



## 2020 SUMMER RESEARCH FELLOW PROGRAM

### Information and Applications for Participants and Mentors

**APPLICATIONS DUE: Monday, March 2, 2020 by 5 pm**

KSU's Office of Research sponsors and hosts an annual intensive professional development and mentoring program designed to help faculty members successfully apply for research grants from state and federal agencies, foundations and non-profits. The goal of the Summer Research Fellows is to enhance the research capacity of KSU and institutionalize systemic support for the advancement and success, especially of early- and mid-career faculty by: (1) providing comprehensive training in the preparation of competitive grant proposals, (2) establishing a research mentoring program, and (3) creating a community of practice aimed at facilitating and promoting the engagement of diverse groups of faculty in disciplinary and interdisciplinary research.

The Summer Research Fellows program is comprised of the following:

**Group training and professional development seminars**, including a five-week long Boot Camp, designed to provide faculty with the tools and knowledge to prepare competitive, review-ready grant proposals targeting extramural funding opportunities in their field. Lectures, discussions, and hands-on writing activities are led by senior faculty, guest speakers, and sponsored research office personnel.

**Interdisciplinary peer group activities with peer-writing teams** led by grant-successful faculty mentors. Under the guidance of the mentors, faculty draft sections of proposals and meet regularly to review their progress, discuss challenges, and provide constructive feedback on their peers' proposals.

**Faculty mentors** with strong track records of extramural funding and a commitment to faculty mentoring oversee the team discussions and help advise faculty on the best strategies and approaches for better grant writing.

Upon completing the Boot Camp, participants become "Research Fellows", giving them access to post-training resources and support. These post-training activities are intended to provide additional opportunities for faculty to: (1) further enhance their grant writing skills, (2) strengthen relationships with potential funding agencies, and (3) meet and talk with

researchers from other departments and disciplines to foster collegiality, stimulate research ideas, and encourage interdisciplinary research collaborations.

**A. Learning Outcomes and Objectives:**

Participants who complete the boot camp will be able to:

- Search for funding opportunities, understand the types of grants available to fund their work, and address agency requirements and criteria.
- Prepare compelling proposal summaries and narratives that highlight the importance and relevance of the proposed project.
- Understand the grant submission process and internal policies related to grant-seeking and grant management, including how to navigate the University's NORM system and agency submission portals, including Fastlane and Grants.gov.
- Understand the proposal review process, including the roles of program officers, reviewers, and panelists.

**B. Summer Research Fellows Bootcamp Dates:**

May 11- June 19, 2020 (see tentative schedule on last page)

**C. Eligibility:**

All full-time, tenured and tenure-track faculty (particularly Assistant and Associate Professors) at KSU are eligible to participate as a Summer Research Fellow.

*We are also looking for MENTORS who must be full-time, tenured and tenure-track faculty with a successful history of external funding and grant writing to provide professional development, mentoring and coaching throughout the Summer Research Fellows program.*

**\*Applications are encouraged from all department and disciplines.**

*This is a competitive application process. We expect to select 10-12 Summer Research Fellows and 2-3 mentors.*

**D. Expectations:**

By enrolling in the Summer Research Fellows program, *participants agree to:*

- Attend and actively participate in all Boot Camp sessions as scheduled from May 11 through June 19, 2020. Sessions will be held on Tuesday and Thursday mornings. Additional weekly writing group meetings will be scheduled by the mentors.
- Devote time during the Boot Camp for completing workshop readings and homework assignments, meeting weekly with faculty mentors, sharing proposal drafts and writing samples with team members, and preparing a proposal for submission.
- Submit (by August 17, 2020) a final, submission-ready draft proposal targeting a specific federal funding source for review by the mentors and Office of Research staff.

- Submit a final proposal to a targeted external grant program by February 28, 2021.

*Mentors agree to:*

- Attend Mentor Training on Monday, May 11, 2020 10 am until 12 noon.
- Attend and actively participate in all Boot Camp sessions as scheduled from May 11 through June 19, 2020. Sessions will be held on Tuesday and Thursday mornings.
- Coordinate additional weekly writing group meetings.
- Review final proposal drafts in August/September 2020 and provide comments and feedback.

#### **E. Compensation**

All Summer Research Fellows and Mentors who fully participate in the program and meet benchmarks and deliverables will be compensated \$10,000 toward their 2020 summer salaries. Summer Research Fellows and Mentors are expected NOT to have any competing responsibilities or conflicts during this time period (May 11 – June 19, 2020), including teaching, in order to devote fully to the program.

