal follows all page limits. 3. Sufficient information is presented to allow a logical decision relative to funding potential. <ol style="list-style-type: none"> a. Project appears feasible. b. Proposal is presented in concise form and is not verbose. c. Convincing argument is presented that the proposed plan is appropriate. d. Convincing argument is presented that the proposed plan is timely, if applicable. e. Convincing argument is presented that the proposed plan maximizes and fully utilizes currently available resources. 4. Effort was made to seek external or other support (if applicable). 	

<p style="text-align: center;">Specific Evaluation Criteria</p>	<p>Current Guidelines:</p> <p>A. Problem</p> <ol style="list-style-type: none"> 1. The problem is clearly described. 2. The significance of the project is explained. <p>B. Objectives</p> <ol style="list-style-type: none"> 1. The objectives are briefly stated. 2. The objectives are clearly defined. <p>C. Literature Review</p> <ol style="list-style-type: none"> 1. The literature review is briefly described. 2. The literature review is relevant to the problem. <p>D. Procedure</p> <ol style="list-style-type: none"> 1. A clearly stated procedure, method, and plan are presented. 2. Results are achievable with facilities to be used. <ol style="list-style-type: none"> a. A complete description of facilities to be used, if applicable, is included. (Location of facilities should be specified.) b. Emphasis is given to assets and advantages. <p style="text-align: center;">- 15 -</p> <ol style="list-style-type: none"> c. Full utilization of local resources (e.g., library, computer, transportation, etc.) exists. d. Relationship of facilities or locations to project needs is clear. <ol style="list-style-type: none"> 3. Results are achievable with project staff proposed. 4. Results are achievable with funds requested. 5. A reasonable timetable is presented. 6. A clear means of evaluation of data is presented. <ol style="list-style-type: none"> a. Evaluation plan is clear and well-articulated. b. Evaluation tools are consistent with discipline. 7. Reliability/validity information about data collection instruments is included, if applicable. 8. Statements are included about submission/approval of research projects involving human subjects, animal subjects, or hazardous materials to appropriate committee. <p>E. Application</p> <ol style="list-style-type: none"> 1. The application is clearly stated. 2. The application is feasible with available resources. <p>F. Budget</p>	<p>Updated for the new proposed format.</p>
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	<ol style="list-style-type: none"> 1. No ambiguities exist; budget is easily understood. 2. Budget categories are clearly defined. 3. Expendables (supplies) and non-expendables (equipment) are identified in two distinct categories. 4. Relationship between budget and project objectives is clear. 5. Relationship between budget and procedure/method/plan is clear. 6. All expenses are directly related to project. 7. Items included are realistic (i.e., not excessive). 8. All items are sufficiently explained. 9. All items are represented by whole dollars (i.e., no cents). 10. Total project cost is accurately calculated (i.e., mathematics is error-free). <p>G. Biographical Sketch</p> <ol style="list-style-type: none"> 1. The senior project faculty and staff are clearly identified. 2. In projects with co-investigators, the responsibilities of each are identified. 3. Information about scholarly preparation of investigators includes only information relevant to the proposal. 4. List of any previous awards from GRFC is included if investigator has received previous awards. 5. List of proposals submitted to outside funding agencies is included, if applicable. 	
	<p>Proposed Guidelines:</p> <ol style="list-style-type: none"> 1. Purpose <ol style="list-style-type: none"> a. The problem and/or need is clearly described. b. The significance of the project is explained. c. Critical survey of existing scholarship in the field or "Literature Review" that is relevant to the problem and/or need is provided. 2. Project Design and Methods <ol style="list-style-type: none"> a. A clearly stated procedure, method, and plan are presented. b. The project design explains how results are achievable. c. A reasonable timetable is presented. d. A clear means of evaluation of data is presented. e. Reliability/validity information about data collection instruments is included, if applicable. f. Statements are included about submission/approval of research projects involving human subjects, animal subjects, or hazardous materials to appropriate committee(s). 	

