

Office of the Provost
Inclusive Excellence Faculty Research Grant

Higher education seeks to serve a variety of faculty, staff and students in a world including greater diversity of thought, global connections, experiences, and cultures. To understand the impact diversity has on an institution's constituents, research is necessary to explore campus practices, policies, infrastructure, and procedures. More specifically, research is needed to understand how to foster the development of one's learning skills when working with people from different backgrounds, demographics, and perspectives. Such efforts will help members of the Georgia College & State University community develop and thrive in an ever-changing world.

Purpose of the Grant

The purpose of this grant is to provide funding for Georgia College & State University faculty to conduct research on topics regarding inclusive excellence. The institution and faculty can address inclusive excellence in a variety of ways including: examining underserved populations, researching the effect of educational, economic, health, and environmental disparities, analyzing public policies and their impact on the social world, investigating historical events, evaluating effective teaching strategies, assessing how specific learning outcomes impacts learners, and identifying the impact the use of technology.

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, up to \$750 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 complete a student personnel action form 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 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. Be sure to provide the area or focus of Inclusive Excellence addressed in your project. Be specific in your connections to the diversity of ways to be inclusive.

Significance of Project: Indicate why the project is important to promoting Inclusive Excellence, you, to Georgia College, and/or to your discipline. Please provide a brief literature review of what has been done before and how your project is different.

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. However, funds must be expensed by six months after receiving the grant.

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 may 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.

A Faculty Review Committee will individually evaluate and rank all research submissions using a rubric to make funding recommendations to the Provost for final approval. The Center for Teaching and Learning is charged with managing the review process.

If applicants are requesting funding for information technology hardware or software, they should first obtain a price quote from 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 (a year from the submission of the final report), regardless of whether the applicant is the primary or a secondary investigator.

Teams of faculty who collaborate on projects may apply for funding, but for travel-related expenses, priority is given to the principal investigator.

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 with others 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.**
- ☐ **Consultation with Grants Office prior to submission.**
- ☐ **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);
 - >\$750 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**