

# SPS Research Committee

## 2017-18 Small Grants Program

### Fact Sheet

#### Purpose

Small Grants funds are awarded to faculty for research that is not currently supported by external funding. The goal of these grants is to enable SPS faculty to carry out scholarly research that either (1) leads to proposals for external funding in areas where funding is available, or (2) leads to publication in areas where funding is unavailable.

#### Eligibility

Tenured/tenure-track faculty and full-time lecturers with their primary appointments in the School of Public Service are eligible to apply as principal investigators for these grants.

- Each proposal must identify a single principal investigator.
- Principal investigators may receive a grant from the Research Committee only one time in a 12-month period unless the required post-award report from that grant has been completed and submitted to the Research Committee.
- A declined request can be submitted one additional time for reconsideration.

#### Deadlines

The SPS Research Committee will meet to consider funding requests twice each semester. At each meeting the Committee will consider only those requests that were submitted by the deadline. The 2017-18 deadlines are: September 15, November 15, January 15, and March 15. Requests that are received after the deadline will be discussed at the next meeting, with the

exception of late submissions for the March 15 deadline, which will need to be resubmitted for consideration prior to the next September 15 deadline. This policy will be enforced in order to ensure professionalism, fairness to SPS faculty, and to allow members of the SPS Research Committee sufficient time to evaluate all proposed requests. Applicants will be notified via email that their proposal will be considered at the next Research Committee meeting and later about the outcome of the Committee's decision.

### **Resubmissions**

Individuals whose requests are declined will receive an explanation why. The proposal will be deemed a resubmittal if the Investigator proposes the same or substantially similar research. Resubmitted proposals must be accompanied by a letter, not to exceed one page, explaining how feedback from the Research Committee from the previous submission has been addressed.

### **Post-Award Reporting**

Recipients of Research Committee funds will be required to complete and submit the SPS Research Committee Post-Award Report within 180 days of receipt of funds. For projects lasting greater than 180 after receipt of funds, the Research Committee requests status updates at least every 180 days during the project cycle until the project is completed and a final Post-Award Report is submitted, at which point the recipient will become eligible to submit a new proposal if desired. A project cycle is considered completed when the principal investigator has either a paper draft or grant proposal completed.

The Research Committee requests updates from investigators on any publications, grants, or awards that result from projects funded by the Committee. Additionally, recipients are also encouraged to present the

outcome of the funded project at a future campus research forum, such as the existing brownbag series, workshops, or a planned spring colloquium. Factors such as evidence of success and continued engagement in the school's research culture will be considered favorably in the Committee's subsequent funding decisions. Recipients who do not use funds in an approved way or who fail to submit this report will be ineligible to receive future support from the Research Committee.

### **Evaluation Process/Criteria**

Only qualified proposals (i.e., submitted by eligible faculty and consistent with purpose of program) will be considered. The SPS Research Committee will review each qualified proposal on the basis of multiple criteria, including: scholarly merit/impact, quality of proposal, strategic advance of researcher's career, and previous use of Research Committee support. The Committee may, at its discretion, request feedback from relevant experts inside or outside of the School of Public Service and Boise State University.

### **Use of Funds**

Expenditures must be consistent with the purpose of the small grant program. As such, there are several budget items eligible for support and several items that are not eligible for support.

#### Budget Items ELIGIBLE for support

- Student research assistant hourly wages
- Payments for research participants or to acquire data
- Salaries/wages for research support personnel (e.g., technicians, postdocs, clerical)
- Travel to conduct research (Note: conference travel is not eligible for support)
- Equipment, supplies, and professional services

Budget Items NOT ELIGIBLE for support

- Investigator salaries or summer stipends
- Course buyouts
- Graduate assistantships or tuition
- Expenses related to curriculum development, administration, instruction, or instructional training or space renovations
- Expenses related to conference travel or association memberships