



**EAST  
STROUDSBURG  
UNIVERSITY**

## Faculty Development and Research (FDR) Grant Funding Guidelines

2023-2024 Academic Year

For additional information contact:  
Office of Sponsored Projects and Research (OSPR)  
[https://www.esu.edu/ospr/grant\\_opportunities/fdr/index.cfm](https://www.esu.edu/ospr/grant_opportunities/fdr/index.cfm)

Lynne Ozgur  
Assistant Director, OSPR  
[lozgur@esu.edu](mailto:lozgur@esu.edu)  
570-422-7908

Clare Lenhart  
Chair, FDR Committee  
[Clenhart1@esu.edu](mailto:Clenhart1@esu.edu)

### 2023-2024 Application Due Dates:

September 18, November 6, January 22 (tent.), February 12, March 25

See page 6 for full details.

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## Faculty Development and Research (FDR) Committee

The Pennsylvania State System of Higher Education (PASSHE) Board of Governors Policy (1985- 06A0) mandates that each of the PASSHE schools maintain an active faculty development program to encourage continuous attention to the professional growth and development of the PASSHE faculty as teaching scholars. To accomplish this, the Provost's Office has established the Faculty Development and Research Committee (FDR) at East Stroudsburg University. The Committee membership is broadly representative of the faculty with members selected proportionally from each of East Stroudsburg University's four colleges. Each college has two representatives who, in addition to one non-classroom faculty member, provide equal participation in decision-making. Membership on the Committee is for a of three-year term and at the invitation of the Provost's Office. The Chair of the Committee is appointed by the OSPR and approved by the Provost.

Committee membership includes the following:

College of Arts and Sciences: 2 representatives

College of Education: 2 representatives

College of Health Sciences: 2 representatives

College of Business Management: 2 representatives

Non-classroom Faculty: 1 representative

Committee Chair: non-voting member

Assistant Director, OSPR: non-voting member (ex-officio)

The Committee meets regularly during the academic year to review requests for funding from faculty. Awarded grant decisions are based upon a consensus of the Committee members attending the meeting at which the requests are considered, informed by the Committee's grant reviewers who read and evaluate grant proposals according to the rubric provided in this manual.

The Committee's decisions on each application fall into one of three categories: Approved, Conditionally Approved needing modification, and Not Approved. Incomplete applications will be returned to applicants without being reviewed. Therefore, it is imperative that the grant author follow the published guidelines. Committee decisions are final and appeals are not permitted.

The FDR committee also supports PASSHE's Faculty Professional Development Council (FPDC) grant program when the program is open. In this role, the ESU's FDR Committee reviews all faculty grant applications from our campus prior to their submission to the statewide FPDC competition. Feedback is often provided to applicants in this review process to strengthen the proposal prior to FPDC submission. In cases where more grant applications are submitted from ESU faculty than are allowable from our institution, the FDR committee will determine which grant applications are forwarded to FPDC based on their relative ranking in internal scoring.

### Vision

The Office of the Provost wishes to support a culture of research at ESU, including one of discovery, scholarship, collaboration, and interdisciplinary research. This culture includes leveraging more grants in support of research and creative activity from external funders as well as fostering student engagement in research. ESU will adopt best practices to identify, nurture, and reward research, scholarship, creativity, and innovation across the university in all fields. Further, ESU will support ways to disseminate that research both within the ESU community and beyond our campus community.

# General FDR Guidelines and Proposal Instructions

## Grant Categories

Start It Grant (up to \$1,500)

Grow It Grant (up to \$10,000)

Finish It Grant (up to \$1,500)

## Pre-Award Policies and Procedures

### Eligibility

Tenured and tenure-track faculty members are eligible to apply for FDR grants. Priority is given to tenure-track faculty members over already tenured colleagues. Faculty members appointed on a temporary basis are not eligible to apply for FDR grants however they may collaborate as a co-investigator as appropriate. Otherwise eligible faculty may apply for and implement FDR grants during their sabbatical period.

An individual faculty member may submit more than one grant proposal to FDR each academic year. Priority is given to a PI's first application of the academic year relative to any subsequent applications.

## General Application Instructions

ALL FDR grant proposals must be submitted via ESU eGRANTS by the deadline, or they will not be considered, regardless of the reason. Contact the OSPR in advance if you need assistance.

- Please register yourself in the online system found through the OSPR website.
- Supporting documents are uploaded in the portal and include: project narrative, FDR budget template, budget justification, and a 2-page CV. Allowable file formats include Word, PDF, and Excel.
- Late, incomplete, and/or paper applications will not be accepted.

Applicants are reminded that their proposals will be reviewed by a diverse group of faculty peers who may not be well-versed in the subject area of the project or with the discipline involved. The proposal should be clearly presented and it should be as free of technical jargon as is reasonably possible. The proposal should follow the FDR Guidelines, be proofread carefully for typographical errors, be appropriately cited and referenced, and be presented with clear and uniform formatting.

If research involves the use of human subjects, please visit ESU's Institutional Review Board (IRB) and complete the application. If research involves the use of live animals, visit the Institutional Animal Care and Use Committee (IACUC) site and fill out the application.

