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**KUTZTOWN UNIVERSITY**

**RESEARCH COMMITTEE**

**2024-2025**

**PROPOSAL GUIDELINES**

**DEADLINE DATE: October 28, 2024**

**KUTZTOWN UNIVERSITY**

**RESEARCH COMMITTEE**

**PROPOSAL GUIDELINES**

**2024 - 2025**

All Kutztown University faculty and staff are welcome and encouraged to submit proposals to the Research Committee. All disciplines are considered. The Committee has funded, and will continue to fund, research in the fine arts, humanities, social sciences, education, physical and biological sciences, as well as projects in other areas. This seed money will allow a person to pursue, on a limited basis, a new topic or idea.

**Identical or similar research by the same individual will not be funded for more than two consecutive years.**

**PROPOSALS MUST FOLLOW THE GUIDELINES OR THEY WILL NOT BE FUNDED.**

**Two Categories of Funding** - There are two categories of funding for which Principal Investigators can apply. The Principal Investigator must indicate which category they are applying for on the Proposal Cover Sheet that is submitted with the proposal. The Principal Investigator can submit a proposal to only one category.

Category 1 has $45,000 allocated for awards. Tenured, tenure-track and temporary faculty, and staff are eligible to apply within Category 1. Category 2 has $25,000 allocated for awards. Tenured and tenure-track faculty, and staff are eligible to apply within Category 2. Both categories must follow the Research Committee guidelines; however, Category 2 has a specific requirement that must be followed. Within Category 2, the Principal Investigator is obligated to submit a grant proposal to an external funding agency, excluding PASSHE, within one year from the end date of the research project award period. If this obligation is not met, the Principal Investigator will not be eligible to apply for funding from the Research Committee for a specified time period. Please review the details of this obligation in the next section of these guidelines.

**Stipulations of Grant**

A number of stipulations are attached to the award and acceptance of a Kutztown University research grant. The proposal must specify the timeframe in which the grant funds will be expended. All equipment purchases financed by the grant remain the property of Kutztown University. Researchers may be directed by the Committee to share this equipment with their colleagues. Applicants are expected to provide the Committee with a final report on the progress of the project. The final report will also be forwarded to the respective dean. A standardized form will be mailed to the recipient at the end of the fiscal year in which the funds were received. (A copy of the Research Committee Project Report Form is attached.) Finally, it is understood that the applicant will acknowledge, whenever appropriate, the receipt of Kutztown University funds when presenting the project.

**Special stipulation only for the Research Committee Category 2 funding:** A Category 2 Research Committee award incurs an obligation on the part of the Principal Investigator to submit a grant proposal to an external funding agency, excluding PASSHE, within one year from the end date of the research project award period. The Principal Investigator must inform the Office of Grants and Sponsored Projects about the submission of grant proposals. If a proposal is not submitted to an external funding agency within the specified time period, the Principal Investigator will not be eligible to apply for funding from the Research Committee for three years. The three-year period begins from the end date of the Principal Investigator’s research project award period.

Detailed information regarding the external grant(s) in which the Principal Investigator plans to apply for funding (i.e., NSF REU, NEH Collaborative Research Grants), must be included in the proposal submitted to the Research Committee. If this information changes after an award is made, the Principal Investigator must inform the Research Committee of the change and seek approval.

Temporary faculty members are eligible to apply only within Category 1. Temporary faculty members must agree to expend funds and complete the project before their employment at Kutztown University expires.

**Timeline of Research Projects**

Proposed projects may be conducted from January 1, 2025 through June 30, 2026. The Research Committee will make awards in December 2024 and projects can start in January 2025, once a cost center and budget are established.

**Use of Funds**

**The maximum award amount is $8,000.**

The Committee will consider funding only research expenses that will be incurred during the implementation of the proposed research. **Faculty/staff pay is not an allowable expense and student pay must be at minimum wage or higher, with justification.** Travel costs will be considered for funding. However, travel costs for presenting a conference paper or exhibit are not considered by this committee. Researchers soliciting money for this purpose should apply to the Professional Development Committee. Meals will be funded based on availability of funds and will be a low priority. Projects which focus on course development or on administrative university activities are not considered unless they are also perceived by the Committee as containing a substantial research component (i.e., result in a professional paper, article, book). The Research Committee does not fund dissertation-related research.

