



# OFFICE OF GRADUATE STUDIES AND RESEARCH

## *Research & Grants Center Bulletin*

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## Travel assistance offered for FY 2004

The Office of Graduate Studies and Research will continue to offer travel assistance in fiscal year 2004 for faculty presenting papers at out-of-state professional meetings or for other eligible activities (see #1 below). Requests for assistance should be submitted on the appropriate application form **at least 30 days before the trip begins**. The application form is available at O:\Common\Grants\travel.doc or O:\Common\Grants\travel.wpd, as well as on Informs as ogsrtrav. Requests should be sent to the Research and Grants Center, Box 4003. Questions regarding this program should be directed to Pam Fillmore, ext. 5351.

### **Guidelines:**

1. Partial travel support is provided for ESU faculty to present papers on research or scholarly activities at out-of-state meetings. Eligible activities may also include poster presentations, performances, chairing panel discussions, or invitations to present creative work.
2. One-third of allowable travel costs can be awarded, up to a maximum of \$200 for domestic travel or \$500 for international travel, per fiscal year.
3. **The award must be matched by the school, college, or department.**
4. Faculty may receive partial support for more than one trip, up to the maximum of \$200 for domestic travel or \$500 for international travel per fiscal year.
5. Applications should be submitted at least 30 days before the trip begins.

## ESU's Upward Bound Programs Receive 4-yr Grants

ESU's two Upward Bound programs will receive another four years of funding from the U.S. Department of Education. Project Focus, based in St. Joseph, Missouri, serving Northeast Kansas and Northwest Missouri, will receive approximately \$1.7 million from 2003-2007. Project Success, based in Emporia and serving Lyon, Chase, and Morris counties, will receive approximately \$938,500 over the four-year period.

Upward Bound provides fundamental support to participants in preparation for college entrance. The program provides opportunities for participants to succeed in pre-college performance and ultimately in higher education pursuits. Upward Bound serves high school students from low-income families, high school students from families in which neither parent holds a bachelors degree, and low-income, first-generation military veterans who are preparing to enter post-secondary education. The goal of Upward Bound is to increase the rates at which participants enroll in and graduate from institutions of postsecondary education.

ESU has received funding for Project Focus, ESU's oldest Upward Bound program, since 1973. Arland Donaldson is the program director. Trudi Benjamin is the director of Project Success, which has received funding since 1999.

## Speakers needed for Good Morning Discussion lecture series

The Office of Graduate Studies and Research is seeking volunteers to participate in the Good Morning Discussion lecture series for the 2003-04 academic year. Good Morning Discussions are held from 7-8 a.m. once each month during the fall and spring semesters, excluding December, January, and May. They provide an excellent opportunity for faculty to share research, scholarly, or creative endeavors with the campus community. If you would like to participate, please contact Pam Fillmore in the Research and Grants Center.

# Proposal Development and Grant Writing Resources

The following resources are taken from the Research and Grants Center web site and may be helpful for those thinking of writing their first grant proposal, or for those who have submitted a proposal in the past but were not successful. This list is not meant to be all-inclusive – if you know of a site not listed here that you have found useful, please let us know and we will add it.

The Foundation Center - short course on proposal writing (in two parts): <http://fdncenter.org/learn/shortcourse/prop1.html>

The Foundation Center – orientation to grantseeking: <http://fdncenter.org/learn/orient/intro1.html>

The Foundation Center - the basics of proposal budgeting: [http://fdncenter.org/learn/classroom/prop\\_budgt/index.html](http://fdncenter.org/learn/classroom/prop_budgt/index.html)

National Science Foundation - A Guide for Proposal Writing: [http://www.nsf.gov/pubsys/ods/getpub.cfm?ods\\_key=nsf9891](http://www.nsf.gov/pubsys/ods/getpub.cfm?ods_key=nsf9891)

A Guide to Proposal Planning & Writing by Lynn E. Miner, Marquette University: <http://www.uvm.edu/~reshmpg/miners~1.htm>

The Original How to Write a Research Grant Application (NIH): <http://www.niaid.nih.gov/ncn/grants/default.htm>

The J.C. Downing Foundation - These basic principles provide general guidance that can help grantseekers increase their chances for a successful application with any foundation: <http://www.jcdowning.org/resources/generalguide.htm>

What grantmakers want applicants to know: <http://www.guidestar.org/news/features/grantadvice.stm>

The ten most common reasons grants are declined: <http://www.lib.msu.edu/harris23/grants/ten.htm>

Ten tips for new grant writers: <http://members.aol.com/KenR1029/10keys.htm>

The Grantsmanship Center - articles related to proposal writing: <http://www.tgci.com/magazine/proposal.asp>

How to Improve Your Score When Submitting a Grant Proposal, David R. Hemenway: <http://www.uvm.edu/~reshmpg/improves.htm>

Proposal Planning & Writing, Third Edition, by Lynn E. Miner and Jeremy T. Miner: This softcover book is available in the Research and Grants Center.

Winning Strategies for Developing Grant Proposals, by Government Information Services, an affiliate of Thompson Publishing Group: This softcover book is available in the Research and Grants Center.

# Proposal and Grant Activity

Unit	No.	Requested
<b><u>Proposals submitted – FY 2002</u></b>		
Academic Affairs	5	\$2,536,028
Admin/Fiscal Affairs	1	9,050
Business	4	744,249
LA&S	15	874,056
SLIM	3	421,396
Teachers College	13	749,799
Cross disciplinary	6	1,549,356
<b>TOTAL</b>	<b>47</b>	<b>\$6,883,934</b>

## **Proposals submitted – FY 2003**

Academic Affairs	8	\$3,082,039
Admin/Fiscal Affairs	0	0
Business	2	775,529
LA&S	18	1,412,224
SLIM	1	579,010
Teachers College	9	461,295
Cross disciplinary	2	83,011
<b>TOTAL</b>	<b>40</b>	<b>\$6,393,108</b>

Unit	No.	Awarded
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## **New grants/contracts – FY 2002**

Academic Affairs	3	\$ 852,253
Admin/Fiscal Affairs	1	150,000
Business	3	113,090
LA&S	13	328,081
SLIM	1	40,000
Teachers College	14	972,385
Cross disciplinary	1	229,168
<b>TOTAL</b>	<b>36</b>	<b>\$2,684,977</b>

## **New grants/contracts – FY 2003**

Academic Affairs	4	\$ 922,127
Admin/Fiscal Affairs	0	0
Business	4	181,280
LA&S	20	378,620
SLIM	2	59,110
Teachers College	16	855,384
Cross disciplinary	4	969,763
<b>TOTAL</b>	<b>50</b>	<b>\$3,366,284</b>

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