

SPS Research Committee Small Grants Program Fact Sheet

Purpose

The Research Committee awards small grants to SPS faculty for academic research that is not currently supported by external funding. The goal of these grants is to enable SPS faculty to carry out academic research that either (1) leads to proposals for external funding in areas where funding is available, or (2) leads to scholarly publication in areas where funding is unavailable.

Eligibility

Permanent tenured/tenure-track faculty and full-time lecturers with their primary appointment in the School of Public Service are eligible to apply as principal investigators for these grants. Each proposal must identify a single principal investigator. Principal investigators may receive a grant from the Research Committee only one time in a 12-month period unless the required Post Award Report from that grant has been satisfactorily completed and submitted to the Research Committee.

Deadlines

The SPS Research Committee will meet to consider funding requests shortly after each deadline. These deadlines will vary by year, but will be posted on the Research Committee's website. At each meeting the Committee will consider only those requests that were submitted by the deadline. Requests that are received after the deadline will be considered at the next meeting. This policy will be enforced in order to ensure professionalism, fairness to SPS faculty, and to allow members of the SPS Research Committee sufficient time to evaluate all proposed requests.

Proposal Submission

A completed application (available on the Research Committee's website), including a detailed budget and all required supporting documentation, must be submitted to spsresearch@boisestate.edu for consideration. Proposed expenditures must be consistent with the purpose of the small grant program.

Budget Items ELIGIBLE for support

- Student research assistant hourly wages
- Payments for research participants or to acquire data
- Salaries/wages for research support personnel (e.g., technicians, postdocs, clerical)
- Travel to attend research-related trainings/workshops (Note: conference travel is not eligible for support)
- Travel to conduct research
- Equipment, supplies, and professional services

Budget Items NOT ELIGIBLE for support

- Investigator salaries or summer stipends
- Course buyouts
- Graduate assistantships or tuition
- Expenses related to curriculum development, administration, instruction, or instructional training or space renovations
- Expenses related to conference travel or association memberships

Evaluation Process/Criteria

Only qualified proposals (i.e., submitted by eligible faculty and consistent with the purpose of the small grants program) will be considered. The SPS Research Committee will review each qualified proposal on the basis of multiple criteria, including: scholarly merit/impact, quality of proposal, strategic advance of researcher's career, previous use of Research Committee support, and the Committee's available funding. The Committee may, at its discretion, request feedback from relevant experts inside or outside of the School of Public Service and Boise State University. Applicants will be notified via email as quickly as possible about the outcome of the Committee's decision (about two weeks from the due date).

Resubmissions

Individuals whose requests are declined will receive either an explanation as to why funding was declined or a request for additional information and resubmission. The proposal will be deemed a resubmission if the investigator proposes the same or substantially similar research. Resubmitted proposals must be accompanied by a letter, approximately one page in length, explaining how feedback from the Research Committee from the previous submission has been addressed. Resubmissions will be considered during the next application deadline.

Use of Funds

Awarded grants will be assigned a number (RCXXXX) and funds will be deposited into the investigator's local Travel & Development account. The investigator should work with their Team Support representative for all purchasing.

The default funding cycle for small grants is six months from the last day of the month in which funds were received. A six-month extension may be requested, but all funds must be spent within one year. Any remaining funds will be returned to the Research Committee.

Extension Request

For funded projects that have not been completed by the six-month deadline (i.e., funds remain that are to be spent on the approved items listed in the grant application), the investigator must submit an Extension Request form (available on the Research Committee's website) to spsresearch@boisestate.edu. The investigator will be notified via e-mail of the Committee's decision.

Post Award

Once a project is complete, recipients are required to submit a Post Award Report form (available on the Research Committee's website) to spsresearch@boisestate.edu. Where possible, any publications, grants, or awards that result from the Research Committee grant should be noted in the form and attached. This form should only be completed once all funds have been spent on the approved budget items. If any funds remain (e.g., an expense was less than anticipated), they will be returned to the Research Committee.

Unless an Extension Request has been granted, the Post Award Report form should be submitted approximately six months after receipt of funds. Once the Post Award Report is submitted, the recipient will become eligible to submit a new proposal if desired.

Recipients who do not use funds in an approved way or who fail to submit this report will be ineligible to receive future support from the Research Committee.

Grant Outcome Update

The Research Committee requests updates from investigators on any additional publications, grant proposals, or awards that resulted from the Research Committee grant but were not included in the Post Award Report. These updates should be sent to spsresearch@boisestate.edu. Additionally, recipients are encouraged to present the outcome of the funded project at an SPS Brown Bag session or other campus forum. Factors such as evidence of success and continued engagement in the school's research culture will be considered favorably in the Committee's subsequent funding decisions.

Publication of Awarded Grants

Funded projects will be listed on the Research Committee's website. The information posted will include the recipient's name, the title of the project, and a brief description of the result (e.g., publication, grant proposal/award).