#### **F. Application Procedures**

Applications for the 2020 Summer Research Fellows Program are due by 5 pm, March 2, 2020 and must include the following.

***All applicants will be notified of selection decisions on or before Friday, March 13, 2020.***

#### **FOR SUMMER RESEARCH FELLOWS:**

***Please use the following link (<http://bit.ly/SummerResearchFellowsApp>) to complete the online application and upload required documents outlined below. Microsoft Word files preferred.***

- 1. Full Name, Department, College, Faculty Rank**
- 2. Statement of Interest:** A short (1 page single-spaced maximum) narrative outlining your (1) motivation for participating in the Summer Research Fellows Program, and (2) history with submitting proposals (either as a PI or co-PI) for extramural funding, including the dates and titles of successful and unsuccessful proposals and targeted funding sources.
- 3. Curriculum Vitae:** An updated curriculum vitae that includes a complete list of publications and successful grant awards.
- 4. Research Description:** A short description (1 page single-spaced maximum) of your research interests written for a non-technical/non-expert audience. Include a short description of a potential research topic for your proposal, and a list of any potential grant sources.

5. **Letter of Support:** A short statement from your department chair indicating support of your participation in the Summer Research Fellows Program. Extensive and detailed letters of recommendation are not required.

**FOR SUMMER RESEARCH FELLOW MENTORS:**

**Please use the following link (<http://bit.ly/SummerResearchFellowMentors>) to complete the online application and upload required documents outlined below. Microsoft Word files preferred.**

1. **Full Name, Department, College, Faculty Rank**
2. **Statement of Interest & Experience:** A short (2 page single-spaced maximum) narrative outlining your (1) motivation to be a mentor, and (2) history with submitting proposals (either as a PI or co-PI) for extramural funding, including the dates and titles of successful and unsuccessful proposals and targeted funding sources as well as any other relevant experience with grant writing and/or grant review processes.
3. **Curriculum Vitae:** An updated curriculum vitae that includes a complete list of publications and successful grant awards.
4. **Letter of Support:** A short statement from your department chair indicating support of your participation in the Summer Research Fellows Program. Extensive and detailed letters of recommendation are not required.

**For any questions or additional information, please contact:**

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<b>TENATIVE SCHEDULE FOR SUMMER RESEARCH FELLOWS PROGRAM</b>	
<b>May 11- June 19, 2020</b>	
Monday 5/11 (10 am – 12 noon)	MENTORS ONLY: Expectations and Responsibilities
<b>Week #1</b>	
Tuesday 5/12 (9 am – 12 noon)	Introductions and Overview of Program Goals and Panel Presentation from 2019 Summer Research Fellows
Thursday 5/14 (9 am – 12 noon)	Prospecting Tools for Finding Funding and Federal Funding Landscape
<b>Week #2</b>	
Tuesday 5/19 (9 am – 12 noon)	Anatomy of a Solicitation, Networking with Others, and Communicating with Program Officers
Thursday 5/21 (9 am – 12 noon)	Making a Great First Impression and How to Tell Your Story
<b>Week #3</b>	
Tuesday 5/26 (9 am – 12 noon)	The Framework: Specific Aims, Overview or Intellectual Merit
Thursday 5/28 (9 am – 12 noon)	Significance and Innovation
<b>Week #4</b>	
Tuesday 6/2 (9 am – 12 noon)	Approach and Research Plan, Part 1
Thursday 6/4 (9 am – 12 noon)	Approach and Research Plan, Part 2
<b>Week #5</b>	
Tuesday 6/9 (9 am – 12 noon)	Budget and Budget Justification
Thursday 6/11 (9 am – 12 noon)	Supporting Materials (CVs, Data Management and Sharing Plans, etc.)
<b>Week #6</b>	
Tuesday 6/16 (9 am – 12 noon)	Understanding the Submission Process
Thursday 6/18 (9 am – 12 noon)	Understanding the Review Process

#### **Program Milestones/Deliverables:**

- 1) End of Week #1 – Identify the target funding agency/program for your proposal
- 2) End of Week #2 – Complete draft outline for your proposal and identify program officer
- 3) End of Week #3 – Complete draft Executive Summary and Specific Aims
- 4) End of Week #4 – Complete draft Significance and Innovation
- 5) End of Week #5 – Complete draft Approach and Research Plan
- 6) End of Week #6 – Complete budget, budget justification, and biosketch
- 7) August 17, 2020 – Submit final proposal draft for review by mentors and Office of Research staff
- 8) Between October 2020 and February 2021 – Submit final proposal to funding agency