- Note that if your grant is chosen for funding, you will not receive a cost center for implementing the project until IRB or IACUC have given approval.

Grant activities should be started AND completed within the academic period intended for each competition cycle. Rules governing allowable project lengths and limits on project extensions are detailed within each grant's subsection to follow.

## Student Involvement

Every application should clearly explain the involvement of/impact on ESU students. Proposals which significantly demonstrate the direct educational impact for students with measurable student-learning outcomes (SLOs) will be favored during the committee review process.

## Award Notification

Committee decisions on whether your project was awarded or denied funding will be announced *approximately* one month from the submission deadline, often within one week of the committee decision. To support professional development in grant writing, any projects not selected for funding will receive feedback to support future grant applications. The FDR Committee reserves the right to adjust the award amount if the budget is not fully justified or if available funds are limited. All FDR Committee decisions are final and appeals are not accepted.

## Post-Award Policies and Procedures

### Post Award Meeting

If awarded a Grow It grant through FDR, the OSPR will reach out for a post-award meeting to help prepare you for implementation. If awarded the Start It or Finish It grant, this meeting is also required, but is brief.

### Funding

Fiscal management of funded grants is critically important for compliance, auditing, and accountability. If the project for which you are awarded FDR funds changes in any way, for example, if you are unable to attend a planned workshop; if the dates of the event or the nature of the research changes; etc., you **MUST** notify the OSPR immediately. Funds can only be used as described in the proposal and for the project for which the committee awarded grant funds. In addition, the following fiscal policies also apply:

- ALL FDR Start It and Finish It Grant Funds awarded during the 2023-2024 academic year **MUST BE SPENT** by the last day of the grant activity period. If needed, an extension may be requested; a maximum of one extension is allowed per project with pre-approval.
- ALL FDR Grow It Grants awarded in the 2023-24 academic year **MUST BE SPENT** by the end of the following fiscal year, June 30, 2025. Only one extension of time will be allowed per grant with pre-approval.
- PIs are responsible for closely monitoring their grant's expenditures. If you exceed your budget, your academic department will be responsible for paying for the overage. Grow It PIs are expected to monitor their expenditures in Business Intelligence; request help from OSPR to access Business Intelligence as needed.
- Grant funding can only be used to pay for pre-approved grant expenses during the grant period; funding cannot be backdated to cover expenses incurred before the grant was approved.
- 10% Flexibility Allowance- Grantees have a maximum 10% total grant award amount flexibility for moving funds between budget line items in grant expenditures. **Any change in budget has to be requested before the spending on that change happens.**
  - For example, if you have a \$1,200 FDR Start It grant and you need \$120 more to cover registration for the training workshop, and you spent \$120 less on supplies, then this falls under the 10% flexibility allowance. You should notify OSPR via email of your budget change before attempting to make these expenditures as OSPR will notify the Grant and Compliance Accountant to move the funds.
  - For changes over the 10% rule, the proposed changes including reasons for the request, and a new budget and new budget narrative must be presented to the OSPR and approved by the FDR Committee in advance of any expenditures.
  - At no time can you overspend the total grant amount awarded, by 10%, or any amount. Cost overages incurred are the responsibility of the PI's academic department.

### Procurement

PIs must follow ESU's policies and procedures for making purchases or obtaining services with grant funds. Reference the Procurement Chart in the OSPR Quick Reference Guide and visit the ESU procurement website for guidelines on how to

proceed. Liaise with the OSPR before making any purchases to ensure compliance with policies and guarantee a speedy reimbursement, if applicable. You may also consult with your department secretary who is familiar with making purchases for ESU employees.

### Travel

Grant-funded travel, if part of your approved budget, is a reimbursable expense. Faculty members will submit a Travel Approval Request form, make their own travel arrangements and pay with either personal credit card or commercial travel card (available through the ESU-Kutztown collaboration). ESU travel policies and procedures are overseen by the Business Office, Accounts Payable, and contain regulations for all ESU travel. Independent of grant funding, travel allowability may be limited at the time of project implementation based on university policy due to safety- or health-related concerns. Contact OSPR if travel limitations alter the project for which you are funded as this constitutes a change in the award. Also be aware that:

- The PI must submit the signed Travel Approval Form with required attachments and Trip Optimizer (if auto travel involved) to the Grant and Compliance Accountant at least 2 weeks before travel occurs.
- To receive reimbursement for any travel related to an FDR grant, you must complete a travel expense voucher, attach all original receipts, and obtain signatures from your department chair and college dean, as outlined in ESU’s Travel Policies and Procedures. Travel approval forms and travel expense voucher forms can be found on the accounts payable page [https://www.esu.edu/business\\_office/accounts-payable/index.cfm](https://www.esu.edu/business_office/accounts-payable/index.cfm) Reporting

All grant recipients must complete a final activity survey for OSPR no later than 30 days after the end of the project period, as indicated in the original application. You will receive notice when your report deadline is approaching along with the link to complete the survey.

