



## **2022-23 Bronstein Faculty Research and/or Innovation Grant to Support Excellence in Dementia Care and/or Advance Care Planning Education**

**Application Deadline: November 7, 2022, 4:30 p.m.**

The 2022-23 Bronstein Faculty Research and/or Innovation Grant to Support Excellence in Dementia Care and/or Advance Care Planning Education will fund faculty research and creative work at USI during the 2022-23 academic year. USI faculty will be eligible to apply for a competitive Research and/or Innovation Grant supporting excellence in dementia care and/or advance care planning. A total of \$5,000 in funding will be available and allocated through the competitive review of proposals by a selection committee. Funding faculty research and innovation promotes growth and development for faculty in these two areas of excellence. As a grant requirement, faculty awarded will be required to share his/her project purpose and outcomes with students for three academic years. Materials, supplies, student workers, consultants, equipment and travel, faculty compensation as a stipend, overload or release time can be included in proposals. A grant of up to \$5,000 is available for faculty to initiate new basic or applied research or creative work, continue research or work in progress, or complete a project. A final report is due to the Provost/OSPRA and Dr. Katie Ehlman by December 31, 2023.

### **Eligibility**

1. Applicants must hold a full-time, tenured or tenure-track position.
2. Eligible projects must be research, scholarship, or creative work conducted by faculty within the areas described above.
3. Applicants must be up-to-date on all reports from prior internal awards.

**Note:** *While research involving students may be eligible for funding, the emphasis must be on faculty research. While students can be involved in the project, they should not be conducting the project.*

### **Grant Information and Restrictions**

Up to \$5,000 will be awarded for materials/ supplies, student workers, consultants, equipment and travel, faculty compensation as a stipend, overload or release time. Use of funds for travel are subject to the current USI travel policies, which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances, travel might be approved, and other trips might not be approved due to the country's travel warnings and restrictions. Visit the USI website for more information: <https://www.usi.edu/covid-19/covid-resources/travel/>

As an award requirement, faculty will be required to share their project purpose and outcomes with students at least once a year for four academic years.

Grant recipients are obligated to return to USI for at least one complete academic year of service. Failure to do so will result in the grant recipient repaying the award amount to USI.

### **Selection Process**

The Faculty Awards for Scholarship, Teaching, and Research (FASTR) Committee will evaluate all proposals meeting guidelines and assign them an order of priority, carefully evaluating compensation for travel, equipment, materials and supplies, and personnel, along with the below review criteria. The FASTR Committee makes recommendations to the Provost who will decide the final recipients as well as funding for the 2022-23 Bronstein Faculty Research and/or Innovation Award to Support Excellence in Dementia Care and/or Advance Care Planning Education.

## Review Criteria

1. Scholarly significance to the field supported by in-text citations.
2. Clarity of objectives and project description.
3. Feasibility: the project can be completed or substantially advanced in the project period.
4. Importance to the applicant's program of scholarship.
5. The budget and the appropriateness of how the funds will be used.
6. Ability to complete the project within one year.

**Note: Any application that fails to include all of the required elements and/or does not follow the formatting guidelines will not be reviewed.**

## Application Requirements

1. Project Description (5-page limit, with 12 point font, single spaced)  
*Attach a project description addressing the following six criteria:*

### **Applicant's Qualifications**

- How relevant is the applicant's academic background to conduct the project? If not, how thorough is the justification?
- Is the relationship of the proposed project explained to the applicant's overall program of scholarship?
- How well does the applicant demonstrate productivity (publications, performances, presentations, past and/or present efforts to procure external funding, etc.), experience, and/or potential to implement the project as defined?

### **Proposal Background**

- How well does the proposal describe the history of the concept for the project?
- Is the proposal supported with a brief literature review and in-text citations?
- If applying for multiple internal/external funding opportunities, describe how the proposed FRCWG project is different from other applications or how it complements the other source of funding.

### **Significance/Goals & Objectives**

- How well does the proposal show the scholarly significance of the project to the discipline and practice, the University, the community, and beyond?
- How well does the proposed project fit the applicant's scholarly goals?
- How well did the applicant establish the project's importance and originality?

### **Research Methods**

- How clearly does the proposal describe a plan for development and implementation? Description should include specific details regarding the development of creative design, how data will be collected, and/or what types of statistical analysis will be used.
- How well does the proposal demonstrate that the project can be completed with the available resources and in the time specified (feasibility)? Include in this section if you are applying for or receiving additional funds from other sources. If so, provide the name of the agency/program, and details on what part of the work and budget is included in other proposals and what will be funded by the Faculty Research and Creative Work Grant.

