

## 2010 RESEARCH INITIATION PROGRAM

Sponsored by the

Office of Research and Economic Development  
Mississippi State University

### Introduction

The Office of Research and Economic Development is soliciting proposals for participation in its 2010 Research Initiation Program. This is a small grants program designed to afford new faculty members an opportunity to initiate an activity that can be expanded in scope and ultimately funded through an external sponsoring agency. Preliminary efforts are often essential to successful negotiations for external funding, and the purpose of the Research Initiation Program is to provide financial assistance to small projects that show promise of leading to high quality research programs. All projects must include an agency or foundation to which a proposal based on this research is to be submitted. It is anticipated that up to 7 projects at a maximum of \$10,000 each will be funded.

### Eligibility

To be eligible for participation in this program, an individual must have been appointed to the permanent, tenure-track faculty of Mississippi State University no earlier than **January 1, 2008** and must possess a terminal degree appropriate to their field. A faculty member is not eligible for more than one research initiation project. Previous RIP recipients are not eligible. A single Research Initiation Program proposal per faculty member is allowed each year. These are intended to support the research of a single faculty member and not a team of faculty members.

### Program Schedule

Proposals may be submitted to the applicant's academic dean/director if the college/unit wishes to review proposals and suggest revisions. The suggested date for submission to the college/unit is **determined by the unit**. However, applicants should contact their respective deans/directors to determine the appropriate schedule for the unit. It is highly recommended that proposal budgets be reviewed by the unit budget officer prior to submission to the Office of Research. Proposals must be submitted to the Office of Research and Economic Development **no later than 5 pm on Friday, October 16, 2009**. See "Proposal Submission" for details. A peer review panel will submit evaluations of proposals to the Office of Research and Economic Development by **Friday, November 20, 2009**. Awards will be announced by the Office of Research and Economic Development by **Friday, December 11, 2009**.

### Project Period

These are cost reimbursable projects which should begin on or after **January 1, 2010** and be completed by **December 31, 2010**. For proposals selected for funding, awards will not be made until IRB approval is obtained when required by the scope of work of the project.

## Budget

Total direct costs of the project should not exceed \$10,000. No F & A (overhead) cost are allowed. These funds are to be used solely in support of the principal investigator's research. Funds cannot be used for memberships, subscriptions, general software, general office supplies/equipment, etc. Funds cannot be used for international travel unless it is directly related to the scope of work of this project. Faculty salaries during the summer period for faculty on 9-month appointments are an allowable cost. Academic year faculty salaries and faculty salaries for faculty on 12-month appointments are not an allowable cost. Fringe benefits, including graduate assistant tuition, should be included in Employee Benefits. There is no matching requirement.

## Proposal Submission

A hard copy of all proposals is required by the Office of Research and Economic Development. Also submit an electronic copy to Dr. Teresa Gammill ([tgammill@research.msstate.edu](mailto:tgammill@research.msstate.edu)) and copy to Ms. Sandy Williamson ([sandy@research.msstate.edu](mailto:sandy@research.msstate.edu)). Proposals should be limited to a total of **ten, double-spaced pages, 12-point font**, including a brief description of the qualifications of the investigator but excluding the Cover Page, Budget Form, and Vita. **Proposals should be written in language such that most faculty, who are not experts in the proposed area of study in a field removed from your own, will be able to understand and evaluate the proposal.** Both copies are to be signed by the Principal Investigator, the Department Head, the Associate Dean/Director for Research or the Dean, and Research Unit Director, as appropriate, using the attached cover page. Failure to follow guidelines will result in an otherwise worthy proposal being eliminated from competition.

## Proposal Format

Each proposal should contain the following elements:

1. Cover Page (form attached) – Not included in 10 page limit.
2. Budget (form attached) – Not included in 10 page limit.
3. Project Significance
  - Clearly state the need for the project.
  - Describe the contribution your project will make toward advancing the knowledge in this particular field.
4. Background
  - Briefly summarize the current and significant work in the area of this proposal. Please be **selective** rather than **exhaustive**.
  - All references cited are included in the 10 page limit.
5. Objectives
  - Precisely list project objectives considering time, funds, and available project personnel.
6. Project Plan

- Describe the experiments, the methods of analysis, and for other investigative approaches, state what is to be done, when it is to be done, where it is to be done, and who will do it.
7. Expected Results
- Indicate the anticipated contributions to the applicant's field of specialization.
  - Briefly explain how this project, if funded, shows promise of leading to a high quality externally funded research program. Identify external sponsoring agencies for submittal of a proposal upon completion of this grant.
8. Qualifications of Principal Investigator
- Briefly describe your work that is pertinent to the proposed project. Provide evidence to demonstrate your ability to carry out such a project plan.
9. Vita – Not included in 10 page limit.
- Include a one page vita that lists places and dates of educational degrees, employment record, faculty ranks, professional accomplishments, publications, etc

### **Evaluation**

All proposals will be peer reviewed. The Office of Research and Economic Development will select a panel composed of members whose expertise reflects the research areas of the submitted proposals. Each proposal will be reviewed by three panel members who will provide an independent review discussing the strengths and concerns of the proposed project and rating the proposal as **Excellent, Very Good, Good, Fair or Poor**. The panel will convene to discuss individual reviews and, as a panel, make one of the following recommendations for funding: **High (Fund at Highest Priority), Medium (Fund if money is available), and Low (Not recommended for Funding)**. Reviews and recommendations will be forwarded to the Office of Research and Economic Development.

The Office of Research and Economic Development will make the final selection of projects to be awarded. It is anticipated that up to 7 projects will be funded.

### **Awards**

Applicants will be notified in writing when a determination on funding is made. If your proposal is selected for funding, ORED will work with the Controller's Office to set up a RIP account in your department. Documentation will be forwarded to the Office of Regulatory Compliance (ORC) by ORED if necessary should any compliance issues be involved. Funds will not be distributed to your department until the approval to proceed is received from ORC.

### **Reporting Requirements**

A final report must be submitted to the Vice President for Research by January 31, 2011. It should include the following elements:

1. Description of project results.
2. Plans for further work including a timeline for submitting proposals to external-sponsoring agencies (list specific agencies) or obtaining third-party support for research.
3. Publications and presentations resulting from the project.

4. Financial report correlating project expenditures with proposed budget