

## **Collaborative Research Grant**

Collaborative research involves scholars from across disciplines working together to address a common research goal or question. Collaborating on a common goal utilizes different perspectives and disciplines combining their respective skills and backgrounds to study and understand unique and diverse problems. Conducting collaborative research allows for the sharing of knowledge, data, resources, equipment, while developing trust and reciprocity among the participants. Such efforts bring about a synergistic effect of innovative problem solving, creative thinking, new approaches, while enabling greater discussion during the research process.

Bringing together diverse perspectives, knowledge, and skillsets to tackle complex problems is part of the GCSU ethos, reinforcing our liberal arts education. Therefore, the purpose of this grant is to provide funding for Georgia College faculty to conduct collaborative research on complex problems. This award will prioritize collaborations across departments and schools.

### **What the grant covers**

- Travel expenses directly related to the research project. Although funds can be applied for conference attendance where the grantee will present findings directly related to the research project, only \$500 of the total grant can be applied for that purpose.
  - Proposals that include requests for funds for travel to conferences are given a lower priority than proposals that include requests for funds needed to conduct research.
- Materials, supplies, and equipment needed to conduct the research.
- Payment for student workers who are directly involved in the research and dissemination process.
  - When hiring students, you will need to work with Human Resources for each student hire.
- Personal services such as transcription and translation services may be covered. The review committee considers such on a case-by-case basis and the applicant should make a strong case for why such services are not available from campus services.

### **What the grant does not cover**

- Requests for faculty release time and/or stipends paid directly to a faculty member to support research or the use of graduate or student assistants.
- Travel to professional conferences unless applicant is presenting findings related to the funded research project.
- Travel for student workers supported by the grant. This includes travel to research sites and conferences.
- Hardware and software purchases when comparable hardware/software is available through Georgia College.
- Funding for non-Georgia College faculty who are participating in the project.

## **What to Include in a Grant Proposal**

All proposals must include the following information: (Please review the general guidelines prior to preparing your proposal.)

*Purpose of Research Project:* State precisely what is intended to be accomplished, ensuring that the statement is in "lay terms" as reviewers will be from a variety of disciplines. If using specialized terms or jargon, please provide an explanation that will be clear to individuals outside of your discipline. Explain how your project will involve collaboration between researchers from different disciplines. Identify at least one collaborator from a department outside your own to demonstrate cross-disciplinary cooperation. Collaborations between researchers from very different backgrounds and skillsets are strongly encouraged, so specify the different knowledge and skills each team member brings. Greater consideration will be given to collaborators from different disciplines/departments.

*Significance of Project:* Indicate why the project is important to promoting interdisciplinary study at Georgia College and State University, and/or to your respective disciplines. If your project addresses a particular gap in the scholarly literature of your discipline, please provide a brief literature review and explain how your project addresses that gap.

*Research Methodology:* Indicate specifically how the purpose will be accomplished, what will be done, how it will be done, what resources will be used, etc. Provide a description of the data collection and data analysis tools that your project will apply.

*Research Project Time Line:* Indicate anticipated beginning and completion dates of the project. Include dates for any major steps during the project. Award winners will be expected to complete their projects within a calendar year from the start of the project.

*Method of Dissemination of Results:* Indicate what you expect to do with the study when completed. Specify the appropriate journals to which the study might be submitted or conference at which it may be presented. Higher priority will be given to proposals that demonstrate a high probability of publication or public performance/exhibition. If a publication or performance/exhibition results, be sure to acknowledge the support of Georgia College and the Georgia College Foundation.

*Probability of Project Leading to Outside Funding:* Indicate outside sources from which funding may be requested for future development or expansion of this project. Higher priority will be given to proposals that demonstrate promise of external funding. Applicants are required to consult with the Grants and Special Projects Office before submitting proposals.

*Application for or Receipt of Funding for This Project From Any Other Source:* If yes, give details (when, from whom, amount, etc.).

*Use of Animal or Human Subjects:* If yes, provide a copy of IRB approval. IRB approval is required prior to submitting a proposal. If you have submitted your project for IRB approval but it is still under review, obtain a statement to that effect from the IRB chair and include with your proposal. Final IRB approval is required before grant funds can be disseminated.

*Detailed Budget Narrative:* Explain in detail each requested expense and why it is necessary to the project

### **Other Guidelines**

Awards will not exceed \$4,000. Proposals greater than \$4,000 will not be considered.

Applicants must contact the University Grants Office at <http://www.gcsu.edu/grants> for assistance in writing the grant proposal in advance of the deadline for proposals. This may assist the faculty applicant to argue for a request in a discipline outside of the expertise of the committee.

If applicants are requesting funding for information technology hardware or software, they should first obtain a price quote from [techquote@gcsu.edu](mailto:techquote@gcsu.edu). Applicants should also review the IT purchasing policy at <http://www.gcsu.edu/technology/ITprocedures>.

Faculty members may receive only one faculty research grant per year, beginning a year after the submission of their final report.

Travel-related expenses may be divided among collaborators but will be limited to the budgeted amount.

Proposals to fund attendance at a conference will only be considered where a paper has been accepted and the faculty member will complete the travel during the year the money will be allocated. Proposals that include requests for funds for travel to conferences are given a lower priority than proposals that include requests for funds needed to conduct research.

Proposals that indicate that an attempt to utilize resources across the campus or focus on sustainability will receive more favorable rankings.

Funding will not be awarded to any faculty members who have not reported the progress or outcomes and dissemination of their projects from previous allocations. Submission of a final report is required, and one should not apply for another faculty research grant before closing, through submission of the required final report, any previous faculty research grants received.

Applicants should also note that, due to limited resources, their proposed project may be funded partially and they may wish to prioritize the items in their request with this in mind. Attempts to be cost-effective in accomplishing the goals of the research will be recognized.

All other things being equal, a proposal from a new faculty member (less than two years) who has not received funds in the past, will receive preferential consideration.

Positive consideration will be given to those who have not received funding recently.

Only proposals from full-time faculty, permanent or limited-term, will be considered, with priority generally given to permanent faculty. If funds are available, proposals from temporary faculty will be carefully reviewed to be sure the money is spent in a way beneficial to the University.

All proposals from eligible faculty members will go through a competitive review process by the faculty research grants committee. The committee will recommend awards to the Provost/Vice President of Academic Affairs, who will make the final approval of any award and provide notification to recipients.

Proposals that indicate (in the Probability of Project Leading to Outside Funding section) that the request is "seed money" for larger, future grants will receive positive consideration.

#### **Faculty Research Grant Proposal Checklist**

**Proposal is ≤ \$4,000.**

**IRB/Animal Subjects approval submitted (if necessary).**

**Proposal does not request funding for**

- Release time of stipend for researcher;
- Travel support to attend professional conferences (unless there is a presentation on the funded project);
- >\$500 for travel support to attend a professional conference to present research;
- Travel support for student workers;
- Hardware or software when comparable is available through Georgia College;
- Stipends for non-Georgia College faculty.

#### **Proposal includes:**

**Statement of Purpose written for a non-specialist audience**

**Statement of Significance**

**Literature Review**

**Methodology Section**

**Timeline**

**Dissemination Plan**

**Probability of External Support**

**Other Sources of Support for Project (if necessary)**

**Previous Faculty Research Grants**

**Budget Narrative**

**Budget Proposal**