Research proposals which request money solely to aid in publication of an already completed research project will have a very low priority. This would include videos. The Committee will consider funding publication costs, which are presented as part of the original proposal. The Committee will not fund publication costs "after the fact" (i.e., pay for publication costs already billed to the researcher at the time of the grant proposal). Please note that the Committee will exercise judgment on the nature of the publisher in considering requests for support.

**Review of Proposals**

Applicants are reminded that their proposals will be reviewed by a diverse group of their peers who may not be well-versed in the subject area of the research or with the discipline involved. The burden of proof lies on the applicant to convince this professional-lay group that the proposal has merit and that it is feasible. The proposal should be clearly presented, and it should be as free of technical jargon as is reasonably possible. The proposal should be proofread carefully for typographical errors. The Committee may request an applicant to appear before the Committee to explain the proposal and to address any questions which may arise. The Committee reserves the right to provide full funding for the proposal, to provide partial funding, to request that the applicant offer further elaboration or clarification on specific points, to suggest alternate sources of funding, or to reject the proposal.

**Submission and Deadline**

A letter of intent must be submitted to Heather Arbuckle at [arbuckle@kutztown.edu](mailto:arbuckle@kutztown.edu) by **Monday, October 14, 2024** with the title of the proposal only. We are requiring a letter of intent, so the office knows how many proposals to expect.

The proposal narrative, budget form and justification, references, supporting materials, two-page vitae and signed Intellectual Property form must be in one pdf file attached to the [proposal cover sheet](https://apps.kutztown.edu/forms/?Department=Grants%20Office&Audience=Faculty%2FStaff) and submitted using the DocuSign program by **4:00 PM on Monday, October 28, 2024**.

**Proposal Format**

**The proposal narrative must not exceed five (5) Pages. Category 2 proposals must discuss plans for future funding as described below.**

1. The proposal narrative must not exceed five pages, single-spaced.

2. Page set-up requirements: The font size used in the proposal must be no smaller than

11 pt. Margins may be no less than one inch.

3. The following items do not count in the five-page narrative limit:

1. The cover page
2. Budget and budget justification (must follow budget format on page 8)
3. Two-page vitae for the PI and co-PIs (must not exceed 2 pages per person)
4. References (bibliography)
5. Supporting materials in an optional appendix (e.g., letters of commitment)

**Proposal submission must include:**

* Proposal Cover Sheet
* Proposal Narrative (see below)
* Budget Form and Justification
* References (bibliography)
* Two-page Vitae (must not exceed 2 pages per person)
* Supporting materials in an optional appendix (e.g., letters of commitment)

**Proposal Narrative** – The narrative should be concise but include sufficient information to permit effective review by a multi-disciplinary group. Language should be non-technical in nature. Be specific and informative. All narratives must include the following sections:

a. Background and Significance –

* Briefly sketch the background and purpose of the proposal.
* Evaluate existing knowledge or practice (what others have found or done).
* Specifically identify the gaps or needs which the project intends to fill.
* If you have performed previous work related to the proposal, describe previous findings or outcomes.
* Clearly state your view of the proposed project’s significance.

b. Goals and Objectives –

* List your broad long-term goals (including professional development goals).
* Provide a point-by-point listing of the specific and measurable objectives to be addressed in the proposed project.

c. Description of Project –

* Describe the design of your project and the procedures to be used or activities to be engaged in to accomplish your specific objectives.
* If appropriate, include the means by which data will be collected, analyzed, and interpreted. Applicants from the fine arts should specify relevant materials and technical or artistic methods that will be utilized.
* Provide a tentative sequence or timeline for the work.
* The description can be divided into further sub-sections for clarity.

