



STEP Program for Faculty Researchers

Seed Grants for Transitional & Exploratory Projects

SOUTHERN ILLINOIS UNIVERSITY
EDWARDSVILLE

Welcome to the STEP online presentation!

Before beginning the webinar it would be helpful if you would go to this website link and download the handouts indicated below:

<http://www.siu.edu/funding/internal-finding/step.shtml>

Handouts:

- General Reviewer Guidelines
- Seed Grants for Transitional and Exploratory Projects (STEP) Guidelines
- STEP Cover Page
- External Funding Potential Form

Agenda

- Program Basics
- Review Criteria
- Application Process
- Budget Planning
- Questions ?

Purpose

- STEP Grants provide seed funding
- Used to support junior faculty research
- NOT intended to sustain or supplement current research
- For more information go to the STEP Guidelines link:

<http://www.siu.edu/funding/internal-funding/step.shtml>

Resources

- STEP Grant Program Website

www.siu.edu/funding/internal-funding/step.shtml

- STEP Proposal Library

- email Diane Cox diacox@siue.edu or
Teri Gullledge [tgulled@siue.edu]
for an appointment

STEP Basics

- **DEADLINE:** First Thursday in October, 4:30pm (on the dot!)
 - email single PDF application to **BOTH** your designated School/Unit representative & siueresearch@siue.edu
- Check with internal School/Unit for additional deadlines throughout the month of September!

STEP Timeline

- **September** – grant opportunity released
- **First Thursday in October** – Submit completed proposal to **both** designated school/unit representative & siueresearch@siue.edu
- **October – November** – Schools/units review and rank proposals
- **Fourth Wednesday in November** – School/unit representative forwards ranking and scoring sheets to ORP siueresearch@siue.edu
- **Early December** – Applicants are notified of acceptance/denial

Project Period

- July 1 – June 30th of the fiscal award year
- Awards are made the fiscal year following the application process

Junior Faculty Projects Must:

- Address pilot projects that support a career as an independent researcher
- Refine skills to successfully apply for external funding

Established Faculty Projects Must:

- Demonstrate how the proposed STEP activity represents significant transition from previous research
- Perform transitional and exploratory research, determine project feasibility and develop preliminary data to support external applications.

Ineligible Activities

- Faculty development (including conference travel)
- Institutional research
- Public service & consulting
- Departmental or curriculum development

Eligibility

- Full-time continuing faculty members
- Research staff members on continuing appointments who have served as PI or Co-PI on externally funded grant
- All requirements for previously SIUE funded/sponsored research must be met

Project Personnel

- Primary Investigator (PI)
- Co-PI
- Key Personnel (Include CV/does not have to meet other requirements)
- Graduate Assistants/Student Workers
- NOTE: Remember – personnel is usually the most expensive budget portion!

Awards

- STEP proposal can request up to \$16,000
 - Average awards are \$5,000-\$10,000
- Supplemental Funding
 - Annette & Henry Baich Award
 - \$1,000 for best application in Sciences

Submission Process

DUE: First Thursday of October

no later than 4:30

- Submit completed proposal application (including cover page with signatures) to
 1. Designated School/Unit representative

AND

 2. siueresearch@siue.edu

Review Process

- Two step review process
 - School/unit review & ranking
 - Research & Development Committee review and award

Review Criteria

1. Alignment with STEP purpose (25%)
2. Originality/creativity and significance of proposed research/activity (20%)
3. Clarity & appropriateness of research design and procedure (30%)
4. Potential for external funding (25%)
5. Budget appropriateness/strength of budget justification (comments only)

Review Discussion Points

- Is it a new direction for an established faculty member?
- Is budget aligned with request & timeline?
- Does the proposal meet criteria as outlined in the Reviewer Rubric?

Scoring Criteria

- Each proposal ranked using the following designations:
 - » Poor (1)
 - » Fair (2)
 - » Good (3)
 - » Very Good (4)
 - » Excellent (5)

Scoring Criteria

Only proposals ranked as
Very Good or Excellent
are considered for funding!

Application Package

- Cover Sheet
- Narrative/Project Description
- External Funding Potential Form
- Budget Justification
- References
- Previous Funding Form*
- Appendix
- Curriculum Vitae

Must be submitted in one
file, PDF Format to
designated department
member and
SIUEresearch@siue.edu

Cover Sheets

- Found on the SIUE/ORP/Funding/Internal Funding/STEP link
- Must be complete or proposal will be discarded
- Signatures are necessary to be considered complete!