	<p>3. Expected Results and Dissemination Plan</p> <ul style="list-style-type: none">a. Expected outcomes are clearly explained.b. Plan to disseminate the results is included. <p>4. Other Funding Sources</p> <ul style="list-style-type: none">a. Availability of internal or external funding is addressed.b. If no other funding is available, please note. <p>5. Budget</p> <ul style="list-style-type: none">a. Budget categories are clearly defined.b. Follow categories as identified in Appendix 2.c. Relationship between budget and project objectives is clear.d. Relationship between budget and procedure/method/plan is clear.e. All expenses are directly related to project.f. All items are sufficiently explained.g. All items are rounded to the nearest whole dollars.h. Total project cost is accurately calculated. <p>6. Biographical Sketch</p> <ul style="list-style-type: none">a. The principal project faculty and staff are clearly identified.b. Information about scholarly preparation of investigators includes only information relevant to the proposal.c. List any previous awards from GRFC. Note any publications, presentations, performances, or exhibitions that resulted from previous GRFC awarded proposals.d. List proposals submitted to outside funding agencies, if applicable.	
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<p>Reasons for Rejection of Proposals</p>	<p>Current and proposed guidelines:</p> <p>REASONS FOR REJECTION OF PROPOSALS</p> <ol style="list-style-type: none">1. Missing deadlines.2. Failure to concisely and clearly state the project objectives without jargon.3. Failure to clearly indicate the proposed outcome of the project.4. Failure to provide a clear rationale for the proposed project.5. Travel requests without sufficient justification of intended research objectives.6. Failure to follow guidelines in preparing proposal (e.g., proposal too long).7. Slanted, biased presentation of proposal.8. Budget items that are not sufficiently justified.	<p>No changes</p>
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<p>History of guidelines</p>	<p>History of Research or Creative Work Proposal Guidelines Procedures established by the Grants and Research Funding Committee - 1979 Approved by the Faculty Senate - July 11, 1979 Approved by the President - September 3, 1980</p> <p>Revised Guidelines approved by the Faculty Senate - April 11, 1984 Amended by Faculty Senate, Bill 85-A-02 - April 3, 1985 Approved by President - May 6, 1985</p> <p>Amended by Faculty Senate, Bill 87-A-04 - April 22, 1987 Approved by President and Board of Regents - July 23, 1987</p> <p>Amended by Faculty Senate, April 18, 1990 Amended by Faculty Senate, December 2, 1992 Amended by Faculty Senate, April 19, 1995</p> <p>Revised Guidelines approved by the Faculty Senate - September 16, 1998</p> <p>Revised Guidelines approved by the Faculty Senate – May 2001</p>	<p>Added section heading. No changes to content. Have there been any guideline changes since 2001?</p>
<p>PUBLICATION CHARGES</p>	<p>Current Guidelines: APPLICATION PROCEDURES FOR PUBLICATION CHARGES</p> <hr/> <p>Proposed Guidelines: Application Procedures for Dissemination Proposals</p>	<p>Name changed to Dissemination Proposals. Proposal includes increasing the types of dissemination for which faculty can request funding.</p>

<p>Submission Period of Publication Charge Proposals:</p>	<p>Current Guidelines: Proposals may be submitted immediately upon the availability of a GRFC budget following the beginning of a fiscal year. The cut-off date is the first Monday in March. At this time those funds not used in the Publication Charge Fund will be freed for use in the spring proposal competition. If uncommitted funds remain from the spring proposal competition, additional Publication Charge proposals may be considered.</p>	<p>Minimal language changes.</p>
<p>Proposed Guidelines: Proposals may be submitted immediately upon the availability of a GRFC budget following the beginning of a fiscal year. The cut-off date is the first Monday in March. At this time those funds not used in the Dissemination Fund will be freed for use in the spring proposal competition. If uncommitted funds remain from the spring proposal competition, additional Dissemination Charge proposals may be considered.</p>		
<p>Evaluation of Proposals: (Publication charges)</p>	<p>If a proposal meets the criteria stated below, it may be accepted at the discretion of the GRFC chairperson without review by the committee as a whole.</p> <p>A. Criteria for Acceptance by the GRFC Chair</p> <ol style="list-style-type: none"> 1. Applicant provides evidence that manuscript will appear in a scholarly, refereed journal (e.g., letters from the college dean and departmental chairperson; copy of the journal's editorial policy; in some cases, a copy of a list of the journal's editorial board). 2. Applicant provides evidence that the manuscript has been accepted for publication in the journal. 3. The maximum assessed publication charges do not exceed \$400. <p>B. If any of the above criteria is not met in a given proposal or at the discretion of the GRFC chairperson, the proposal will be forwarded to the committee at large for consideration. For example, publication costs in excess of \$400 will be considered for funding by the committee as a whole. If a given publication cost proposal is deemed to require the consideration of the GRFC at large, the committee shall meet to review it within one month of its submission or at its earliest convenience.</p>	<p>No longer a separate section. Information included in the application procedure.</p>

