

URG Workshop

COE Submissions and Awards

College Research Committee
College of Education, Illinois State University
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[COE URG WEBSITE](#)

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Purpose

- The College of Education's University Research Grant (URG) Program is designed to:
 - Encourage and support research in the College,
 - Stimulate development and submission of external grant proposals, and
 - Support development of the research agendas of tenure-line faculty, especially pre-tenure faculty.

Types of URGs

- Research Fellowship (RF)
- External Grant Development (EGD)
- First-Year Faculty Midyear (1Y)
- Small Grant (SG)

Research Fellowship (RF)

- Available to tenured and tenure-track faculty for research project expenses and/or salary. Faculty associates and visiting professors may also apply as a part of a team that includes a tenured or tenure-track faculty member.
 - Up to \$5,000 per Principal Investigator, maximum \$10,000 per submission of two or more Principal Investigators. Variation to award amounts may be made in relation to available URG funds.
 - Must produce professional outcomes for two consecutive years
 - Funds must be spent by the end of fiscal year awarded (ex for FY26: submission in Sept. 2025, awarded Oct. 2025, funds spent by June 2026)
 - [Guidelines and a link to the application can be found on the URG site](#)
 - Please pay special attention to the “Components of the URG Proposal” starting on the third page of the URG guidelines
 - Submission due date to department: please contact department
 - Submission due date to College: see website
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External Grant Development (EGD)

- Same parameters as Research Fellowship, but additionally:
 - Meant to support preparation of an externally funded grant
 - Up to \$5,000 per Principal Investigator, maximum \$10,000 per submission of two or more Principal Investigators
 - Must submit an application for an external, competitive grant through the Office of Research and Sponsored Programs
 - [Guidelines and a link to the application can be found on the URG site](#)
 - Submission due date to department: please contact department
 - Submission due date to College: see website
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First-Year Faculty (1Y)

- First-year faculty have the opportunity to familiarize themselves with the URG process by applying for and being awarded a First-Year Faculty URG.
 - The application process is similar to the Research Fellowship and the External Grant Development URGs, but First-Year URGs have a separate application.
 - [Guidelines and a link to the application can be found on the URG site](#)
 - Rolling due date starting in September of each academic year but must be submitted the first year of employment and by submission due date on website. The Chair/Director will sign off on the grant via Formstack before it is reviewed.
 - Amount dependent on availability, usually \$500-2000.
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Small Grant (SG)

- Provides support when a project of research or scholarship requires additional resources including but not limited to resources, materials, equipment, mileage to conduct scholarly research, software applications, or personnel.
- A faculty member who has been awarded RF or EGD URGs MAY ALSO APPLY for a Small Grant URG. The every-other-year rule does not apply to SGs.
- Maximum amount of award: \$750
- Rolling deadline starting in September of each academic year, but must be submitted by due date on website.
- [Guidelines and a link to the application can be found on the URG site.](#)

*Research Fellowship (RF)
& External Grant
Development (EGD)
Overview*

Parameters for Research Fellowship (RF) & External Grant Development (EGD)

- Faculty members, faculty associates, and visiting professors may submit only one research fellowship or external grant development URG proposal per year.
 - Faculty members are not eligible to apply for a RF or EGD the year following being awarded a RF or EGD.
 - Proposals are subject to blind peer review by the College Research Committee, so please refrain from referring to PIs by name in the body of the proposal.
 - 75% of funding will be directed toward proposals from pre-tenured faculty, and 25% will be directed toward proposals from senior faculty.
 - No project funded by other sources is eligible to receive a URG.
 - Please see additional limitations in latest version of URG guidelines available on the [COE URG website](#).
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RF & EGD Submission Process & Dates to Remember

- Final RF & EGD submissions are due to the College Research Committee on **September 30 each year.**
- When you submit your application via Formstack, you will be submitting it directly to Jennifer Dodson, who will compile applications for review by the College Research Committee. Your Chair/Director will receive a notification for electronic approval, which will serve as their signature.
- **Please check with your department** to see if you need to submit a draft application to them first or if they have any additional submission rules.
- **Please always [check the website for due dates.](#)**

*Components of the
Research Fellowship (RF),
External Grant
Development (EGD), &
First-Year (1Y) URG
application*

Components of the RF/EGD/1y URG application

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Clarity of Purpose

Clarity of Purpose

- The goal is to be clear and persuasive.
 - Explain what the study is about and state your research question(s).
 - Explain how the research questions are tied to the study's purpose and how it will add to the literature as described in your literature review.
 - Explain how your study's results will affect the intended population.
 - Make sure every aspect of your study is stated within the Purpose. While you may elaborate later, other key details of your study should **not** emerge later in your proposal.
 - Make sure one sentence logically flows to the next. The same is true for paragraph to paragraph writing.
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Components of the RF/EGD/1y URG application