d. Expected Outcomes –

* List expected outcomes, including what you expect to learn and what others will learn.
* Explain how the grant will enhance your professional development in one paragraph.
* Describe means of evaluation. Evaluation methods should be objective and produce quantitative and qualitative data which are valid and reliable. (The Committee will take into consideration the discipline in which the research is proposed. Quantitative and qualitative data may not be appropriate for certain disciplines.)
* Describe means of dissemination of findings or results. For example, will the project result in a paper presented at a major conference, an article published in a scholarly journal, a book, a concert or performance, an exhibit of artistic works?
* Explain any plans for continuing the project beyond the grant period.

e. Prior Kutztown University Research Grants –

* List previous grants listing the year, title, category of previous grants, and briefly describe the previous grants and indicate project outcomes.

f. Future Funding –

* Describe if the project will lead to a proposal to an external funding agency. Provide detailed information regarding the external grant(s) in which you plan to apply for funding (i.e., NSF REU, NEH Collaborative Research Grants).

Proposals may involve students in the research work. Students may be hired as employees to conduct specific jobs such as technical assistants and data collectors. Students may also be included as researchers in joint faculty/student research in which students are actual partners actively involved in the research design, analysis and presentation. However, it must be clear that the research is the faculty member’s research and that they are the primary researcher.

**Intellectual Property**

University personnel who anticipate the possibility of creating potentially patentable Intellectual Property through their research endeavors, have the duty to alert University administrators of the possibility at the outset of their research.

It is understood that the Kutztown University of Pennsylvania and third-parties may have rights in all discoveries and inventions made or conceived in performance of work on this project. The Principal Investigator(s) will furnish prompt and full disclosure of inventions made during performance of this project to the University’s Authorized Official.

The Technology Transfer and Commercialization Guide is located at

[Technology Transfer and Commercialization Services 2018-37.pdf (passhe.edu)](https://www.passhe.edu/policies/documents/Policies_Procedures_Standards/Technology%20Transfer%20and%20Commercialization%20Services%202018-37.pdf)

I, the Principal Investigator/Project Director, have read and understood the Technology Transfer and Commercialization Guide for PASSHE Faculty.

I, the Principal Investigator/Project Director, (check one): anticipate  or do not anticipate  developing Intellectual Property during this research/project. The anticipated Intellectual Property is (check all that apply):

-  Publications/presentations

-  Software

-  Inventions or discoveries

If you have checked Software or inventions/discoveries, please describe the above intellectual Property in general terms:

Principal Investigator (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Co-Investigator (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Co-Investigator (signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**Budget Form**

Round off all numbers to the nearest dollar, and list only whole dollar amounts.

**Proposed Other Revenue**

#### Project Budget Grant Sources Totals

|  |  |  |  |
| --- | --- | --- | --- |
| Student Wages |  |  |  |
| Benefits (7.65% ) summer only |  |  |  |
| Honoraria (for consultants) |  |  |  |
| Supplies |  |  |  |
| Equipment |  |  |  |
| Operating Expenses |  |  |  |
| Travel |  |  |  |
| Other (specify) |  |  |  |
| **Totals** |  |  |  |

**Budget Notes** – Provide supporting detail for all budget items. Show how particular amounts were calculated.

**RESEARCH COMMITTEE**

**PROJECT REPORT FORM**

NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_GRANT NO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recipients of Research Committee funding are expected, as a condition of receiving funding, to provide the Research Committee with a report of the results of the research after the research has been completed. The report should address the areas indicated below. The report should be sent to the Chair, Kutztown University Research Committee. A copy of this report will be forwarded to the appropriate Dean (Faculty grant recipient) or Administrator (Staff grant recipient).

1. Summarize the results of the research.

2. Please indicate how and when the research was presented (e.g., paper presented to the annual meeting of the American Astrophysical Society, or art exhibit presented at the Carnegie Museum of Arts on May 29, 2024, etc.).

3. Documentation of the research (e.g., a copy of the article or paper, programs of the conference or performance or exhibit, photographs of the exhibit, book publication notice or reviews, etc.).

4. Please indicate the actual cost of the research. Receipts are not necessary for this report, but a detailed account of the funds expended should be indicated below or attached to this form.

5. Please indicate if you anticipate continuing this research. If funded under Category 1, will you be applying to an external funding agency? If funded under Category 2, please provide information about your required application to an external funding agency?