### 2023-2024 Grant Application Deadlines

Grant Activity Periods	FDR Grant Category	Applicant Submission Deadline Midnight via ESU eGrants
Fall Deadline #1 <i>for fall 2023 projects.</i>	<b>Start It</b> Grants <b>Finish It</b> Grants	<b>9.18.2023</b>
Fall Deadline #2 <i>for spring 2024 projects.</i>	<b>Start It</b> Grants <b>Grow It</b> Grants <b>Finish It</b> Grants	<b>11.06.2023</b>
<b>Anticipated</b> FPDC Internal Deadline <i>For summer 2024- AY 2024-2025 projects.</i>	<b>FPDC</b> Grants Note: The FPDC competition is managed by PASSHE; final dates, deadlines, and expectations will be communicated by OSPR when they are announced. <b>FPDC funding is governed by the APSCUF faculty contract. There is no contract agreement as of this publication and thus a FPDC grant competition is not guaranteed this academic year.</b>	Pending available funding, anticipated internal deadline: <b>1.22.2024</b>
Spring Deadline #1 <i>for late spring/summer 2024 projects.</i>	<b>Start It</b> Grants <b>Finish It</b> Grants	<b>2.12.2024</b>
Spring Deadline #2 <i>for late summer/early fall 2024 projects.</i>	<b>Start It</b> Grants <b>Grow It</b> Grants <b>Finish It</b> Grants	<b>3.25.2024</b>

## Start It Grants

Start It grants allow a faculty member to develop a new skillset, purchase necessary equipment or datasets, or complete a small-scale pilot project to launch a new line of scholarship. FDR's support for this early phase inquiry can enable a faculty member to refine their nascent techniques and ideas for use in a subsequent scholarly work.

Start It awards are capped at \$1,500 per award. Eligible faculty can apply for multiple Start It grants but cannot exceed \$1,500 in total Start It funding awarded per academic year. If submitting multiple projects, each must constitute its own application. All funds must be spent within 6-months of award.

### Start It grants *can* support:

- Attending a workshop or course to gain new skills for use in forthcoming research or creative activity.
  - *Examples: Obtaining additional training in new statistical techniques or new computer programming in support of your research; participation in a training intensive to learn novel dance techniques, etc.*
  - *Workshops/courses must have a tangible skill associated with them; general conference attendance does not meet this requirement.*
- Purchasing small equipment, datasets, specialized software, or laboratory supplies to complete a new project.
- Travel for the eligible faculty member to collect new data in support of a research project.
  - *Travel for presentation of research or to a conference is not eligible for Start It funding.*
- Hiring an outside agency or expert to support a pre-specified scholarly project.
  - *Must be demonstrated that the skill/expertise needed is not already available within ESU.*

### Start It grants *cannot* support:

- Attendance at a conference without strong justification for acquisition of a tangible new skill (via an embedded workshop, for example).
- Presenting a paper, poster, or the like at a peer-reviewed conference for general scholarly purposes or for the completion of degree requirements.
- Delivering invited lectures, chairing a session, or workshop facilitation.
- Unjustified travel costs.
- Graduate student thesis projects.
- Self-promotional projects which lack broader impact/student impact.
- Any project in an already established area of work for a faculty member. Those seeking funds to expand an established line of inquiry should explore the Grow It grant offering.
- Funding for multiple faculty members on a single application. Each eligible faculty member must submit their own funding application to attend a workshop or training; each will be judged on its own merits.

## Start It Grant Proposal Preparation Guide

- a. Project Title
- b. Abstract: 500 words maximum
- c. Project Narrative: *maximum 4 pages with standard font and margins and must include:*
  - *Background & Significance approx. 1-page*  
Briefly explain the existing knowledge or practice, with citations, and detail the gaps or needs your proposed project aims to fill. Make this a compelling statement clearly explaining the opportunity involved and how it will enhance your specific skill set as a researcher, teacher, etc. You must detail how the activity will positively impact students, your professional development, and your field of study.

- Goals & Objectives *approximately 1/3 page*  
Clearly list your broader longer-term goals related to this project as well as specific objectives to be addressed within the Start It project. These may encompass professional development-, scientific-, and/or student-related objectives.
- Description of the Project/Methodology *approximately 1- page*
  - 1) If the Start It grant is intended to fund a small research project or creative activity, this section must detail all steps for the proposed work including, as appropriate, plans for recruitment, implementation, data collection, and analysis. Citations to justify methods are expected.
  - 2) Funding requests for workshops/trainings must delineate the scope of the learning experiences and tangible skills associated with them. Explain how the learning experiences link to the new skills needed for next steps in the line of research or creative activity. A link to the training's information page is required.
- Timeline *approximately 1/3 page*  
Detail the approximate timing of major events and follow-up activities in chronological order. Be mindful of the 6-month project funding limit.
  - A well-reasoned timeline reflects the project's feasibility and timeliness of anticipated impacts.
  - Inclusion of IRB, IACUC, or other regulatory approval, as needed, should also be included in the timeline.
  - Presenting the timeline in a table format, particularly for longer and more complex projects, is often helpful for ease of interpretation.
- Expected Outcomes & Sustainability *approximately 1/3 page*
  - 1) List expected outcomes to include what you expect to learn and what others may learn including the impact on student success. Carefully explain how these outcomes will be assessed.
    - Linking of student impacts in the form of SLOs and/or specific courses impacted is expected.
    - The names and majors of directly involved students, if known, should be included. Otherwise, explain the approximate number of and type of student(s) who will benefit from this work.
  - 2) Address how completion of your Start It grant will support project plans beyond the grant period.
    - This may be in the form of new funding opportunities opened to you as a result of completion of Start It grant activities, new collaborations formed, new classes added at ESU or the like.
- References: *maximum 1-page*  
All sources cited in the body of the proposal should be linked to a full reference in any standard (ex: APA, AMA) citation format.