Narrative/Project Description

- 10 pages maximum length
- Pages must be numbered and double spaced
- Use TNR11 or Ariel 10 Font
- Must include written plan for external funding

Narrative Section- Intro & Background

- Align with STEP goals-be explicit!
- Make an argument for significance/
contribution to the field
- Don't forget the literature review!

Narrative Section- Procedures and Project Plan

- Indicate methods and ‘why’ these are the best methods
- If portions are risky, mention ‘plan B’
- Plan must be tied to outcomes!

Narrative Section – Facilities and Resources

- List any and all facilities and resources that are available to you and will be used
- Include your office and computer!

Narrative Section - Timeline

- A chart format is recommended
- Samples of project timelines can be found at this URL:

<https://www.smartsheet.com/top-project-management-excel-templates-full>

Narrative Section – Anticipated Results

- What will happen as a result of this award?
- Publications/presentations?
- External grant submission?

External Funding Form

- Found on STEP link of Internal Funding section of website
- Not included in the 10 page maximum for the Narrative section
- Include following page 10 of Narrative (it will be page 11)
- Use information on this form to develop the required narrative section on external funding opportunities

External Funding Form

Agency	Program	Deadline	Amount

External Funding Potential

You must provide a written plan for external funding in the narrative. You will use this chart (insert as page 11 of the Narrative) to list potential funding sources. The programs do not have to be an exact match, but use the section to build the argument that your planned STEP outcomes are supported by the funders' research mission, forecast, trajectories or current funding direction. Include argument for your research and competitiveness for external funding potential. In your Narrative discussion include alternatives if the direction for the funders you list in the table changes.

Budget Justification

- 2 page maximum
- Must be double spaced
- Use TNR11 or Ariel 10 Font
- Include all sections of budget
- Demonstrate budget aligns with scope of work proposed

References & Previous Funding Form

- There is no limit to the number of references provided
- The Previous Funding Form is required only if either internal or external funds have been received within the last three years.
- A Previous Funding Form must be submitted for each previously awarded grant

Appendix

- This section is optional
- May include vendor quotes, letters of commitment, evidence of access to facilities and resources outside SIUE
- DO NOT include information, graphs or other information whose placement belongs in the Narrative section

Curriculum Vitae

- Include one for each team member
- Maximum length of 2 pages per team member
- Include items directly relevant to your proposal/project

Budget Justification

- Itemize costs
- Justify each cost
- The section can complement the narrative
- Provide rationale for why certain vendors/consultants are chosen

Budget- Allowable Cost Categories

- Staff replacement during academic year
- Summer Salary
- Student workers/ G.A.s
- Commodities
- Contractual Services
- Equipment
- Some Telecommunications
- Travel
- Participant Incentives

Budget – Unallowable Costs

- Any costs related to ‘ineligible activities’
- Salary for external collaborators
- Office supplies
- Equipment repair/maintenance
- Conference travel
- Telecommunications

Budget: Salary

- Academic Year Assigned Time for Research
- Summer Salary- investigator's base salary
 - Maxes out at \$9000 or one month
- Contact the Office of Research and Projects regarding any potential technical overloads

Budget Salary (cont.)

- Hiring an SIUE faculty or staff member as a consultant
 - Compensation must be included as ‘salary’
 - Time is paid as summer salary or release time
- Hiring SIUE Students
 - Students must be enrolled

Budget: Contractual Services Outside SIUE

- Obtain quotes indicating scope of work
 - Include quotes in the appendix
- International Research
 - Contact ORP as hiring citizens of other countries can be complicated

Budget: Travel

- Cost must be incurred within the project period!
- Funds only awarded for non-local travel
- Must be for data collection
- International Projects: Contact ORP

Budget: Participant Incentives

- Allowable Expense
- Include number and type of payments in budget justification
- Be sure to include a 'plan B'

Proposal Writing Tips

- Most reviewers make their decision in the first paragraph.
- Consider your audience
- Be straightforward, thorough and succinct
- Include section headings
- Follow the guidelines exactly!
- Keep the scope feasible for a one year study!

Other Items to Consider...

- Software is a Contractual/Purchased Service
 - Must be directly related to the project
- Equipment Funding is Limited!
 - Only available for specialized items essential to the project

Final Tips....

- Feel free to call the Office of Research and Projects [Diane, ext. 5886; Teri, ext. 3114]
- Let us help with budget and narrative questions
- Have your colleagues read your drafts
- Communicate early with chair/dean about your project
- Read previously funded projects

Questions ?????

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