### **Evaluation**

- How well are the expected outcomes described?
- Outcomes must be measurable. How well does the proposal describe how expected outcomes will be measured?
- Does the proposal describe the plans for disseminating the creative work or research results? **Conferences, journals or other outlets** for dissemination should be **specifically named/identified**.

### **Budget**

- How appropriate, accurate, and justified is the budget and use of resources?

- How reasonable does the budget seem for both the effort and anticipated results described?
- Can the project be completed with the funding requested?

### **Application Submission**

1. Submit an **intent to apply for internal grant application** form to OSPRA at [sponsored.projects@usi.edu](mailto:sponsored.projects@usi.edu) (cc: your department chair or equivalent) no later than November 1, 2022. The form can be found on the OSPRA website : <http://www.usi.edu/ospra/internal-awards-and-grants>
2. Once OSPRA has received the intent to apply notice, we will create the proposal file in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.
3. Access CAYUSE 424 through **myUSI** on the USI website [www.usi.edu](http://www.usi.edu)
  - a. Use your USI credentials to log-in to **myUSI**
  - b. Look for the CAYUSE 424 icon under USI Online Services:



- c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.
4. Complete the R&R budget in CAYUSE detailing how the \$5,000 grant will be used. See CAYUSE budget instructions on the OSPRA website at: <http://www.usi.edu/ospra/cayuse-424>
  5. Attach a Budget Justification that supports the line item budget. The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K. An example can be found at on the OSPRA website: <http://www.usi.edu/ospra/internal-awards-and-grants>
  6. Attach separate .pdf files including the following to the documents section under Proposal Summary in CAYUSE
    - a. Project Description (5 page maximum)
    - b. Letter of support/site approval
    - c. Short CV (2 page maximum)
    - d. Other related materials

See more explicit directions at: <http://www.usi.edu/ospra/cayuse-424>

6. Submit the proposal for routing through CAYUSE 424 no later than **4:30 p.m. on November 7, 2022.**  
**Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the routing and approval section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.**

### **Budget Stipulations and Regulations**

- The amount requested should accurately reflect the cost of completing the project, up to a maximum of \$5,000.
- Grant funds may be used for the following:
  - Faculty compensation/stipend for hours worked on the project based on actual salary
  - Student workers
  - Consultant fees
  - Materials & Supplies: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
  - Non-Capital Equipment: Durable equipment with a unit price less than \$5,000.

- Use of funds for travel are subject to the current USI travel policies, which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances, travel might be approved, and other trips might not be approved due to the country's travel warnings and restrictions. Visit the USI website for more information: <https://www.usi.edu/covid-19/covid-resources/travel/>
- Other: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment or payment to research subjects.
  - All requested budget items must conform to University accounting policies and procedures.
  - All equipment, tangible materials, and books purchased on a grant are property of the University.
  - Mileage and per diem are based on current University rate.
  - Student wages are based upon the current University hourly wage (typically \$7.25 an hour). If the student worker is not enrolled in classes at the time of the work (such as during the summer), FICA must be included—note FICA is 7.65% of wages.
  - Budget justifications should include descriptions of why each line item is necessary and where cost estimates were obtained (For example, Expedia, hotel website, Amazon, etc.)

### **Policies and Regulations**

University of Southern Indiana rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate University policies apply. Faculty are responsible for following the established University compliance procedures regarding these rules and regulations. Faculty may obtain additional information regarding these policies from the Office of Sponsored Projects and Research Administration (<http://www.usi.edu/ospra>).

All projects including human subjects must receive IRB approval prior to the start of data collection and before any funds will be released.

### **Fiscal Regulations**

The expenditure of funds from this program follows normal USI policies and procedures.

### **Notification**

Applicants will receive notification of the status of their proposal no later than February 6, 2023.

### **Publicity and Acknowledgements**

The Provost and the USI Foundation may publicize awards and results of projects. The recipient will acknowledge the USI Foundation when a funded proposal leads to presentation or publication of a paper, performance, or exhibition of creative work.

### **Reporting Requirements**

Recipients of the Faculty Research and Creative Work Grant are required to submit a final report summarizing the project to OSPRA ([sponsored.projects@usi.edu](mailto:sponsored.projects@usi.edu)) and Dr. Katie Ehlman ([mehlman@usi.edu](mailto:mehlman@usi.edu)) by December 31, 2023. Visit the OSPRA website ([www.usi.edu/ospra](http://www.usi.edu/ospra)) for final report guidelines. Recipients may be asked to present their research at a USI event.

### **Deadlines**

Faculty Research and Creative Work Grant proposals are due no later than **4:30 p.m. on November 7, 2022** via CAYUSE424. Only electronic submissions through CAYUSE will be accepted.