# Penn State DuBois Research Development Grants 2022-2023

**DEADLINE FOR SUBMITTING PROPOSALS: by 12pm (noon) August 12, 2022**

## ****Purpose****

The Penn State DuBois Research Development Grant (RDG) program is a source of financial support for the research and scholarly activities of Penn State DuBois tenured and tenure track faculty members. It is intended to foster new research and scholarly activities, rather than to sustain established research programs.

## ****Eligibility****

All full-time faculty members in the tenure-system are invited to apply for RDG funding.

## ****Research and Scholarship Projects****

Any of the following general types of research and scholarly activity are appropriate for RDG proposals:

1. Conducting research that employs any methodology acceptable in the applicant's discipline;
2. Producing an interpretation, analysis, or synthesis of existing knowledge in any form that will provide for critical review by other scholars in the applicant's discipline;
3. Developing new scholarly methods or research tools;
4. Developing new applications of knowledge;
5. Creating new artistic products or forms;
6. Developing new theories, philosophical views, or position papers;
7. Experimenting with and documenting new teaching approaches in the applicant's discipline or cooperative efforts to explore and document interdisciplinary teaching approaches (provided the focus of the effort is experimentation, not routine course improvement).

The following may **not** be included in an RDG request:

* Support for doctoral dissertation research.
* Support for stipends and supplemental salary.
* Travel to professional conferences.
* Routine course development and instructional improvement are excluded except as noted in (7) above.

While developing your proposal, keep the following considerations in mind:

1. Travel may be included, but the proposal must explain clearly how the travel is **essential** for the conduct of the research and scholarly activity.
2. Any travel assistance needed by an undergraduate research assistant should be included in a RDG request.
3. The purchase of software, printed material, microfiche, supplies, and other similar materials may be included, provided the applicant makes it clear in the proposal that the purchase is **directly related** to the activities of the project. The purchase of microcomputers is not supported. Any equipment purchased with RDG funds becomes the property of the University.
4. Requests for released time from teaching are not permitted**.**
5. Please also note that ***documentation of the costs*** for the following is required:
   1. Purchase of equipment directly related to research activities.
   2. Support for page charges and typing expense for articles to be published in refereed journals.
   3. Support for copyright permission.

No amount of support is too small to request through the RDG proposals. For all proposals, budget items should be clearly itemized and related directly to project activities.

## Review Process

RDGs are awarded on a competitive basis. Each proposal is evaluated by a committee. The Chief Academic Officer (CAO) is responsible for making final decisions. All proposals may not be funded due to limited budgets, and some proposals may receive only partial support. The committee will evaluate the quality of the proposals and the potential contribution of the project activities to the applicant's reputation as a scholar, and researcher.

Please consult the document, **Principles and Procedures of Academic Affairs Funding Committee** for further information about the application and review process.

## Project Completion

At the conclusion of the project, faculty members are expected to provide a brief report (one page maximum) of project activities to their CAO. The report may be submitted via email to Laura Pentz at [laurapentz@psu.edu](mailto:laurapentz@psu.edu).

Because of the temporary nature of the funds for the RDGs, project money should be expended prior to June 30.

## ****Proposal Text****

The text of the proposal should not exceed **two pages in length**. The following topics must be discussed **in plain English**:

1. **Objectives of the Project:** State clearly and briefly the objectives of the proposed project. What do you plan to accomplish?
2. **Significance of Proposed Project:** State how this project will benefit your personal record of achievement in research and/or scholarly activity.
3. **Procedures:** Describe project activities and explain how they are related to objectives. Explain how you plan to accomplish each objective. As you prepare these sections, include adequate information to permit evaluation of the proposal.
4. **Previous RDG Support:** For your three most recent RDG awards, list the year and amount of the award and the outcome of the project. We are especially interested in products that resulted from RDG support, such as journal articles, professional meeting presentations, book chapters, musical compositions, paintings, or software. Grant proposals or funding incident to the RDG may also be submitted as products resulting from the RDG.

## Proposal Content

Your proposal should include the following sections (in order):

1. **Budget Summary Cover Sheet (use attached form)**. **Include Undergraduate Research Stipend request if appropriate.**
2. **Proposal Text** (maximum of 2 pages) written in **plain English,** i.e., avoid disciplinary jargon.
3. **Itemized Budget Information:** Explain the components of the budget presented in the budget summary.
4. **Evaluation page (use attached form)**

## Procedure for Submission

Please forward the completed proposal to Laura electronically at [laurapentz@psu.edu](mailto:laurapentz@psu.edu). Priority will be given to tenure-track faculty and to tenured faculty actively seeking promotion.

# RESEARCH DEVELOPMENT GRANT

## PENN STATE DUBOIS

**Budget Summary**

Name: Date:

Rank: Email address:

Campus: Division:

Title of Proposed Project:

Budget Summary: Summarize below the expenditures for which you are requesting RDG support. Indicate by source in column (2) any matching funds available for the project. Attach a separate page explaining anticipated expenditures in the categories below, such as individual trips, including destinations; equipment lists; wage payroll or work-study employees, including compensation rates; and materials lists. Identify in-kind support from other sources, deducting that support as appropriate.

Expenditures from:

* 1. Total Research Development Funds Requested
  2. Matching funds**/**Other sources

| Expenditure For | Amount |
| --- | --- |
| Travel |  |
| Equipment |  |
| Wages |  |
| Materials |  |
| Other: (specify) |  |
| Totals: |  |

The net amount requested from the RDG total (Column 1) MINUS any match available from other sources (Column 2).

**Net amount requested from RDG**:

**RDG EVALUATION FORM**

**RECORD OF REVIEW BY Committee**

(Please attach this form as the final page of the RDG proposal.)

Quality of Proposal: Low Medium High

Impact on Quality of Teaching: Low Medium High

Funding Decision: Yes No

Funding Amount (if to be funded) $\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: