New Faculty Start-Up Program
Information, Guidelines, and Grant Proposal Components
(updated Summer 2016)

**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 $3,000 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 $5,000 and/or a dedicated summer stipend from the department for research or creative endeavors are not eligible for this program.

**Project Period:** Runs from award notification until December 31st of the following year.

**Application Process:**
Proposals must be submitted via email to the Aspire Grant Program at aspire@bsu.edu. Applications missing information, all required attachments, or not adhering to the guidelines will be returned without review.

**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 must 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.

*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.*
- Anticipated outcomes of project (e.g. potential for dissemination; springboard for future external grant submissions; etc.). Please include specific potential external funding opportunities that are aligned with your research or creative agenda.

3. One page budget narrative (double-spaced, font no smaller than 11 point) describing budget cost calculations and how the items purchased will facilitate goals stated in request. This document is for cost statements only and not to be used to circumvent project summary page limits.

4. Literature references (if applicable, 1 page maximum; use the format that is standard for publishing in your field.)

5. A two-page page CV.

6. If available at the time of application, include approved IRB or IACUC letter.

**Review Process:**
Proposals will be reviewed by the Aspire Program Manager, Director of the Sponsored Projects Administration (SPA) and the Chair of the University Research Committee or Creative Arts Committee (where appropriate). Evaluation criteria include completeness of the proposal, appropriateness of the request, and potential for developing a successful external funding agenda.

Applicants can anticipate decision notification in mid-October.

**Final Report:**
A final report detailing the outcomes of the award should be submitted via email to the Aspire Program at aspire@bsu.edu no later than June 30 following the end of the project period using the final report form.

The Sponsored Projects Administration 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.

Award recipients are highly encouraged to complete two or more of the following SPA activities prior to the 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 Projects Administration
- 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