d. Budget: *approx. 1-page as a separate attachment in eGrants*

Use the FDR Budget Template provided in ESU eGRANTS; see pages 15-18 for a description of each budget category and allowable expenses within those categories. Read and apply this information carefully when developing your budget. Grant awards cannot exceed \$1,500.

Budget Justification: Provide narrative and calculation details of all the budget template items as explained on pages 15-18. The more detail you provide in the budget justification, the easier it is for reviewers to understand the value of



those items for which you are requesting funding, all costs must be allowable within the funding and university parameters.

See “Travel” section of budget justification for additional forms that must be included if travel is part of the requested budget.

e. *CV: 2-page maximum as separate attachment in eGrants*

Include all relevant professional publications and courses taught as relevant to the SLOs listed and the line of professional inquiry associated with the project.

## Grow It Grants

The FDR Grow It Grants program enables your larger research and creative scholarly ideas to be robustly supported. Grants can be applied for by individual faculty or as a joint proposal with multiple faculty members; in the case of multiple faculty on the application, the PI remains responsible for application, reporting, and compliance within the project.

Grow It awards are capped at \$10,000. Eligible faculty can apply for multiple Grow It grants but cannot exceed \$10,000 in total Grow It funding awarded per academic year. If submitting multiple projects, each must constitute its own application. Projects should not exceed a 15-month timeframe; funds must be spent by the end of the following fiscal year (June 30) after the award is granted.

### FDR Grow It Grants *can* support:

- Student worker salary.
- Non-academic year, summer/winter stipend for faculty (maximum of \$2,000 per faculty per grant)
- Approved costs to achieve your proposed methods including:
  - purchase of laboratory equipment and project supplies.
  - research participant incentives (max. \$25/each)
  - travel for data collection.
  - travel for professional development (limited to same requirement for concrete skill development as in Start It grants; general conference attendance is not sufficient to meet this requirement).

### FDR Grow It Grants *cannot* support:

- A graduate student thesis project.
- Conference travel for presentation.
- Projects with planned timelines beyond 18-months.
- Self-promotional projects which lack broader impact/student impact.
- Hiring of external consultants duplicating expertise available within the ESU community.

## Grow It Grants Proposal Preparation Guide

- a. Project Title
- b. Abstract: 500 words maximum
- c. Project Narrative: *maximum 8- pages with standard font and margins and must include:*
  - *Background & Significance approximately 2 pages*

The significance of the project relative to existing research, practice, or creative activity in its general field should be stated in language that can be understood by an educated non-expert; discipline-specific jargon should be avoided. This section should include the intellectual merits of the project with citations. For example, has a similar question been addressed previously? How is the proposed work an

improvement to the current research? Detail the gaps or needs your proposed project aims to fill. Make this a compelling statement clearly explaining the how the proposed work will positively impact students, your professional development, and your field of study.

▪ *Goals & Objectives approximately ½ page*

Clearly list your broader longer-term goals related to this project as well as specific objectives or research questions to be addressed within the Grow It project. These may encompass professional development-, scientific-, and/or student-related objectives. Presentation of SMART objectives is preferred where applicable.

▪ *Methodology approximately 2-pages*

This section must detail all steps to address the stated objectives for the proposed work including, as appropriate, plans for recruitment, implementation, data collection, and analysis. Citations to demonstrate the proposed methods are appropriate within your area of scholarship are expected. Subsections may be used to clearly describe multi-phase projects.

Describe the role key personnel, including students as applicable, will fulfill in achieving these methods. Aim to convey how the study team compiled is the most appropriate to address the project's objectives.

If the proposed work is embedded within a larger line of inquiry, explain clearly what elements will be accomplished with the funds within this confined portion of that larger project, understanding future funding is not guaranteed.

▪ *Timeline approximately ½ page*

Detail the approximate timing of major events and follow-up activities in chronological order. Be mindful of the 12-month project funding limit.

- A well-reasoned timeline reflects the project's feasibility and timeliness of anticipated impacts.
- Inclusion of IRB, IACUC, or other regulatory approval, as needed, should also be included in the timeline.
- Presenting the timeline in a table format, particularly for longer and more complex projects, is often helpful for ease of interpretation.

▪ *Expected Outcomes & Sustainability approximately 1 page*

Provide detailed expected outcomes of the project, for the involved faculty, students, and the field of study and/or broader community.

