Grant Submission Incentive Program

College of Education and Human Development, University of North Dakota

October 1, 2013

Purpose: The intent of the College of EHD Grant Submission Incentive Program is to encourage full-time tenure track or full-time tenured faculty members to write and submit grant applications for extramural funding that substantially advances a scholarly content area to further a systematic research agenda where the data is collected and the major activity of the intellectual work is within the College of EHD infrastructure as a primary research resource and repository. This means applying to a state, federal, corporate or philanthropic agency which will fund the application and further the education mission of UND-EHD. Such efforts are expected to contribute to the faculty member’s scholarship agenda and/or support the student research experience in The College of EHD through funded extramural support.

Eligibility:

- Tenure track and tenured faculty employed at UND-EHD at the time of submission of a grant application.
- Grant applications submitted with UND as a primary fiscal agent. Working with other institutions is encouraged, as long as UND-EHD is the lead fiscal agent. Proposals in which UND is strictly submitting a sub-award contract (for which indirect costs are claimed at another institution) are not eligible.
- Grant applications with an indirect cost included in the budget are eligible.
  - Grants with a total direct and indirect costs budgets of $100,000 or greater will be eligible for incentives of up to $1,000 per submission
  - Grants with a total direct and indirect costs budget of more than $20,000 but less than $100,000 will be eligible for incentives of up to $500 per submission
- Collaborative grant applications and Co-PI applications are eligible assuming that UND-EHD is the central fiscal agent for grant funds. If two or more co-PIs from EHD submit a proposal, the incentive will be shared among them.

Special Criteria:

- A faculty member can only receive up to $2,000 from the grant incentive program per 12 month academic fiscal year (July 1 – June 30).
- The Faculty and the Department are responsible for tracking the use of the grant incentive funds.
Proposal Preparation and Submission Instructions: There are two steps to a grant submission eligible for this incentive award:

**Step One:** Grant application is formally submitted using UND procedures. See http://und.edu/research/grants-and-funding/proposal-submittal-process.cfm for more information. The Transmittal Form must be signed by the EHD Associate Dean for Research or designee and the Authorizing Official in the Office of Research Development and Compliance must verify successful submission of the grant. (Note: A confirmation of receipt email from the granting agency will be accepted as verification).

**Step Two:** Submission of the incentive application cover sheet (see attached) in this document that includes the principal investigator(s) name(s), completed processing documentation from research administration, total award amount including computed indirect dollars to be awarded to UND. Attached to this cover sheet should be a copy of the submitted proposal abstract or summary and the proposed budget.

**Award Criteria:**

- Recipient is employed at UND as a regular tenured or tenure-track faculty member at the time of the award and plans to remain at UND-EHD for the duration of the award.
- Grant application is aligned with the Mission of UND and contributes to the scholarly activities of the faculty member’s expertise.
- The application includes the acknowledgement of UND-EHD as a recipient agency for funding in the narrative and the program or project. Grant submissions where UND-EHD is not included as the primary recipient eligible for indirect cost return are not eligible for this award.

**Notification of Incentive Award:**

Once a grant has been successfully submitted and verification has been provided by the Office of Research Development and Compliance, the principal investigator can then complete the paperwork and procedures in Step 2. All completed materials are to be submitted to the Associate Dean for Research, who may also request additional materials, including the full grant proposal, information about the granting agency, and/or additional information about the PI(s). After a College review and confirmation that the grant has been submitted and is pending Agency review, the award will be allocated to the faculty member’s department for the faculty member’s use through appropriate departmental processes. In the case of multiple PIs, the award monies will be split according to the amount of effort each PI has proposed in the project budget.
Use of Award

Dollars from this award can be used for such activities as: Research related travel for faculty and students and other professional development activities that support further research and/or instructional development, supplies and materials, data collection etc.

All awards must be utilized within one year of the award. Remaining funds unused after one year will be returned to the College of EHD for re-distribution.

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Cover Page (version: August 30, 2013)

Name and Title:

Office Location:

Phone Number:

I have completed the submission of a grant application to __________________ in the amount of $__________________ on _____________. This includes Indirect Costs _____ Yes _____ No

The project# from the UND Office of Research is:

Human Subjects approval ___obtained, ____submitted and pending, ____not required for application

If Human Subjects approval is required: proposal #______________

Briefly explain how the grant submission meets the criteria as stated in the description of the Incentive Program:

☐ I am currently employed in a tenure track faculty position.

☐ I currently hold Tenure status as a faculty member at UND

Signature_________________________________________ Date____________________
Principal Investigator

Signature_________________________________________ Date____________________
Department Chair

Please attach full grant application.