

Complete guidelines are available at <http://www.emporia.edu/research/creativity.html>.

You are encouraged to contact the Research and Grants Center or any member of the Faculty Research and Creativity Committee (listed below) if you have questions that are not answered here. [Click here](#) for the lists of grants recently funded by the committee.

## **FAQ's for faculty research and creativity proposals:**

**Q: Is the deadline firm?**

**A: Yes!** Complete proposals must be received in the Research and Grants Center by 5:00 p.m. on the deadline date in order to be considered.

**Q: Can unclassified personnel apply for these grants?**

**A: Non-teaching faculty may apply in collaboration with teaching faculty, but the principal investigator must be the teaching faculty member.**

**Q: Can I apply for year-long OOE as well as summer OOE?**

**A: No –** A proposal may include a request for a combination of one OOE grant (either year-long or summer) and a graduate assistant; however, year long OOE grants may NOT be used in combination with summer OOE grants.

**Q: How much can I request for year-long OOE grants?**

**A: Year-long OOE grants typically range from \$500 - \$3,000. Funds are limited, so you should exercise as much economy as possible in preparing your budget. Budget items commonly provided by your department, such as miscellaneous office supplies, should not be requested. However, if your project entails telephone or large mail surveys, then a request for long distance support or postage would be appropriate.**

**Q: Do I need to provide a budget justification for summer OOE grants?**

**A: Summer OOE grants are awarded at one level, typically for \$1,500 but may be increased if funds are available. While you do not need to provide a detailed budget justification, you DO need to include a paragraph that explains the major items of expense (subject to State of Kansas guidelines). You should refer to the program guidelines for the current amount of summer OOE grants.**

**Q: Can I request a graduate assistant for more than 9 months?**

**A: Yes –** you can request a graduate assistant for the summer session, one semester, one academic year, or for 12 months. Keep in mind, however, that the committee may fund your proposal at a level less than requested, based on available funds or perceived need. Make sure you thoroughly justify your request for a graduate assistant, specifically delineating the role of the GA in the body of the proposal.

**Q: Do I have to use the funds in the next fiscal year, or can I defer the funds for a year?**

**A: The graduate assistant funds must be used in the fiscal year for which they are awarded. If there are extenuating circumstances after the award is received, you may contact the Graduate Dean.**

**Q: Can I request funds for a graduate assistant for the current fiscal year?**

**A: No –** Graduate Assistantship funds will not be available until the beginning of the new fiscal year.

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**Q: If I am unable to hire a graduate assistant, can I use the assistantship money to hire a part-time instructor or an undergraduate student?**

**A:** No – assistantship funds are state-allocated and cannot be used for unclassified personnel or for undergraduate students. You may, however, defer using the funds until the following fiscal year. Contact the Research and Grants Center as soon as you are aware you will not be able to use the funds for the period awarded.

**Q: If I am using human or animal subjects, do I have to have approval from the IRB (Institutional Review Board) or IACUC (Institutional Animal Care and Use Committee) at the time of application?**

**A:** No – you only need to attach a copy of your IRB or IACUC application; however, if your proposal is funded, you will need to obtain approval before you begin your project.

**Q: The guidelines state that I must include specific plans for pursuing external funding. What if I cannot find any sources that are applicable?**

**A:** Contact the Research and Grants Center - we will conduct a search for you. You may still apply if we are unable to locate any suitable funding sources. In that instance, you will need to describe how your project will provide additional research opportunities or will otherwise contribute to your academic field.

**Q: What will happen if I decide not to apply for an external grant after I have received funding from the faculty research committee?**

**A:** Your final report should detail the outcomes of the research/creativity grant. There could be several reasons why applying for external funding is not feasible at the conclusion of your project, but your final report should explain this. If you apply again for funding from the faculty research committee, you will need to explain why your previous grant did not allow you to do this.

**Q: If I am awarded a grant, how soon can I begin using the money?**

**A:** Graduate assistantship funds are not available until the following fiscal year. You need to check with your departmental office to determine the first paydate you can start to pay a graduate assistant. Normally this is mid-June. OOE funds may be available as early as May, based on the number of grants awarded and available funds. You should not expect to be able to use any funds before May 1.

## **RESEARCH AND CREATIVITY COMMITTEE, 2011-2012**

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