- Linking of student impacts to SLOs and/or specific ESU courses impacted is expected.
- The names and majors of directly involved students, if known, should be included. Otherwise, explain the approximate number of and type of student(s) who will benefit from this work.
- Faculty professional development should be addressed. How will this grant and completion of the funded project enhance your skill set as a researcher, teacher, etc.?
- Describe how the outcomes will be assessed. How will you determine the project's success?
- Address how completion of your Grow It grant will advance your line of inquiry beyond the grant period. This may be in the form of new funding opportunities opened to you as a result of your completed study, advances in community policy or practices, new collaborations formed, new classes added at ESU or the like.

▪ *History of Funding: maximum of 1-page*

List any internal or external funding you have received in the last three years; include submitted proposals that have been rejected. If none, please indicate "none".

▪ *References: maximum 1-page*

All sources cited in the body of the proposal should be linked to a full reference in any standard (ex: APA, AMA) citation format.

- d. Budget: *approx. 1-page as a separate attachment in eGrants*
  - o Use the FDR Budget Template provided in ESU eGRANTS; see page 15-18 for a description of each budget category and allowable expenses within those categories. Read and apply this information carefully when developing your budget. Grant applications cannot exceed \$10,000.
  - o Budget Justification: Provide narrative and calculation details of all the budget template as explained on pages more detail you provide in the budget justification, the easier it is for reviewers to understand the value of those items for which you are requesting funding, all costs must be allowable within the funding and university parameters. See “Travel” section of budget justification for additional forms that must be included if travel is part of the requested budget.
- e. CV: *2-page maximum as separate attachment in eGrants*
  - Include all relevant professional publications and courses taught that are relevant to the SLOs listed and the line of professional inquiry associated with the project.
  - CVs are required from both the PI and any listed Co-PIs.

## Finish It Grants

Finish It funding allows eligible ESU faculty to bring their scholarship to completion with conference presentations, publications, and creative demonstrations. This funding is a highly competitive supplement to existing departmental travel support intended to allow opportunities for faculty members to share their culminating work products on the biggest stages within their field. Finish It grant applications cannot exceed \$1,500. Project timelines are limited to 6-months.

Finish It awards are capped at \$1,500 per award. Eligible faculty can apply for multiple Finish It grants but cannot exceed \$1,500 in total Finish It funding awarded per academic year. If submitting multiple projects, each must constitute its own application. All funds must be spent within 6-months of award.

Applicants must document submission of conference abstract/presentation within application. *If preliminarily approved for funding by the FDR Committee, you must present confirmation of the project’s acceptance to the OSPR before funds can be released. Should the project not be accepted for presentation, the grant award will be forfeited.*

### Finish It grants *can* support:

- Defraying publication costs. *If preliminarily approved for funding by the FDR Committee, publication costs cannot be released until the manuscript is accepted by the publisher and verification is provided to OSPR. Should the publication not be accepted, the grant award will be forfeited.*
- Offsetting conference travel expenses to present scholarly work at an academic conference. *National and international conference presentations receive additional priority points in scoring over state- or regional-level conferences. Funds can only be released for in-person delivery of presentations.*

### Finish It grants *cannot* support:

- Conference participation solely as a session moderator or general attendee.
- Multiple faculty members on a single application. Each eligible faculty member must submit their own funding application; each will be judged on its own merits.

- Multiple faculty members to present the same project. Only the lead author/presenter will be considered eligible for Finish It funding provided all other eligibility criteria are also met.

## Finish It Grant Proposal Preparation Guide

- a. Project Title
- b. Abstract: 500 words maximum
- c. Project Narrative: *maximum 3 pages with standard font and margins and must include:*
  - Background & Significance *approximately ½ page*
    - Justify and explain your rationale for pursuing this grant opportunity. Summarize the nature of the project you are bringing to completion including how dissemination of this work will fill any gaps in the field of study. You must detail how the activity will positively impact students, your professional development, and your field of study.
  - Goals & Objectives *approximately ¼ page*
    - Succinctly list your broader longer-term goals related to this project as well as specific objectives to be addressed within the Finish It project. These may encompass professional development-, scientific-, and/or student-related objectives.
  - Description of the Project/Methodology *approximately ½ - 1-page*
    - Make a compelling statement clearly explaining the presentation/publication opportunity involved and the significance of the specific dissemination venue within the field. What format of dissemination will you be pursuing? For example, how long will the presentation be? Is it a poster or oral presentation of research? If a performance, what type of venue will be hosting the event? Who is the intended audience? Appropriate citations are expected.
  - Timeline *approximately ¼ page*
    - Briefly detail the timing of this project to include when the original work was submitted for dissemination consideration, when you will be notified of acceptance, and dates associated with the specific dissemination opportunity itself. Be mindful of the 6-month project funding limit.
  - Expected Outcomes & Sustainability *approximately ½ page*
    - Address the lasting effect this funding may have on your scholarly trajectory. What specific collaborations, connections, or opportunities are expected to follow from this high-level dissemination opportunity? How might this opportunity impact your teaching, community, and/or scholarly work? How might the field of research be impacted?
    - Detail expected outcomes related to student success.
      - Linking of student impacts in the form of SLOs and/or specific courses impacted is expected.
      - The names and majors of directly involved students, such as student co-authors who can then cite this dissemination opportunity on their CV, should be included.
  - References: *maximum 1-page*
    - All sources cited in the body of the proposal should be linked to a full reference in any standard (ex: APA, AMA) citation format.

