



New Faculty Start-Up Program

Information, Guidelines, and Grant Proposal Components

(updated Fall 2013)

Purpose: Ball State University's Aspire Internal Grant Program provides funding to faculty, professional personnel, and students to support projects in the areas of research, scholarly studies, and creative endeavors.

The Start-Up program enables new faculty members to purchase supplies, research-related items, and/or travel to conferences or workshops that will launch their research, scholarly studies, and creative endeavors by providing a one-time \$1,500 S.E.E.T. (Supplies. Expenses. Equipment. Travel.) grant.

Eligibility: Tenure-track faculty in their first year of employment with Ball State University who have not received significant research-related or creative endeavor start-up funds from their department or college are eligible for the Start-Up Program. Faculty members receiving start-up funds greater than \$2,000 or time off with pay (above the standard 25% release time) for research or creative endeavors are not eligible for this program.

Project Period: 12 months (generally November 1 – December 31)

Application Process:

Proposals must be submitted via email to the Aspire Grant Program at aspire@bsu.edu

Submission Materials Consist of:

1. An Application Cover Sheet for New Faculty Start-Up Competition (available [here](#))
2. A two-page proposal* detailing what the Start-Up funds will be used to purchase and how this contributes to your research or creative agenda. This summary should be double-spaced, typed in a font no smaller than 11 point, and include the following elements:
 - Project Overview
 - Meant to serve as a concise description of the proposed request and identify the project goals, significance, and expected benefit.
 - Description of applicant's research program or creative agenda, including:
 - A statement of specific project objectives and methods to be employed
 - Description of how this award will contribute to the proposed agenda
 - Anticipated outcomes of project (e.g. potential for dissemination; springboard for future external grant submissions; etc.)
 - A brief budget narrative describing budget cost calculations and how the items purchased will facilitate goals stated in request
3. 2 page CV

**Applicants are highly encouraged to discuss their proposed agenda with their chair and share a draft of their application for review prior to the submission deadline.*

Review Process:

Proposals will be reviewed by the Aspire Program Manager, Director of the Sponsored Programs Office (SPO) and the Chair of the University Research Committee or Creative Arts Committee (where appropriate).

Applicants can anticipate decision notification in mid October with a project start date of November 1.

Final Report:

A final report detailing the outcomes of the award should be submitted via email to the **Aspire Grant Program** at aspire@bsu.edu no later than December 31 using the [final report form](#).

The Sponsored Programs Office provides a plethora of services to assist faculty on their quest for external funding to carry out research, scholarship, and creative activities. To further advance your research and/or creative arts agenda, we encourage you to continue to engage in our office services.

In addition to submitting a final report, award recipients are asked to complete two or more of the following SPO activities prior to the December 31 final report deadline:

- Create a Profile on [COS Pivot](#) to access a comprehensive listing of funding opportunities
- Attend a [Training Education Event](#) hosted by the Sponsored Programs Office
- Meet with your [Proposal Manager](#) to discuss your funding agenda and potential grant opportunities

Grant Closeout:

- Funds not spent after the close of the project period will revert back to the Aspire Program
- Please note: it is the award recipient's responsibility to file proper forms to claim grant funds. It is NOT the responsibility of the departmental clerical staff to see that grant funds are expended.

If you need further assistance with this process please contact the Aspire Program Manager at 765-285-1600 or aspire@bsu.edu