



**Northcentral
University Research
Support Funding**

2020

Prepared by:

NCU Graduate School

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Research Support Overview

Northcentral University (NCU) is committed to our core pillar of 'Graduate Culture' through supporting innovation in research and scholarly contributions to society from faculty, staff, and students (current and alumni). To maintain our commitment to a graduate culture, NCU offers a number of research funding opportunities and honoraria's. These include Faculty Research Awards (FRAs) as well as honoraria funds to recognize faculty, staff, and student research publications, poster sessions and conference presentations. The Grants Office also supports microfunding opportunities for assistance in locating and writing grants. The availability of these funds is subject to annual budget approvals, subsequent distribution to, and usage by faculty, staff, and students.

NCU also provides annual professional development funding for faculty and staff. The research funding and honoraria presented in this handbook are separate from professional development funds. Submission and approval for professional development funds need to be submitted through the appropriate Dean or Department Leader.

Institutional Review Board Statement

All investigators affiliated with NCU who conduct research must comply with NCU IRB requirements for review and approval of research. This requirement includes any research conducted by NCU faculty, staff, and students; all research must be approved by the NCU IRB before data collection may commence. Therefore, all IRB policies and procedures are applicable to research that involves human participants/subjects, archival (secondary) data, and/or any research that is supported by funding, compensation time, honoraria, or any other form of support from the university and/or any external funding organization. The IRB staff is available to help with IRB-related questions (irb@ncu.edu).

General Counsel Statement

Any NCU faculty or staff member intending to publish or present research based on data developed, obtained, learned, or compiled from NCU or its constituents, requires legal review and approval by the General Counsel. Please contact GraduateResearch@ncu.edu for questions regarding this policy. Any presentation, publication, poster, or other information shared using NCU data, processes, or procedures needs to be sent to GraduateResearch@ncu.edu for review and logging purposes prior to presentation or dissemination. This process helps the institution manage what information is being shared to external audiences.

Faculty Research Awards

There are different research awards available annually, based on budget approval and approved, available funding. The first research award is the Faculty Research Capacity Award (FRCA). This award provides full time faculty the ability to apply and receive approval for a reduction in their

workload based on approved scholarly research endeavors. There are multiple FRCA available each year, contingent upon available funds. Once an FRCA is approved, faculty workload will be reduced for a period of time to support research needs. The second award is the Faculty Research Support Award (FRSA). The FRSA provides funding for faculty to pursue research endeavors in addition to their current work commitments. Both awards require the submission and approval of an application and associated documents, as well as ongoing reporting regarding research progress and results. Applicants cannot have received/or will receive funding from any other institution for this same research in all or part.

Faculty Research Capacity Award (FRCA)

Purpose: The goal of the Faculty Research Capacity Award (FRCA) is to enhance scholarly productivity by providing NCU full-time faculty members a time to devote a portion of their current full-time load to pursuing their research agendas. Specifically, this award is based on up to a 30% reduction for a six-month equivalency. The FRCA is available to NCU faculty for conducting research on behalf of NCU. This research cannot be a part of or on behalf, or funded in whole or part, by any other institution or organization, but may be used to partner with fellow institutions as long as NCU faculty present with only their NCU affiliation. There are a limited number of FRCA available annually. Final approval is contingent on School or Department leadership sign-off. Additional reduction in time is available for full time faculty co-applicants. The total amount in load reduction cannot exceed 30%.

Expectations: Potential FRCA applicants should complete all the necessary award applications and supply all the required materials. Award recipients will devote at least 9-10 hours a week (or a time reduction equivalent for the requested and approved time, for a six-month period) to their research activities during the FRCA period and the remainder of the time to their current assignments. Every effort will be made to relieve awardees of other school duties, such as participation on committees, during the award period. This award is solely intended for faculty to pursue their research agendas; it is not for course development or for teaching-related work at NCU or any other institution.

