

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

**Application for Funding FY 2024-2025**

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. 4-VA provides small scale funding -- ranging from $5,000 to $20,000 -- for faculty to engage in pilot research that could be used as a springboard for subsequent external grants.

Other members of the collaborative are James Madison University, Old Dominion University, University of Virginia, Virginia Commonwealth University, Virginia Military Institute, Virginia Tech, and the College of William and Mary. These partner institutions may support Co-PI research with complementary funding from their campus 4-VA office.

Proposals supporting these collaborations with at least one other 4-VA institution are strongly encouraged to include opportunities for student research and a robust plan for dissemination of findings.

Who may apply as a PI?

* Grants are available to full-time faculty or administrative faculty. Adjunct faculty may participate, but the lead PI must hold a full-time position.
* Faculty previously receiving 4-VA funding may apply for subsequent grants, but preference will be given to those who have not received a prior 4-VA@Mason award.

Review the application carefully and complete pages 2-5 with as much detail as possible. This application should be strictly followed. Additional support documentation may be submitted (Section J).

Grant Process Timeline:

1. Applications will be accepted on a rolling basis until February 15, 2024, COB.
2. Submitted applications are reviewed by the 4-VA@MasonAdvisory Board.
3. Grantees are notified of awards April/May 2024.
4. Funds for approved grants are released to the grantee(s) and grant work is permitted to commence July 2024.
5. All funding should be expended by June 30, 2025.

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).

1. **Proposal ID**

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

**B. Objective and Executive Summary of Proposed Research: (100 words maximum)**

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**C**. **Approval Signatures**

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

Dean

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

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

Chair

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

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

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

Detail collaborators at other 4-VA partner institutions. If the proposal includes collaborations at more than two other schools, copy and paste the following fields as necessary. Contact Faculty and Community Outreach Coordinator [Elizabeth Gillooly](mailto:egillool@gmu.edu) with questions about partner school 4-VA contacts and funding. Note that partner school complementary funding is not guaranteed.

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

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

**D 1.** Has this work, or similar work, been undertaken by the collaborators in the past? \_\_\_\_\_\_\_\_

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

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1. **Project Timetable**

Outline the anticipated stages/schedule for your project:

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

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

Calendar Dates Activity

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**F. Research Support Participants**

Provide names of faculty, staff, and students (if known) at Mason participating in a paid or volunteer position and their role in the project.

Faculty/Staff: Name(s) -- Volunteer/Paid (stipend) -- and Role(s)

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Undergraduate Students: Name(s) (if known)/Volunteer/Paid (detail hours/amounts) and Role(s)

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Graduate students: Name(s) (if known) – Volunteer/Paid (detail hours/amounts) -- and Role(s)

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**G. Dissemination**

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. 4-VA@Mason Budget**

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

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

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| --- | --- | --- | --- | --- |
| [**Budget**](mailto:4-VA@Mason%20Comp%20Grant%20Budget) |  |  |  | **Subtotal** |
|  | Summer Term | Academic Year |  |  |
| **Faculty Stipends** |  |  |  |  |
| **Fringe Rates\*** |  |  |  |  |
| **Administrative Faculty** |  |  |  |  |
| **Fringe Rates\*** |  |  |  |  |
| **Classified Staff** |  |  |  |  |
| **Fringe Rates\*** |  |  |  |  |
| **Adjuncts, Special Pay, Summer Faculty, and Wages** |  |  |  |  |
| **Fringe Rates\*** |  |  |  |  |
| **Graduate Student** |  |  |  |  |
| **Undergraduate Student** |  |  |  |  |
| **Fringe Rates\*** |  |  |  |  |
|  |  |  | **Detail** |  |
| **Supplies - detail** |  |  |  |  |
| **Contractual Services - detail** |  |  |  |  |
| **Travel - detail** |  |  |  |  |
| **TOTAL** |  |  |  |  |

**\****Current Fringe Benefit Rates for 23-24.* *These rates may change slightly for the 24-25 FY*.

Use these rates as a placeholder:

* Instructional and Research Faculty — 32.1%
* Administrative Faculty — 32.1%
* Classified Staff — 41.8%
* Adjuncts, Special Pay, Summer Faculty, and Wages — 7.3%
* GTAs and GRAs — 0%
* Student Wage — 6.8%

Note: Full-time student wage employees are exempt from the FICA tax.

**J. Please attach any additional materials to support the planned research.**

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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 must be submitted to the 4-VA@Mason office and approved in advance.

All funds within your ORG should be dispensed completely before the grant deadline, ideally prior to June 30, 2025, 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 [Elizabeth Gillooly](mailto:egillool@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 Newsletter. [Aperture](https://mailchi.mp/ecb84b4ea590/4-va-at-mason-collaborative-research-grants-calls-for-proposals) This electronic newsletter will be delivered to your inbox three times per year.
* Our Annual Report.
* Social media/publications/presentations around the Mason campus.

To help promote your project, please alert 4-VA@Mason 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 respond to activity assessments – a Mid-Project Report and a Final Project Report -- and an activity questionnaire after the completion of the project (for up to five years). These assessments are vital for 4-VA reporting and compliance.

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 the above policies and procedures:

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