

**Maxine Goodman Levin College of Urban Affairs
 Junior Faculty Mini-Grant Program**

APPLICATION

Due date: May 15, 2009 (submit to Kendra Daniel - UR 127 or via k.daniel@csuohio.edu)
Notification of award: May 31, 2009
Project Period: June 1, 2009 – April 30, 2010
*(*summer projects are encouraged due to academic year commitments)*

Name:
Campus Mailing Address:
Department:
Phone Number:
Primary E-mail Address:
Project Title:
Approximate Completion Date:
Total Mini-Grant Amount Requested:

Project Description

No more than four pages for the written Project Description. Support letter from mentor is not included in four page maximum.

1) Project Purpose

State what will be produced/learned from this project – the predicted outcome(s).

2) Introduction

State the significance/uniqueness of the project, provide a brief review of the relevant literature and demonstrate why this project (preliminary data) is relevant to the literature.

3) Issue/Question to be Explored

What topic is being investigated? What research question is being asked?

4) Methodology

*How will information/data be gathered? Provide a concise description of the methods that will be utilized to explore the stated issue/question and satisfy the project's purpose. (*Depending on the faculty member's field of study, methodologies can vary greatly).*

5) Proposed Timeline

Provide a timeline outlining tentative completion for the project's objectives.

6) Mentor/Institutional Support

*Demonstrate any mentoring and institutional support being offered for this proposed project. **A support letter from mentor is required to complete application.***

Requested Budget

Use no more than two pages and provide a detailed explanation and justification for all expenses. Shop ahead to identify costs and indicate quantity and price for each item below; add tax; and total your budget, rounding to the nearest dollar. Any items/services purchased that are not allowable under the university's policies will be at the full expense of the applicant. **Total budget cannot exceed \$7,000.**

Allowable costs: Part-time summer contracts for junior faculty only, fringe benefits – (current rate 19.3%), hourly student or graduate assistant stipend costs*, student fringe benefits (current rate 5.35%), supplies (ex. paper, pens, tape recorder), participant incentives – no cash value (ex. gift cards, fruit baskets, gift bags, bus passes), local travel (mileage reimbursement), food for research activities** (refreshments for focus groups, surveys, etc.), computer software.

*Student salary and/or graduate student stipends must follow minimum monetary levels according to the Student Employment Manual and/or Graduate Assistantship Policy

<http://www.csuohio.edu/enrollmentservices/financialaid/forms/supervisormanual.pdf>

<http://www.csuohio.edu/gradcollege/student/index.htm>

**All allowable costs have to follow the stated university's refreshments, travel, or related policies under Controller's responsibility <http://csuohio.edu/offices/controllers/>

Unallowable costs: time-release or part-time summer contracts for any faculty other than applicant, international travel, travel to local or national conferences, GA tuition, food for meetings with **only** CSU personnel (i.e. project meetings), computer equipment.

Budget: Please use format provided below

Personnel

Faculty summer (\$25 hourly rate x 15 hrs/wk x 6 weeks) \$2,250.00

*To calculate faculty hourly rate, use the following formula (base 9 month salary x 1.25)/2080

Fringe Benefits 19.3% x 2250 \$ 434.25

Student Employee (10 hrs/wk x \$15.00 per hr x 10 weeks) \$1,500.00

Fringe Benefits 5.35% x 1500 \$ 80.25

SUBTOTAL \$4,264.50

Supplies

<u>Quantity</u>	<u>Item</u>	<u>Unit Cost</u>	<u>Total Cost</u>
40	Grocery Store Gift Cards	\$10	\$ 400.00
20	Bottles of water	\$.50	\$ 10.00
			\$ 410.00
	Tax		\$ 12.00
	SUBTOTAL		\$ 422.00

TOTAL **\$4,687.00**

Budget Justification (narrative): Please provide a narrative for each section

Personnel

Materials

Supplies

Equipment (list)

Travel

Other

Maxine Goodman Levin College of Urban Affairs Junior Faculty Mini-Grant Program

APPLICATION GUIDELINES

Background

The Maxine Goodman Levin College of Urban Affairs administers a mini-grant program to junior faculty at Cleveland State University to develop preliminary data focused on addressing health disparities with the expectation to be used for future publications or larger research projects. The mini-grants are supported by a NIH grant through the Center for Reducing Health Disparities, MetroHealth Center (Grant number P60-MD002265). The mini-grant project period should be no more than one year. **Mini-grants up to \$7,000 will be awarded annually from 2009-2012.** *Due to the inconsistent nature of federal funding and the possibility of future funding cuts, the College may be unable to award all of the mini-grants.

Research Topics

Applicants are encouraged to incorporate cross-disciplinary research though it is not required. Each application should focus on research around health disparities with topics ranging from exploring a specific disease (i.e. diabetes, hypertension), conducting qualitative research on the impact of health disparities at the individual level, exploring community health, or health policy. However, each application should address these issues encompassing at least one of the following definitions:

- *Disparities in Health*: differences between two or more population groups in health outcomes and in the prevalence, incidence, or burden of disease, disability, injury, or death.
- *Disparities in Health Care*: differences between two or more population groups in health care access, coverage, and quality of care, including differences in preventive, diagnostic, and treatment services.
- *Health Equity*: a fair opportunity to attain full health potential and, more pragmatically, that no one should be at a disadvantage from achieving this potential, if it can be avoided.

Purpose

The purpose of the mini-grant is to encourage the development of preliminary data and provide a mechanism for mentorship for Cleveland State University's junior faculty. It is expected that all applications will demonstrate a mentored relationship and institutional support of the project. This should include a senior faculty member serving as a mentor throughout the project and a support letter demonstrating support of the research must be included. It is expected that the mentor will offer the following support:

- 1) Demonstrated interest in the project,
- 2) Provide collaborative partnership in supporting the development of the project,
and

- 3) Meet at least once a month to review project's progress.

Awardees

In an effort to promote institutional mentoring, each awarded applicant is required to participate in the following opportunities offered by the Center for Health Equity:

- 1) Present the findings at the *Works in Progress* series offered every month in collaboration with the Center for Reducing Health Disparities.
- 2) Attend a presentation on how to engage community residents in research.

All applicants are invited and encouraged to take part in the following resources. These resources will offer opportunities to learn how to translate the research into publications or larger funding opportunities and to access statewide data. These opportunities include:

- 1) Attend the Office of Sponsored Programs and Research's *Grant Getting Workshop* on how to identify sponsor funding opportunities and write competitive proposals.
- 2) Access appropriate databases through the Northern Ohio Data and Information Service (NODIS), part of the College. NODIS is an online connection to demographic and economic data for Ohio, especially post-1990 data tables and area profile.

Reports

The Maxine Goodman Levin College of Urban Affairs requests that an interim and final report on the results of the project be submitted in the 6th month of the award and 30 days after the completion of the project. At minimum, the reports should include:

- Project summary
- Budget detail
- Accounting of grant money (copies of receipts, outlined expenditures)

Accounting

In line with the University's accounting policies, all ordering and processing of invoices in support of the mini-grant will be conducted by the Maxine Goodman Levin College of Urban Affairs. The grantee will work closely with the College's staff to ensure that the budget is spent in accordance with the University's refreshments, travel, or other related policies under Controller's responsibility

(<http://csuohio.edu/offices/controllers/>).

Application Process

Applications for mini-grants must be submitted electronically and by the due date. Applicants will be notified about the status of their mini-grants after 30 days of each deadline. To apply, complete the following application and submit it to Kendra Daniel at Urban Affairs Room 127 or via e-mail (k.daniel@csuohio.edu). No more than six pages for the entire application (project description and budget).