Recipients must disseminate their results within and beyond the NCU community. This includes publication(s) and/or presentation(s) at a state, national, or international conference. Faculty must do so with NCU as their sole affiliation. All FRCA recipients will be required to present progress/results at the Faculty Symposium and other forums as requested. Projects completed by faculty will be highlighted in the institutional newsletter and/or posted to the virtual campus. Faculty are also strongly encouraged to use the award as a means of obtaining external support for their efforts, as well as support from the NCU Grants Office.

All recipients of the FRCA are required to submit a progress report to the Graduate School (GraduateResearch@ncu.edu) at the end of each month during the award period as well as a

final report within 60 days of completion of the research award period. All publications and presentations resulting from the research supported by the award must include the following statement: "This work was supported in full or in part by an award from Northcentral University. This support does not necessarily imply endorsement by the University of research conclusions." Publication must occur within a year of award completion.

Eligibility: Proposals are accepted from full-time NCU faculty members. Faculty can (re)apply for any award on an annual basis, all which are subject to review. Faculty may apply for more than one category of research award within an annual basis. The same faculty member can only be the primary investigator on one award annually. Incomplete or noncompliant proposals may be ruled ineligible and eliminated from consideration.

Funding Cycles and Deadlines: Applications for the FRCA will be accepted on an ongoing basis, subject to annual budget approvals and available funding. Applicants will be notified within four weeks of research award determination. The award initiation date will be agreed upon by the disciplinary School and the Graduate School based on availability of support and continue for the duration of six months (on an approved time reduction of up to 30% for 6 months), terminating on the specified date as set forth from the award commencement date.

A final research report is due within 60 days of the completion of the research award period. If expectations are not being met, the institution will discontinue support. Proof of research dissemination (e.g., publication and/or presentation submission) is due within six months of the completion of the research award (this can include acceptance into a Journal and not necessarily publication). Award recipients will also be asked to present finding at the annual faculty Symposium and/or give an online presentation to the Northcentral University community within six months of the completion of the research award. There is limited availability of the FRCA annually. Once the annual funding for the FRCA are disseminated, any applications will be requested to hold off until the next budget approval timeframe. FRCA will be decided based on submission timeline, relevance and contribution to the NCU graduate culture, and research worthiness.

Review Process: Research funded by these awards is expected to be of high quality, as reviewed, supported, and approved by School and institutional leadership. Priority will be given to unique research proposals that further NCU's Mission, Vision, and Values (e.g., diversity) and supports NCU faculty research initiatives. Proposals are reviewed by professionals from various disciplines; therefore, proposals must be written to be understood by an educated audience, rather than by narrow specialists in a field. Criteria used in evaluating proposals include: research justification, significance of research, appropriateness of research methodology and design, probability of achieving research objectives, and appropriateness of the schedule for research activities. All of these criteria are judged in terms of the likelihood that the research will result in the acquisition of future external funding and/or recognition for the faculty member, his/her School, and NCU.

Documents: See Appendices for the FRCA application package and cover tool.

Management: The implementation and management of these awards will be handled by the Graduate School, in regards to collecting applications, reviewing submissions, managing the review and approval processes, monitoring monthly updates, reviewing final reports, publication processes, and facilitating internal presentations of work completed.

Submission Directions: Application and any supplementary materials are to be submitted to the Graduate School through GraduateResearch@ncu.edu. Please be sure to reference “**FRCA Application**” in the subject line for timely management of the submission. Any questions can also be directed to this contact email.

Faculty Research Support Awards (FRSA)

Purpose: The goal of the FRSA is to support innovation and scholarly productivity by providing NCU faculty members with monetary support for pursuing their research agendas. These monies are provided to assist faculty in achieving their research agendas and are in addition to regular faculty duties. These are awarded annually on a rolling basis, worth up to \$10,000 each based on approved budget and available funds for a primary applicant submission and up to \$15,000 for multiple researcher applications. There are a limited number of FRSA available annually. Final approval is contingent on School or Department leadership sign-off.