- d. Budget: *approx. 1-page as a separate attachment in eGrants*
  - o Use the FDR Budget Template provided in ESU eGRANTS [https://www.esu.edu/ospr/project\\_lifecycle/develop\\_proposal.cfm](https://www.esu.edu/ospr/project_lifecycle/develop_proposal.cfm); see pages 15-18 for a description of each budget category and allowable expenses within those categories. Read and apply this information carefully when developing your budget. Grant applications cannot exceed \$1,500.
  - o Budget Justification: Provide narrative and calculation details of all the budget template as explained on pages 15-18. The more detail you provide in the budget justification, the easier it is for reviewers to understand the value of those items for which you are requesting funding, all costs must be allowable within the funding and university parameters. See “Travel” section of budget justification for additional forms that must be included if travel is part of the requested budget.
  
- e. CV: *2-page maximum as separate attachment in eGrants*
  - o Include all relevant professional publications and courses taught as relevant to the SLOs listed and the line of professional inquiry associated with the project.

### Scoring Criteria

Each eligible FDR grant proposal will be scored on a 5-point Likert-type scale ranging from 5 points (fully met) to 1 point (not met) for each of the seven categories listed below. Ineligible and incomplete grant applications will be returned without review. Awarding of funding for scored grants is contingent on availability of funds and the strength of grants within the competition; most awarded grants earn 80% or more of the available 35 points.

1. Rationale: The need for the study, project, training, and/or presentation is well-established, compelling, and aligns with ESU’s mission and goals and those of the broader field of study. The need presented in the background and significance section links to the goals and objectives of the proposed work in further support for the overall rationale.
2. Methods: The manner in which the project’s goals and objectives are to be met are appropriate, well-detailed, and justified. Appropriate scientific rigor and/or creative process are involved as expected in the given field of study. *Guidance on what is expected within the methods section for each different grant opportunity is detailed in the grant preparation guides in this manual. Please read and carefully respond to the given proposal guide.*
3. Student Impact: Student learning outcomes (SLOs) linked to the project are fully addressed, are clear, and are compelling. Students, particularly undergraduate students, directly benefit from the project in a tangible manner. Student impacts can be sustained. *Use of students solely as data collectors is less desirable than having students more fully involved in the entire research/creative process where feasible. Deep engagement of students in scholarly activity is considered a high impact education practice and supports ESU’s strategic plan.*
4. Faculty Impact: Faculty professional development through the proposed project is explained, is clear, and is compelling. How the project will influence longer-term faculty growth at ESU, in both research and teaching, is well explained. *Fully self-promotional faculty impacts will not be reviewed favorably. How will your professional growth in turn benefit the campus community, broader community, and/or your field of study?*
5. Budget: Costs are allowable, reasonable for the field of study, detailed in the budget justification, and are consistent with project’s overall purpose and methods. All calculations are correct and within the budget limits. All costs are assigned to correct categories. *Considerable guidance on grant development and associate university policies is provided in the budget instructions section of this manual.*

6. **Feasibility:** The methods and anticipated outcomes for the faculty member, included students, ESU, and the broader community can reasonably be expected to be attained by the project using the methods described and within the timeframe and budget proposed.
7. **Clarity, Completeness, and Style:** All required elements of the application are included and conform to formatting guidelines. The writing style is clear, error free, and balances use of technical elements and jargon appropriately. *Having your draft proposal reviewed by others, both within and beyond your area of work, prior to submission may help in submitting a stronger final grant application.*

**Priority Points:**

To support applications aligned with ESU’s strategic goals, one additional point will be added to the grant score for each of the following:

Start It Grants	Grow It Grants	Finish It Grants
<ul style="list-style-type: none"> <li>• Tenure-Track PI</li> </ul>	<ul style="list-style-type: none"> <li>• Tenure-Track PI</li> <li>• Interdepartmental project</li> </ul>	<ul style="list-style-type: none"> <li>• Tenure-Track PI</li> <li>• National or international dissemination opportunity</li> </ul>
<ul style="list-style-type: none"> <li>• First application of the year to any category (eligible maximum of 1x per academic year).</li> </ul>	<ul style="list-style-type: none"> <li>• First application of the year to any category (eligible maximum of 1x per academic year).</li> </ul>	<ul style="list-style-type: none"> <li>• First application of the year to any category (eligible maximum of 1x per academic year).</li> </ul>
<i>Maximum of 35 base points + 2 priority points available.</i>	<i>Maximum of 35 base points + 3 priority points available.</i>	<i>Maximum of 35 base points + 3 priority points available.</i>

**Budget Instructions**

The project budget must include all anticipated expenses. A completed FDR budget table and separate budget justification Word file are required. These should comprise approximately 1-page each and will be uploaded in ESU eGrants separately from the project narrative. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate ESU offices. Applicants are expected to exercise prudence and request funds only for essential costs that cannot be otherwise covered and that are essential to completion of the project. Utilize the OSPR Quick Reference Guide and visit the ESU procurement website for additional guidelines. Take care in completing this portion of the application as mathematical errors or requests for unsupported elements are cause for the FDR Committee to reject any proposal. Contact the OSPR for help with your budget development if needed.