Framework/ Rationale

Framework/Rationale

- Identify and justify the theory, theoretical concepts, research-based models, and/or practical rationale through which the data will be interpreted

OR

- Identify and justify your theoretical research paradigm or philosophy of science (positivism, post-positivism, critical theory, constructivism, advocacy,/emancipatory, pragmatist, etc.), AND
- Explain **the** effect the paradigm choice has on the study's implementation, results, and/or interpretations

Framework/Rationale

- Avoid using long quotes from theory; define theoretical concepts in your own words
- Write to a general audience—your reader likely will **not** have expertise in your specific area of study
- Explain/justify why this theory is compelling given your research questions and phenomena under study
- One's theoretical frame should not be confused with a literature review: Theory sits in its own section of the proposal; literature review in another.

Components of the RF/EGD/1y URG application

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Review of the Literature

Relevant Review of the Literature

- The purpose of a review of the literature is to identify, for your reader, the gap in existing research that your study intends to fill
 - Describe the theory, theoretical concepts or research paradigm, research-based models, or practical rationale through which the outcomes of the study will be interpreted
 - It should contain both seminal research affecting your line of inquiry/research question(s), and up-to-date research
 - Remember, this is **your** argument; don't use quotations to speak *for you*—quotations of the work of others should be used in service to *your* argument
 - Be concise; all this must happen in a short space!
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Components of the RF/EGD/1y URG application

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Methodology

Methodology/Mode of Inquiry

- Describe and justify the kinds of data your chosen methodology and tools & procedures will generate to answer your research question(s)
 - Write to a general audience, but be detailed (for example):
 - Kind of project
 - Research design
 - Participants and setting
 - Procedures
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Data Sources

- Describe and justify the kinds of data your chosen methodology and tools & procedures will generate to answer your research question(s)
 - Describe and justify how and why these data sources are appropriate to the proposed project/research question(s)
 - Write to a general audience, but be detailed (for example):
 - Types and scope of data to be generated
 - Nature and appropriateness of interventions or instruments (including reliability and validity, if appropriate)
 - How data will be obtained
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Data Analysis

- Explain and justify the appropriateness and utility of your data analysis approach(es)
 - Explain how chosen techniques will be used to analyze data sources
 - Go beyond stating, for example, that you will qualitatively code the data, statistically analyze, or visually analyze data trends
 - State the coding methodology, cite standards, or provide an explanation/rationale for visual or quantitative analysis appropriate to the data
 - It can be helpful if you cite methodological work
 - Explain the anticipated results that your analysis techniques are expected to yield
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Components of the RF/EGD/1y URG application

Budget & Budget Narrative

Ways to use Funds for RF/EGD URG

- Salary
- Graduate Assistants
- Professional Development or research training
- Research expenses
- Travel to collect data
- Transcription services
- Research synthesis
- Research summary
- Literature review

Crafting the Budget & Budget Narrative

- In the budget, provide a detailed statement of the **personnel costs** (PI salary, graduate assistant or student worker pay) or **operation costs** (transcription services, travel for data collection, equipment, computer software, incentives, etc.)
- Explicitly link each budget item/expenditure with a prose justification of that item in the budget narrative.
- Link each budget item/expenditure to the project's goals in your prose budget justification. How does each budget item support the proposed research activities?
- When there are two PIs, each PI's level of effort or contribution should be provided in terms of percentages. Provide a detailed description of each PI's roles and responsibilities.

Crafting the Budget & Budget Narrative, continued

- Be persuasive; do not take for granted your reader will see the relation of each budget item to your proposed study and its outcomes.
 - Be especially clear in your justification for receiving some or all of the grant funding as salary.
 - Be sure the outcomes match the value of the URG. For example, an entire research project is worth more than \$5k of salary. Decide what part of the project will be completed for the funds requested.
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Components of the RF/EGD/1y URG application

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Outcomes & Dissemination

Outcomes & Dissemination

- Explain and justify the type, scope, and utility of the study's outcomes
 - Persuasively communicate links between the project's goals, activities, and outcomes/findings and the proposed timeline
 - Explain and justify your plan for dissemination of study outcomes/findings
 - Be careful not to overpromise; temper your outcomes to be consistent with the study's scope, timeline, and methodology; promising too much will **not** advantage your proposal's chances at funding
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Required Professional Outcomes

- Applicants must describe *realistic*, anticipated, professional outcomes for Years 1 and 2.
 - Results may include: presentations, publications, manuscript submissions, external grant proposal submissions, grant resubmissions, or other recognized scholarly outcomes.
 - But, what is *realistic*?
 - Do not over-promise. Promising more and better outcomes does not equate to impressing reviewers.
 - Ask yourself: What realistically can I/we accomplish? -- Answering this realistically may require dialing it back.
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Reporting Professional Outcomes

