

**4-VA@Mason Collaborative Research Grant (CRG)**

**Proposal for Funding 2023-2024**

The 4-VA@MasonCollaborative Research Grants are designed to promote inter-university collaborations that leverage the strengths of each institution to improve education and research outcomes by providing small scale funding for faculty to engage in pilot research that could be used as a springboard for subsequent, major federal grants. Mason is part of this collaborative with seven other Virginia institutions -- James Madison University, Old Dominion University, University of Virginia, Virginia Commonwealth University\*, Virginia Military Institute, Virginia Tech, and the College of William and Mary. 4-VA@Mason funding amounts range from $5,000 to $20,000 per grant, not including complementary funding that may be available at partner institutions for CO-PIs. Proposals supporting these collaborations with at least one other 4-VA institution and includes a robust plan for dissemination of findings are strongly preferred and will be given funding priority.

Who May Apply?

* Grants are available to full-time faculty or administrative faculty; adjunct faculty may participate, but the primary investigator (PI) should be a full-time faculty member.
* Faculty previously receiving 4-VA funding may apply for additional grants, but preference will be given to those who have not yet received 4-VA@Mason grants.

Please review the following pages carefully and complete each section with as much detail as possible. You may attach additional information as you see fit.

Grant Process Timeline:

1. The primary investigator (PI) submits a grant proposal between December 17, 2022 – February 28, 2023.
2. Submitted proposals are reviewed by the 4-VA@MasonAdvisory Board.
3. Grantees are notified of awards May 2023.
4. Funds for approved grants are released to the grantee(s) and grant work is permitted to commence July 2023.
5. All funding should be expended by June 30, 2024.

Grantees must comply with reporting and accountability requirements throughout the duration of the grant, as stipulated in the Responsibilities of Lead PI (see pgs. 6-7).

\*Although VCU is a member of the 4VA initiative, they are currently not participating in research grants; VCU partners will not receive funding.

1. **Proposal**

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| --- | --- |
| Proposal Title: |  |
| Lead PI Name/Title: |  |
| Email Address: |  |
| College and Department: |  |
| Co-PIs at Mason:  Name/Title |  |

**B**. **Approval Signatures**

Both Dean and Chair of Lead PI must review and approve the grant proposal before submitting to 4-VA@Mason. (Electronic signatures are acceptable.)

Dean

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Chair

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**C. Collaboration with 4-VA Schools**

Will colleagues at other 4-VA schools participate in your research project? If so, please complete the following section, and add further information if more than two schools will be participating in the research. Contact Faculty and Community Outreach Coordinator [Elizabeth Gillooly](mailto:egillool@gmu.edu) with questions about partner school 4-VA contacts and funding. Please note that partner school funding is not guaranteed.

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| --- |
| Partner School: |
| CO-PI Name and email address: |
| Anticipated request for Complementary Grant? Amount? |
| Role in project: |

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| --- |
| Partner School: |
| CO-PI Name and email address: |
| Anticipated request for Complementary Grant? Amount? |
| Role in project: |

**C 1.** Has this work, or any similar work, been undertaken by the Lead PI or the Collaborators in the past? \_\_\_\_\_\_\_\_

**C 2.** If yes, please describe the similarities/differences

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**D. Objective and summary of proposed research**

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**E. Timeline**

Anticipated Start Date of Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Project Lifecycle**

Outline the anticipated stages/schedule for your project:

**Timetable** **Activity**

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**G. Dissemination**

To be competitive for funding, projects should have a defined dissemination plan.

**Publication/Presentation/Other Outlets Date**

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**H. Continued Research**

Should your project receive positive outcomes, do you anticipate seeking further funding through an outside agency/foundation? If so, outline potential organizations for future funding:

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**I. Volunteers**

Please note the expected number of faculty, staff, and students at Mason anticipated as volunteers and their role on the project.