**Budget Table**

A fillable budget file for use with your proposal is available on ESU eGRANTS <https://esu.infoready4.com/#homePage> . A sample is provided below for your reference. Note that totals per category are entered in this table. If, for example, the equipment costs for the project derive from three different things, their total cost would be reported in the budget table.

East Stroudsburg University  
 Fall 2023 Faculty Development and Research (FDR) Grant Budget - GROW IT  
 The Everything Project  
 Super Professor Sally Go-Getter

	<u>FDR Request</u>	<u>Other Support</u>	<u>Total Budget</u>
<b>Personnel</b>			
Faculty Stipends	855.14		855.14
Salary Student	4,500.00		4,500.00
Fringe Benefits	144.86		144.86
<b>Total Personnel</b>	<b>5,500.00</b>	-	<b>5,500.00</b>
<b>Other Expenses</b>			
Travel	951.50	554.50	1,506.00
Equipment (over \$2,000)	2,357.00		2,357.00
Materials and Supplies	230.00		230.00
Consultants/Other Services	750.00		750.00
Advertising/Publication	152.50		152.50
Other	59.00		59.00
<b>Total Other Expenses</b>	<b>4,500.00</b>	<b>554.50</b>	<b>5,054.50</b>
<b>TOTAL BUDGET</b>	<b>10,000.00</b>	<b>554.50</b>	<b>10,554.50</b>

**Instructions:**

- Replace "PROJECT TITLE" and "Applicant Name(s)" placeholders above with your specific information.
- FDR Request column is for expenses to be paid for by the FDR Grant.
- Other Support column is for expenses to be paid by other sources, including your own.
- All expenses must be explained in detail in a separate Budget Justification file.

For any questions completing the budget/budget justification, or travel approval please contact: OSPR at extension 7908.

**Budget Categories and Budget Justification**

A synopsis of allowable expenses in each area of the budget is contained below along with sample budget justification text. Note that the total amount requested in a subcategory in the budget table should be mirrored in the sum of those component costs described in the budget justification. Assemble all your budget justification sections into one Word file to upload.

PI Summer Stipend: FDR grants can fund a summer stipend for the PI of not more than \$2,000 total if warranted by the project. Stipends shall be inclusive of benefits- a grant stipend for \$2,000 with a 16.94% fringe benefit rate will be broken down as \$1,710.28 salary and \$289.72 fringe benefits. In no instance shall fringe benefits be considered a match by the university. Faculty salary through FDR is not permissible during the academic year when research and scholarship is embedded within contractually obligated faculty responsibilities, nor is salary support allowed on Finish It grants.

*Sample budget justification*: \$500/mo x 2 months (June & July) for PI to offset time in data collection, analysis, and student oversight during the summer = \$1000 in PI costs. \$144.86 of this will cover fringe benefits (at 16.94%) while the remaining \$855.14 is requested in salary support. The PI's hourly rate is \$62/hour and this amount covers 13.5 hours of work.

*Note to applicants*: Fringe benefit rates vary based on the retirement plan and/or health plan you may be enrolled in. Contact OSPR for your actual benefit rate (typically ranges between 16.94% and 35%); your true benefit rate must be reflected in the funding request. In addition, note that many funded projects do not include faculty stipend either due to the timing of the project (ex: during the academic year) or due to budgetary constraints (ex: the PI's desire to support student salary before faculty salary). If summer stipend is necessary to complete your project, be sure to justify this carefully in your proposal.

Student Wages: The exact nature of work to be performed by students should be indicated in the proposal narrative and/or in the budget justification. Clearly indicate how much students will be paid and for how many hours; the nature of the work should justify the proposed wages. No fringe benefits are required for student wages during the academic year; budget 7.65% above student salary for fringe benefits on student summer wages.

*Sample budget justification*: \$4,500= (\$10/hr for graduate-level research assistant to collect field-based data and aid in analyses x 15 hours/week x 15 weeks (one semester)) x 2 students

Materials and Supplies: These are consumable items required to carry out the project. This might include office supplies, PPE, vials for blood draws, and reagents for labs, etc. Requested materials and equipment (below) should reflect costs to implement the methods section as presented in the proposal.

*Sample budget justification*:

\$50 → 2 quantity 100-count boxes of Latex Gloves; \$19.99/each & shipping.

\$180 → 2 quantity Basic Stain Kits for use in lab experiments; \$82.00/each & shipping (est. \$16).

Equipment: Reusable items over \$2,000 having an expected lifespan of at least five years. Examples of equipment may include lab equipment that is needed for the present study and will be sustained in the lab for use beyond the present proposal.

*Sample budget justification*:

\$2357 → SourcePoint price estimate for compact microcentrifuge for processing and extraction of DNA from field-collected insect specimens from local streams. This piece of equipment will be a versatile addition to the lab. Specifications: VWR part: 76264-582, Cole-Parmer CF-200 Series Stuart Programmable Microcentrifuge, Antylia Scientific. The SourcePoint price is less than this link, but it is not possible to generate a usable link from SourcePoint. <https://us.vwr.com/store/product/24015903/cole-parmer-cf-200-series-stuart-programmable-microcentrifuge-antylia-scientific>

Consultants/Other Services: Contracted services (excluding advertising and publication) from individuals or companies outside ESU. Consider the available expertise and services available within the ESU community before proposing use of an external consultant or service. Examples of other services might include software or application licenses, online subscription fees related to the project, specialized services, etc.



