

College of Education

DEANS RESEARCH GRANTS AWARDS (DRGA)

Updated August 28, 2018

Each year, based on availability of funds, the College of Education, anticipates providing a limited amount of support for faculty research activities through the Dean's Research Grant Awards (DRGA) program. In particular, the DRGA supports activity that originates from the faculty member's own professional goals, collaborations, and interests within their discipline or interdisciplinary interests, department or college mission, and priorities.

I. Eligibility and Deadlines

Full-time faculty (not on administrative appointments) in the College of Education are eligible to apply for these funds. Administrative faculty may serve as a collaborator.

- **The Letter of Intent is due on the last Monday in September with feedback provided within 10 business days.**
- **The full proposal is due electronically on the last Wednesday in October. A decision will be rendered within 10 business days.**
- **Please submit electronically (no paper copies) to COE-Dean@nau.edu.**

II. Objectives

The DRGA funds serves as a catalyst for enhancing and expanding research capacity and the ability to obtain future intramural and/or extramural support. The DRGA seeks to support:

- Scientific-Based research: Design or propose and carry out a project or study intended to prove a hypothesis, elucidate observations, test a new method, answer a specific question, etc. The definition provided by [AERA](#) provides an expanded definition of the types of project eligible for support
- Collaborative Interdisciplinary Team Research Projects should include collaboration with other faculty in the College of Education and/or the university or other educational institutions.
- Preliminary data that can be used to develop competitive research proposals
- Involvement of one or more undergraduate students with an outcome of presenting at the Undergraduate Symposium. Faculty are encouraged to seek undergraduate students as research participants through the [Interns-to-Scholars \(I2S\)](#) program whose purpose "is to encourage undergraduate students early in their academic careers to participate in faculty research, scholarly, or creative projects by working as paid interns".
- Involvement of one or more graduate students with an outcome of presenting at the 3 Minute Research Presentation (3MRP) or through their disciplinary meetings
- Enhance the ability of COE researchers and scholars to compete successfully for the external research grants.

III. Award

The maximum award is for \$6,000. The final amount awarded will be based on the program's proposal budget and the funds available. To allow funding for the greatest number of worthwhile projects, grants will not exceed more than \$6,000 per application. The grant can be used to reimburse expenses related to conducting research incurred *during the current fiscal year ending June 30*, including:

- software or hardware acquisition
- postage

- instrumentation
- research participant compensation (check guidelines on NAU IRB site)
- student wage

Expenses that are not allowed to be included:

- A. dissemination activities (e.g., costs associated with presenting results such as travel to conferences)
- B. dissertation research
- C. personnel (not student support)

Restrictions:

1. Once a project has received DRGA funding, the same project is not eligible for a subsequent grant. In the case of proposals that are closely related in some way to an earlier funded project, the applicant(s) must explain how the new proposal is a fundamentally different project than the one that was funded previously.
2. Projects of work leading to a dissertation or thesis will not be funded.

IV. The Grant Review Procedure

The DRGA Review Committee is made up of faculty members appointed by the dean. Recommendations from the review committee are forwarded to the dean who will announce grants awarded within 10 business days after the due date for full proposals. Prior to the submission of a full proposal, candidates will be asked to submit a letter of intent outlining the details of the proposal and the outcomes of the project. Those proposals with strong scientific merit and that fall within the scope of the DRGA will be invited to submit a full proposal. Feedback on the letter of intent will be provided within 10 business days of submission.

V. Application Process

A. Page Formatting: All pages must be formatted as follows:

- 1 inch margin on all sides
- Single spacing or greater
- 12 point font (avoid bold type font; New Times Roman preferred)

B. Letter of Intent (2 pages maximum)

1. Faculty members will submit the initial letter of intent to their respective department chair for approval. Approval indicates this proposed project is consistent with the Statement of Expectations. The department chair(s) will send electronically via email your letter of intent along with their comments on approval status to the Office of the Dean (COE-Dean@nau.edu).
2. The letter of intent should include the following:
 - A summary of the project and its significance, research questions, design of the project, evaluative methodology, and a timetable.
 - Total cost of the project along with a broad breakdown of the expenses and the total amount the applicant will be requesting.
 - Potential collaborators
3. The DRGA committee will examine the letter of intent, provide feedback and make a recommendation regarding full submission to the dean based on the following criteria:
 - research is well-designed and feasible
 - research has a clear relation to the conceptual framework/goals of the college
 - specific request for support is consistent with the Guidelines for Eligibility (Section I) and Objectives (Section II)
4. The Dean's office will contact the applicant(s) and provide them with the feedback from the DRGA committee and written approval on continuing with the application process. The letter of intent is not binding and does not enter into the review of a subsequent application.

C. Application Proposal (3500 words maximum not counting Budget Excel spread sheet and Brief Resume[s])

The application proposal must include the following elements

- abstract of the proposed research, including an overview of the methodology and research question(s)
- brief literature review supporting your proposed research
- statement of the relationship of the project to the COE conceptual framework and/or goals
- specific support request, including:
 - item name(s)
 - relation to study/justification
 - cost
 - timeline for the need
- address any feedback provided during the letter of intent phase
- budget that will include a narrative in the proposal to support your funding request and an excel spreadsheet detailing the items