- Reporting the professional outcomes of the **Research Fellowship award (RF)**
 - For an RF award, the *actual* outcomes of the URG-funded activities are reported on the *Professional Outcomes Form* submitted at the end of Year 1 and 2.
 - The Outcomes Form is due on October 1 in each of the two years following the award and identifies all scholarly results of work funded by the grant.
 - Reporting the outcomes of the **External Grant Development award (EGD)**
 - Outcomes must include a Year 1 submission of an external grant.
 - If the grant is funded, the outcome for Year 2 will summarize the grant's progress.
 - If not funded, the Year 2 outcome will indicate how the grant was revised and resubmitted.
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Reporting Professional Outcomes (continued)

- Reporting the Professional Outcomes of the **Small Grant award (SG)**
 - A final project report is due by June 30 of the academic year in which the funds were awarded.
 - The final report shall include a 1 page, single-spaced summary including
 - A 250 word abstract,
 - Purpose of the awarded funds,
 - Amount expended if different than the award amount with an explanation of the difference, and
 - A statement of how the funds were used to accomplish project activities or goals
 - If a final project report is not submitted, no URG applications may be submitted for a period of 5 years.
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Reporting Professional Outcomes (continued)

- Reporting the professional outcomes of the **First-Year Faculty award (1Y)**
 - For the 1Y award, the *actual* outcomes of the URG-funded activities are reported on *Professional Outcomes Form* submitted at the end of Year 1 and 2.
 - For 1Y grants, the outcomes form is due on October 1 of the year the grant was awarded, as well as the following year, and identifies all scholarly results of work funded by the 1Y grant.
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Components of the RF/EGD/1y URG application

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Evaluation Process

Evaluation Criteria

- **External Grant Development only:**
 - External grantor's Request for Proposal (RFP) overview: Adequately describe RFP, funding agency, amount requested, and deadline for submission (link or attach current or past RFP instructions, if future RFP not yet available)
 - **Clarity of purpose:** What are your research questions and/or what is the study about?
 - **Clarity of framework:** Theoretical/conceptual frame or practical rationale
 - **Accurate and relevant review of the literature:** How does your project connect to research or theory in your field?
 - **Description and rationale for methodology, techniques, or modes of inquiry:** The kind of project, participants, research design, setting, procedures, etc.
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Evaluation Criteria (continued)

- **Description and rationale for data sources, evidence, objects, or materials:** Identify what interviews, surveys, standardized assessments, criterion referenced assessments, databases, images, documents, etc. will be used
- Clarity of approach to data analysis
- Explicit link between project goals and budget
- Realistic outcome and adequate dissemination plan and timeline
- Inclusion of proposed Year 1 and Year 2 outcomes

Proposal Evaluation

- The evaluation rubric uses a 4-point scale. **Clarity** is central to the evaluation process.
 - Full URG Proposal Review Criteria can be found on the [COE URG site](#).
 - URGs are sometimes evaluated and receive an initial formative review and feedback at the department or school level prior to submission to the College Research Committee. Please check with your department to see if they do this.
 - When you submit your application via Formstack, you are submitting to College Research Committee, not your department. What you submit to Formstack should be final version of your application that you want the CRC to evaluate, and not a draft for your department to review.
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Components of the RF/EGD/1y URG application

Post-Award Expectations

Required Professional Outcomes Reporting

- **RF/EGD:** Professional outcomes are due in the two years following the year in which the grant was awarded.
- **EGD:** Outcomes must include a submission of an external grant for year 1. If the grant is funded, the outcome for year 2 will summarize the progress of the external grant. If the grant is not funded, the outcome for year 2 will indicate how the grant was revised and resubmitted to the same agency or submitted elsewhere.
- **1Y:** Professional outcomes are due in the two years following the year in which the grant was awarded.
- **SG:** A final project report is due by June 30 of the fiscal year in which the grant was awarded.
- **PLEASE NOTE:** Failure to promptly submit professional outcomes reports will result in all URG-funded project PIs being rendered ineligible to apply for, receive, or participate in URGs for a period of five years.

Components & Evaluation of Small Grants (SG)

Components and Evaluation of Small Grant URGs (SG)

- Guidelines/Application
 - Project title
 - PI contact information
 - Project Abstract
 - Approved IRB protocol
 - Amount Requested
 - Detailed Budget
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Components and Evaluation of SG (continued)

- When you submit your application via Formstack, you will be submitting it will go directly to the College Research Committee. Your Chair/Director will receive a notification for electronic approval, which will serve as their signature.
- Proposals will be evaluated by the College Research Committee on an ongoing basis up to the submission date listed the website each year or until all funds are expended. The CRC will consider the appropriateness of the funds requested in terms of the item costs and relevance to purpose of the research/scholarship activities as described in the detailed budget. The College Research Committee may recommend budget adjustments.

Questions?

If you have additional questions, please contact the Associate Dean for Research, Jennifer Dodson, or your current department CRC representatives.