*Sample budget justification:* \$750 → \$30/hour (median hourly cost) x 25 hours.

<https://www.upwork.com/hire/haitian-creole-to-english-translators/> It is estimated that 25 hours for Haitian Creole translator needed to support key informant interviews of refugees in two communities. ESU does not offer Haitian Creole as a major or minor so faculty or student expertise on campus is limited, if at all.

Advertising/Publication: Promotional items, copying, outreach efforts, etc. and publication costs. Example might include printing of study recruitment postcards.

*Sample budget justification:* \$152.50 in total advertising/publication

\$40 → \$0.20 for 5x7 glossy postcard x 200 cards for use in participant recruitment at local libraries

\$112.50 → \$4.50 per custom study participant logbook (50 pages each including a mix of black and white copies @.03/each and color copies @.11/each = \$3.50 in copy fees + \$1.00 binding fee per book) x 25 study participants

[https://www.esu.edu/printing\\_duplicating/documents/20-21/Price\\_List\\_5-19\\_tagged.pdf](https://www.esu.edu/printing_duplicating/documents/20-21/Price_List_5-19_tagged.pdf)

Travel: Detail all travel expenses in the budget justification. Utilize online price quotes. Visit the ESU Trip Optimizer if traveling by car or vehicle; a copy of the trip optimizer must be included as an additional page in the application to verify appropriateness of travel costs. If you choose to drive your own vehicle when renting is cheaper you will only be reimbursed this amount. The business office will only reimburse at the rate of the most cost-effective means of travel. Use ESU/PASSHE rules on hotel and meal costs while traveling. FDR cannot reimburse above these rates and visit:

<https://www.passhe.edu/inside/anf/accounting/Pages/Employee-Travel-Expense-Reimbursement-Rates.aspx>

Also be aware of the university rules for travel preapproval and travel reimbursement processing. See OSPR website for additional links and guidance.

*Sample budget justification:* Total Travel \$1506

PI will attend the National Everything Project Conference to Washington D.C. in May 2023 for two nights and three days. Registration is \$650 [embed URL for conference]. The round trip mileage from ESU is 452 miles. The Trip Optimizer (see appendix) shows renting a car is less expensive and this cost is \$162.92. The GSA rate for Washington D.C. lodging for one night in May is \$258, therefore total lodging is estimated at \$516. The GSA subsistence rate for Washington D.C. is \$79/full day and \$59.25 first & last day of travel subsistence is estimated at \$79 + (59.25\*2) =177.50. Total cost for trip is 650 +162.92 + 516 + 177.50 = \$1506.

**EAST STROUDSBURG UNIVERSITY**

- Please right click the link below and open in new tab or new window.
- Compact Cars: \$37.14/day 28 MPG
- Midsize Cars: \$38.84/day 28 MPG
- Fullsize Cars: \$41.64/day 25 MPG
- Minivan: \$61.90/day 17 MPG
- SUV: \$61.50/day 17 MPG
- Reimbursement Rate \$.655/Mile
- [Current Gas Prices](#)

### Welcome to the Trip Optimizer

Please use this trip optimizer to determine the most cost effective travel solution.

**Input Values**

All fields required

- Distance to be Traveled:  Miles
- Total Days in Trip:
- Car Rental Daily Rate: \*  USD
- Cost of Fuel:  Gal.
- Reimbursement Rate:  USD / Miles
- Rental Car Fuel Usage:  Miles / Gal.

\* Actual rate may vary. Additional taxes, surcharges etc. may apply

**Renting a car will save you \$ 170.28 USD**

Employee's Vehicle		Rental Vehicle	
Reimbursement:	\$ 296.06 USD	Vehicle Rental:	\$ 74.28 USD
		Refueling:	\$ 51.50 USD
		<b>Cost of Rental:</b>	<b>\$ 125.78 USD</b>

*Note- trip optimizer is required for auto-related travel per ESU travel policy. The financial details should be explained in the budget justification and the copy of the completed trip optimizer belongs in an appendix and is in addition to the grant's page limitations.*

Other (Category): Estimated or actual funds pledged or anticipated for items not fitting under any other category; for example, tuition costs for a comprehensive program for professional development.

*Sample Budget Justification:*

\$59 for an online microcredential certification from Future Learn for "Decision Making in a Complex World: Using Computer Simulations to Understand Human Behavior". Cost is \$59 for the one three week course.

<https://www.futurelearn.com/courses/understanding-human-decision-making-in-a-complex-world>

Other Support (Column): Estimated or actual funds pledged or anticipated from other sources (departmental, your own, external funding, etc.) should be listed in this column of the budget format; these sources should be identified in the budget justification.

*Sample Budget Justification:*

The PI's department chair has pledged \$300 support toward the National Everything Project Conference to Washington D.C. The remaining funds for the conference (\$254.50) will be paid by the PI out of pocket.