

## Research Initiation Grants Program (RIGP)

Administered by:  
Associate Dean for Research, Outreach, and Technology

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The Research Initiation Grant Program was established to assist faculty in the developmental stages of major research projects with the expectation that faculty will pursue external funding for the full study.

### Eligibility

All tenured and tenure-track faculty of the College of Education at University Park are eligible to apply for Research Initiation Grants.

### Deadlines

Proposals are due no later than 5:00 p.m. on the following dates:

**Fall Proposals: September 14, 2012**

**Spring Proposals: January 15, 2013**

### Use of Funds

Grants may be used to support travel to collections, for data collection or assembly, instrument development, meeting with potential sponsor(s), exploratory data analysis, release from teaching, purchase of research materials, and funding for a research assistant.

### Priority

Priority will be given to proposals/requests that demonstrate:

- Considerable promise for enhancing the national research reputations of faculty and their units.
- The potential to grow into significant proposals for external funding.
- Collaborative efforts among faculty from different departments/units within the College.

### Funding Guidelines

- Awards may be granted up to \$9,000 for each study proposed. (Note: Given the RIG program's desire to promote collaboration, we are willing to consider a single, more complex proposal, involving multiple faculty members and describing two or more related studies. In such cases the budget for the combined proposal may be expanded correspondingly.)
- The amount funded will be based on the proposed budget, the committees' recommendation, the department's contributions, and the amount of funding available through the Associate Dean's Office.
- If grant money is to be used for a course buyout or to support a research assistant, *a cost-sharing agreement must be established* with the faculty member's department/unit and approved by the Associate Dean of Research, Outreach, and Technology.
- Funds cannot be used for travel to conferences or for salary supplement (e.g., summer salary).
- Funding decisions will be announced within five weeks of the proposal submission deadline.
- All proposals/requests will receive feedback from the committee.

## Proposal Review

A committee of senior faculty with significant grant experience will be established to review all proposals/requests. The Associate Dean in consultation with the Head of each Academic Department will appoint one member from each Department to the committee. The Associate Dean will chair the committee.

## Promising Proposals

If a proposal is designated by the committee as promising but needing further work, the author(s) will be assigned a research mentor from the college and encouraged to resubmit in the next competition.

## Proposal Submission Guidelines

### **Cover page:**

- Name of individual (or unit), and academic rank,
- Date of submission
- Department and campus location
- Title of project/request
- Amount requested
- When funds are needed (Date range - e.g., November 1, 2012- June 30, 2013)
- Abstract, limited to 200 words

### **Narrative:**      *Not to exceed 5 pages; double spaced, 12 point font, one side of page only.*

- The following information should be included in the narrative:
  - a description of the research, its conceptual framework and its objectives;
  - an explanation of the significance of the work;
  - a brief description of the research design, methodology, and data analysis procedures to be used to accomplish the objectives of the project (if appropriate);
  - a brief description of pertinent research already conducted.
- Address College and departmental priorities for funding--i.e., considerable promise for enhancing research program/national reputation of the faculty member/unit, and include plans for submission of this or related proposals to external funding agencies. Provide name of agency, specific program (if applicable), and anticipated deadline(s) for submission.
- Include enough specificity to allow substantive review by the Research Committee and outside reviewers (narrative should be accessible to non-specialists).
- Include proposed dates for expending funds and research/work plan.
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### **References:**      *Not to exceed 1 page*

- short list of relevant references.

**Supporting Material:**

- A letter of support from the department head briefly explaining how this study fits within both the department and degree programs' research goals must accompany the proposal.
- Any ancillary material deemed important in establishing the project's significance and quality (e.g., any external funding current or pending, copy of proposed survey instrument).
- A two-page vita of the submitting faculty member.

**Budget:**

- One page
- Itemize as line items:
  - released time
  - graduate assistant (list stipend and tuition separately)
  - wages
  - travel (only if necessary to conduct the project)
  - equipment (essential to conduct of project and not available through other means)
  - data collection, instrument development, and any other project-related costs
- Do not submit in paragraph form

**Submission:**

- A complete application consists of cover page, narrative, budget and any supporting materials. Submit as one document via email to Heather Decker at [had3@psu.edu](mailto:had3@psu.edu).