<p>Application Procedures/Materials: (Publication charges)</p>	<p>Current Guidelines: A. The following materials must be submitted: 1. A cover page of the form shown in Appendix 3. 2. A cover letter stating the details of the request and any special considerations (see Section VII below), should they exist. 3. Materials in support of the criteria established above (see Section II above). 4. A single copy of the manuscript attached to the proposal. B. Proposals to cover publication costs in excess of \$1000 must be prepared in accordance with the established guidelines for research proposals (see page 9 of this booklet). They will be considered during regular sessions at which research proposals are discussed.</p> <hr/> <p>Proposed guidelines: The following materials must be submitted: 1. A title page consisting of the form shown in Appendix 4. 2. A cover letter stating the details of the request and any special considerations, should they exist. 3. Evidence of dissemination. May include: a. Evidence that the manuscript has been accepted for publication in the journal. b. Evidence that presentation/exhibition/performance is accepted for professional venue. 4. A single copy of the manuscript (I.e. copy of abstract or article) or evidence of creative work (I.e. visual representation of works of art) should be attached to the proposal. 5. Justification of need for funds beyond professional development funds (excluding funds earned based on individual merit such as PD merit, Copper Dome Fellowship awards etc.) must be included.</p>	<p>Title page appendix number updated.</p> <p>“Evidence of dissemination” added as part of the application.</p> <p>Added language to allow for evidence of creative works</p> <p>“Justification” added as section of application.</p>
<p>Follow-Up Requirements: (Publication charges)</p>	<p>Current and proposed guidelines: The grantee shall submit one photocopy or reprint of the publication to the chairperson of the GRFC within six months of the publication date.</p>	<p>No changes.</p>

<p>Percentage of the GRFC Budget to be "Safeguarded" (Publication charges)</p>	<p>Current guidelines: Percentage of the GRFC Budget to be "Safeguarded" for Publication Costs: Up to 10% of the GRFC budget will be reserved for the Publication Charge Fund.</p> <p>Proposed guidelines: PERCENTAGE OF THE GRFC BUDGET TO BE "SAFEGUARDED": Up to 10% of the GRFC budget will be reserved for the Dissemination Fund.</p>	<p>Heading changed. No content changes.</p>
<p>Policy Regarding Reprints (Publication charges)</p>	<p>Current and proposed guidelines: Funds shall not be provided for the purchase of reprints.</p>	<p>No changes</p>

<p style="text-align: center;">Special Considerations: (Publication charges)</p>	<p>Current and proposed guidelines: Special situations may arise occasionally during consideration of publication cost proposals. For those that have been foreseen, the following policies are adopted.</p> <ol style="list-style-type: none"> 1. Publication of Degree-Related Research Such material will not be funded through the GRFC unless significant advancements and additions have been made and incorporated into the manuscript since awarding of the degree (assuming that such work was conducted at SEMO). Spin-offs or follow-up studies to the degree-related research, conducted at Southeast Missouri State University, will be considered for funding through the GRFC. 2. Multiple Authorships When One or More Authors Are Not from Southeast Missouri State University If it can be demonstrated that an author from this institution warrants first-authorship (e.g., the authorship was not determined alphabetically), full publication costs can be applied for. Otherwise, the author(s) should request a percentage of the publication costs, with the remaining author(s) assuming responsibility for the balance. 3. Publication Costs Resulting from "In-House" Funded Research Versus Independently Conducted Research An applicant can apply for full publication costs as long as the research leading to publication was conducted by a member of the Southeast Missouri State University faculty or staff in conjunction with professional pursuits. 	<p>No changes</p>
<p style="text-align: center;">History of guidelines (Publication charges)</p>	<p>Approved by the Faculty Senate - January 27, 1982 Revised Guidelines approved by the Faculty Senate - September 16, 1998 Revised Guidelines approved by the Faculty Senate - May 2001</p>	<p>No changes</p>

<p>PATENTS AND COPYRIGHTS POLICY</p>	<p>Removed</p>	<p>The policy was out dated. The guidelines reference the University policy. The committee feels that the GRFC guidelines should point faculty to the University policy. Having an out dated policy included could cause confusion.</p>
<p>New in proposal</p>	<p>Page 21</p>	<p>Appendix 3. Final Report Budget Form.</p>