



Call for Proposals

2019-2020 POD Network Grant Program

Due Sunday, May 5, 11:59pm EST

Purpose

The purpose of the POD Network Research Grant Program is to promote a greater culture of evidenced-based research designed to contribute new knowledge in the fields of faculty, instructional, and organizational development, including the preparation of future faculty. Proposed research may be carried out within an existing program, or as part of a new initiative.

For the 2019-2020 award period, the Core Committee has made a total of \$12,000 available to fund projects in the following categories:

POD Network Early Researcher Grant: The purpose for this new line of funding is to support POD Network members who are initiating their first research in an area related to teaching and learning, or to broader educational or organizational development. This includes seasoned researchers from other disciplines who have become POD Network members, but who have not received external funding or published research related to the aforementioned areas of focus. We also encourage applications from those who have not had a research program before and are looking to enter into one. \$4,000 has been allocated for funding Early Researcher proposals, and applicants may request \$500-\$2,000.

POD Network Research Grant: The purpose for this sustained line of funding is to support POD Network members who have research experience in an area related to teaching and learning, or to broader educational or organizational development that includes publication and possibly external funding. Funding may be used to initiate research in a new area, or expand / extend research already in progress, including research supported by other external funding. \$8,000 has been allocated for funding POD Network Research Grants, and we seek to award two proposals up to \$4000 each.

Previously funded projects have included a range of topics and institutional types.

Visit the POD Network website for a list of previously funded proposals: http://www.podnetwork.org/grants_awards/grantprogram.htm

Eligibility (Both Awards)

- The principal investigator must be a POD Network member at the time of submission.
- Previous grant recipients are eligible to submit another proposal only after 3 years have passed since the submission date of the previous proposal. After that time, previous recipients who have submitted the required reports may submit a proposal for an

unrelated new project or a related project that represents a considerable advancement of the previous project. The exception is Early Researcher awardees, who may apply for a POD Network Research Grant without waiting three years.

- Eligible expenses (not exhaustive list):
Wages for research assistance, consulting or data-analysis fees, research equipment, supplies, travel for conducting research.
- Ineligible projects & expenses (not exhaustive list):
Dissertation research, conference/institute travel and fees, an individual's scholarship that is not of relevance to a large proportion of the POD Network membership, implementation of a new program (face-to-face or online), payments for entertainment, alcohol, gift cards, routine operation expenses and wages, purchasing of equipment for personal use, funds for the production of commercial items.
- The POD Network cannot pay overhead, indirect costs, or facilities and administrative costs.

Eligibility – POD Network Early Researcher Grant

- To be considered for an early researcher grant, in addition to meeting the above requirements, principal investigators must include the following statement: "I have read the above criteria for the POD Network Early Researcher Grant and am eligible to receive this grant."
- We also ask for a vita that should include previous publications and sources of external funding. To expedite the review process, please consider whether any publications or external funding on your vita might raise questions regarding your eligibility, and include a written explanation if appropriate.

Proposal Review & Evaluation Criteria

All grant proposals will undergo blind review from at least three members of the Grant Review Sub-Committee. *Please limit identifiable information to the Cover Page.* The review sub-committee will not review proposals that include information identifiable to an individual, center or institution.

Submitting your Proposal

Proposals must include a Cover Page and a Project Proposal. The Cover Page must be sent as a separate document in the same email to expedite the blind review process.

Cover Page must include the following information:

1. Title of project.
2. Names, titles and affiliations, and contact information for the principal investigator and all co-investigators.
3. Proposal category: Early Researcher Grant or POD Network Research Grant
4. ****For Early Researcher Award**, please include statement provided above and copy of your vita.
5. Abstract of 250 words describing the project.

Project Proposal Outline (include all of the following sections)

1. **Importance of the Project (up to 750 words):** Fundable proposals will successfully argue for the centrality or critical nature of the issue addressed. Proposals must have a clear problem statement that outlines what issue the project will address with the funds from the POD Network Grant Committee. The text should include a brief literature review. It must clearly indicate how this project adds to the existing research (i.e. what is new or what problem will be solved?) and that it holds promise for a sustained impact on the work common to the POD Network community. Strong proposals will advance the mission and values of the POD Network, and will demonstrate that other POD Network members and institutions will have an interest in and will be able to access and use the results of the project. Cross-institutional projects are encouraged, especially for a larger grant award, but not required.
2. **Project Design:** (up to 3000 words)
 1. **Problem Statement**
 2. **Project objectives:** Explicit objectives for the project that are clearly tied to the problem Include description of products to be generated.
 3. **Project timeline:** A one-year timeline for project implementation that will be sufficient to achieve objectives.
 4. **Project staff and responsibilities:** Description of who will work on the project and their responsibilities. (Please omit names of individuals).
 5. **Evaluation plan:** A clear and feasible plan for evaluating progress on the project objectives that includes description of qualitative and/or quantitative data to be collected and analyzed.
 6. **Dissemination plan:** Presenters should also plan for dissemination beyond the required submission of a POD Network conference proposal or a *To Improve the Academy* chapter (reminder: acceptance of proposals and manuscripts is not guaranteed).
 7. **Probability of success: (to be sent separately to the Grant Committee Chair):** Evidence of sufficient institutional support (e.g. letter from supervisor, Dean, Provost). Evidence of PI's and CoPIs' prior experience with a similar project or ability to undertake the project (e.g., through academic preparation or prior work experience, may be in the form of a vita). Send as separate document(s) accompanying your proposal.
3. **Budget and justification:** (up to 500 words) Each item in the budget should be associated with an amount and a brief justification for its inclusion. The amounts should be reasonable and the outlined expenses should be directly relevant to meeting the project objectives outlined above.

Awardee Expectations:

All recipients are expected to:

- Conduct the research as proposed, to the best of their ability, and keep the POD Network Grants Committee (Co-) Chair(s) apprised of changes that might need to be made in their plans.
- Keep the Chair of the Grants Committee informed of IRB status if Internal Review Board approval is required or advised.
- Provide a brief mid-year report in February 2020.
- Submit a one-page final report that describes: a) overview of the project activities, b) summary of results for the project, and c) summary dissemination efforts and plans in September 2019
- Submit a POD Network Conference proposal or a manuscript to *To Improve the Academy* in 2020 or 2021 based on the findings of your grant work. (all conference proposals and manuscripts will undergo peer review; acceptance is not guaranteed)
- Acknowledge the funding from the POD Network when collecting data, and presenting and publishing the findings.
- Be willing to serve as a reviewer for the POD Network Grants Committee in the coming year.

Grant Submission Process

- Follow the **Proposal Outline** described above.
- Proposal due date: Proposals must be received by **11:59 PM EST, May 5, 2019**
- Proposals accepted as **Word** or **PDF** documents
- **Document naming convention:** Principal Investigator's Surname cover and same for proposal
- **E-mail your proposal to Grants Committee Chair, Cristina Cottom, Cristina.Cottom@erau.edu**
- Use subject heading: **2019 POD Network Grant Proposal**
- Applicants will be notified of the decision in **June 2019**.