Faculty or staff:

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| --- |
| Name(s) and Role(s) |
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Undergraduate Students:

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| Name(s) and Role(s) (if known) |
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Graduate students:

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| Name(s) and Role(s) (if known) |
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**J. Please attach any additional materials which may be helpful for the explanation of the planned research.**

**K. 4-VA@Mason Budget**

Please provide budget and justification for funding. Add additional rows if needed.

This is for funding from 4-VA@Mason only; do not include budget projections for partners.

**Name Explanation Amount Semester**

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| **Faculty Stipends\*** |  |  |  |
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| **Graduate Student Stipends** |  |  |  |
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| **Undergraduate Stipends** |  |  |  |
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| **Materials (list)** |  |  |  |
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| **Printing (list)** |  |  |  |
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| **Travel (list)** |  |  |  |
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| **Other (list)** |  |  |  |
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| **Total Requested Budget from 4-VA@Mason** | **$** | | |

\*Faculty stipends incur fringe, please budget accordingly. (Full-time students are not assessed fringe.)

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**Responsibilities of the Lead PI**

The grant recipient is the responsible financial party.

**4-VA@Mason Expenditure Process, Policies, and Schedule**

4-VA research funds are governed by the Commonwealth of Virginia financial policies and procedures. All 4-VA@Mason grant expenditures must be spent and/or reimbursed in accordance with the Mason Financial Procedures Manual and university policies. For more information, visit [fiscal.gmu.edu](http://fiscal.gmu.edu).

Upon receiving a grant award, a new budget ORG is created, into which the grant funding is disbursed. This ORG code will reside within your unit and will be monitored by your financial team. Any questions regarding utilization of funds should be directed to your budget and financial team prior to any expenditures or encumbrances. You can begin spending your funds upon receipt of the award letter. There may be a delay in the creation of your new ORG and the transfer of funds.

It is imperative that grant activities and expenditures match the awarded proposal. If there are changes, a modified budget and proposal must be submitted to the 4-VA@Mason office and approved in advance.

Most importantly, all funds within your ORG should be dispensed completely before the grant deadline, ideally prior to June 30, 2024, to assure that any encumbrances are cleared through the system. If you expect that you may have expenditures after the June 30 deadline, or if you have questions about purchasing or the transfer of funds, please contact [Marcy Glover](mailto:mail%20to:%20mglover2@gmu.edu).

**4-VA Promotion, Acknowledgements, and Assessments**

**Promotion**4-VA@Mason staff plans to promote your research and related activities via a variety of outlets:

* Our website. <https://4va.gmu.edu/>
* Our Facebook pages. <https://www.facebook.com/4VAMason/> (Log in and “Like” us!)
* Our Newsletter. [Aperture](https://mailchi.mp/ecb84b4ea590/4-va-at-mason-collaborative-research-grants-calls-for-proposals) Our electronic newsletter will be delivered to your inbox three times per year.
* Our Annual Report.
* Social media/ publications/presentations around the Mason campus.

To promote your project, please alert our Faculty and Community Outreach Coordinator [Elizabeth Gillooly](mailto:egillool@gmu.edu) two weeks in advance of activities or milestones associated with your grant. Whenever possible, Elizabeth will attend meetings or presentations associated with the research.

**Acknowledgements**  
Grantees are asked to acknowledge 4-VA support in any written, digital, or oral presentations and/or references using the following language:

***This research was funded by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia.* OR: *This research was funded in part by 4-VA, a collaborative partnership for advancing the Commonwealth of Virginia.***

Grantees are asked to incorporate the 4-VA at Mason logo in any printed, digital, or published documentation. See 4-VA [logo](https://4va.gmu.edu/4-va-mason-logo/)s.

**Assessments**

4-VA@Mason expects grant recipients to participate in assessment activities throughout the duration of the project and after, as appropriate (up to 5 years).4-VA grantees will be asked to promptly complete mid-point and final project reports. These assessments are vital for 4-VA reporting. Prompt and thorough reporting is imperative.

Failure to comply with the above commitments will result in the loss of funding and ineligibility for future grants through 4-VA.

I agree to comply with the above policies and procedures.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_