D. Proposal Format:

1. *Project Description, Goals and Objectives:* Describe the project for which funding is requested, including the major goals and objectives. Identify the relevant problem or research question that this project will address. Include a brief literature review supporting your research question(s). Also discuss the importance or significance of the project, and explain why it should be funded.
2. *Research Team:* Outline the details of the collaboration, including the specific roles and responsibilities of each researcher. Review Section II on who may be included as collaborators.
3. *Procedures and Methods:* Describe the methodology that will be applied to the project outlining relevant features such as the methods of data collection and the means of data analysis and interpretation. Provide a general outline of the timeline for accomplishing the work of the project. Also, include the experiences and the capabilities of the faculty members conducting the project and the facilities available for accomplishing the project's objectives. Describe any logistical arrangements that are essential to the project. Please note that any research involving human subjects must by federal and state regulations be reviewed and approved by the [NAU Institutional Review Board \(IRB\)](#). Proposals should indicate whether IRB review is required as part of the research methods and provide the process for seeking IRB review in the application timeline section. The university's website provides details about the policies and procedures that apply to human subject research at the University and is available at [Office of the Vice President of Research website](#).
4. *Outcomes:* Describe any outcomes that will ensue from the project and explain how the results or products of the project will be evaluated. Describe how the results of the project will be disseminated. Another outcome that is highly desirable is the plan to submit a version of the project for intramural funds, preferably external and how the results of the project will enhance your grant funding application. Identifying specific Request for Proposals (RFPs) is a definite plus.
5. *Budget:* Itemize and justify any and all requests for expenses related to the grant proposal, such as: student assistants; equipment; materials and supplies; operating expenses (e.g., copying costs, telephone, and clerical help); travel to collect data; and so on.
Important budget note: All purchases of non-consumable items made with this grant funds (such as equipment, software, books, DVDs, and the like) are the property of the University because they have been purchased with university funds. These items are not to be retained by the researcher but are instead to be turned over to the University when the grant project is completed.
6. *Other:* For proposals that are closely related in some way to an earlier funded project, the applicant **MUST EXPLAIN** how the new proposal is a fundamentally different project than the one that was previously funded. (For example, a new project might be using the same data set as a prior funded project, but the new proposal would be pursuing a different hypothesis or research question.)

7. *Documentation*: The proposal must include a list of references, bibliography, works cited, or other statement of supporting materials consulted or available for this project.
8. *Brief Resume*: Please provide a one page resume (not counted in word count) which will list your qualifications as well as any grants (internal or external) and/or fellowships awarded during the past five academic years (dates, amount of funding, nature of activity, and principal outcomes) for each faculty collaborator on the team.

VI. Reporting Requirements

By the last work day in September following the year of the grant, recipients must provide the dean's office a report of the outcomes of the funded project for dissemination on the college website. Applications received from individuals who have not submitted required final reports for previously awarded grants by the deadline for receipt of the next round of grant proposals will not be reviewed.

For all grant projects, the report must include:

1. An abstract summarizing the major activities of the project and results (abstract will be posted on the college website)
2. Summary of budget expenditures
3. Review of the results of the grant activities
4. Highlight the nature of the collaboration and the impact on project activities
5. Review how the completed project achieved its proposed goals/objectives/anticipated results
6. Assess the adequacy of the project's procedures and approaches
7. Comment on how the results of this project have been or will be disseminated including application for intramural funding. Electronic versions of a final product(s) (such as a manuscript submitted for publication, grant proposal abstract) may be submitted along with the final report.

VI. Evaluation Criteria

The Committee's recommendations will be based on these evaluation criteria:

1. *Quality*: The Committee will assess all proposals on their merits as presented. Projects should exemplify professional initiative and should be justified in broad terms as supporting the mission of the University and the individual faculty member's professional development.
2. *Specificity and Clarity*: Proposals have a limit of **3500 words**. Proposals should be written clearly in non-technical and jargon-free language for a general audience. Proposals written in such a way that an informed general reader cannot readily understand them will not be recommended for funding. Proposals should provide specific information on such matters as the particular method for completing the project, proposed calendar, budget items and amounts, and expected results.
3. *New Applicants*: In the case of two proposals of equal merit and insufficient funding for two awards, the proposal by a new applicant receives priority over a new proposal by a previously-funded faculty member. If a proposal is submitted by a faculty member with a long history of funded projects (three or more awards in a row in the same category), the committee will only consider funding that person's proposal after all other worthy proposals have been funded.
4. *Quality of Prior Reports and Results of Previously Funded Projects*: In instances involving persons who have received prior grant funding, the Committee will consider the quality of the final reports submitted and the ultimate results of prior grant projects as new award decisions are made. Poorly written final reports, or a record of past projects that did not result in productive final outcomes, will be taken in to consideration as the Committee makes its decisions about awards.
5. *Simultaneous Applications*: The Committee encourages faculty members to seek outside funding whenever possible. If an outside agency funds a proposal, the DRGA funding may be reduced or rescinded as appropriate. The Committee also reserves the right not to fund a project receiving funds from other University sources.

6. *Grant Applications by Committee Members:* To avoid conflict of interest, project proposals from members of the DRGA Committee will be reviewed only after the Committee member making the proposal has left the room. The Committee's recommendation about the grant proposal will be conveyed directly to the Dean and will not be shared with the Committee member who made the proposal.
7. *Faculty/Student Collaborative Research Proposals:* The DRGA is seeking to fund collaborative projects between faculty members and promote the inclusion of student researchers. The committee does appreciate and recognize the value of mentoring and guiding student research. Applicants who submit a proposal that includes collaboration between faculty and students/colleagues/peers are required to mention the names of collaborators, and describe in detail:
 - a. the nature of the collaboration (i.e., original research, ongoing faculty research or other)
 - b. the applicant's role in that collaboration
8. *Extramural Applications:* Evidence on the plan to submit for extramural funding is included.

VII. DEADLINE DATES:

The Letter of Intent is due by the last Monday in September of each academic year and the full proposal is due by the last Wednesday in October. Feedback/decisions are provided within 10 business days of each stage of the process.