Eligibility: New or newly started research projects are eligible. Proposals are accepted from full time NCU faculty members (as primary researcher applicant; co-applicants can be full time, part time, staff, or current or alumni students). Full time faculty can (re)apply for any award on an annual basis subject to review. Faculty may apply for more than one category of research award within an annual basis, but the projects must remain independent of each other. Faculty may apply for up to two non-concurrent awards. Incomplete or noncompliant proposals may be ruled ineligible and eliminated from consideration. Applications with participation from current or alumni students will be given priority in funding.

Expectations: Applicants should complete the necessary award applications and supply the required materials. The research should outline no more than 9 months for study completion. This timeframe does not include the publication or presentation timeframe due to the lengthy publication and presentation processes. Recipients must disseminate their results within and beyond the NCU community. This includes publication(s) and/or presentation(s) at a state, national, or international conference. All approved applicants must do so with NCU as their sole affiliation. All FRSA recipients (primary) will be required to present progress/results at the Faculty Symposium and other forums as requested. Arrangements will be made for those unable to attend the symposium so that they are still able to fulfill this criterion. Projects completed by faculty will be highlighted in the institutional newsletter and/or posted to the virtual campus.

Payments are made quarterly, and are contingent on receipt of monthly progress reports. Proof of acceptance for dissemination with NCU affiliation is required for final payments. All recipients of the FRSA are required to submit progress reports to the Graduate School (GraduateResearch@ncu.edu) at the end of each month during the award period as well as a

final report within 60 days of completion of the research award period. If expectations are not being met, the institution will discontinue support. Proof of research dissemination (e.g., publication and/or presentation submission) is due within six months of the completion of the research award period (this can include acceptance into a Journal and not necessarily publication). All publications and presentations resulting from the research supported by the award must include the following statement: "This work was supported in full or in part by an award from Northcentral University. This support does not necessarily imply endorsement by the University of research conclusions." This award is solely intended for faculty, and their co-applicants to pursue their research agendas; it is not for course development, teaching-related work, or tuition.

Student/Faculty/Staff Involvement. Although not required, faculty are highly encouraged to include fellow NCU full and part time faculty and/or Northcentral staff/students and/or alumni as co-investigators or research assistants in their projects. Appropriate forms must be submitted with the application for hiring external support. Details of the compensation must also be provided. Once an external hire has completed their task please submit the completion details to GraduateResearch@ncu.edu for reimbursement.

IRB Approval. All faculty (co-applicants and research assistants) approved for the FRSA are expected to apply for and receive NCU IRB approval, and any additional IRB approvals as necessary, and will be asked to provide documentation.

Budget Documentation. When applying for this award, faculty are required to complete and submit a budget form for review and approval. Expenses must align with the allowable expenses for research purposes (please use the NCU Staples account for determining expense related costs in filling out the application). Any contracted vendor (including students) needs to complete a Contractor Enrollment Form, available from Human Resources. Any travel and travel expenses must follow the NCU Travel policy guidelines. Note, this award is only meant to fund research expenditures and not for supplementing faculty salaries.

Timeline Reminders. All research must be completed within 9 months of approval of application – all expenses, with receipts, must be submitted within 30 days from the date of expenditure in order to be reimbursed. Submission of final closure report is required within 12 months of study approval.

Affiliation & Funding Statement. All publications and presentations resulting from the research supported by the award must include the following statement: "This work was supported in full or in part by an award from Northcentral University. This support does not necessarily imply endorsement by the University of research conclusions."

Funding Cycles and Deadlines: Applications for the FRSA will be accepted throughout the year

subject to annual budget approvals and available funding. Applicants will be notified of award determination within four weeks of submission date. The award period will last for a maximum nine months (or as determined by the submitted study timeframes) from study acceptance. During this award period, a brief research progress report will be due at the end of each month (GraduateResearch@ncu.edu). A final research report is due within 60 days of the completion of the research award period. If expectations are not being met, the institution will discontinue support.

Review Process: Research funded by these awards is expected to be of high quality. Priority will be given to unique research proposals that further NCU's Mission, Vision, and Values (e.g., diversity) and supports NCU faculty research initiatives. Criteria used in evaluating proposals include: research justification, significance of research, appropriateness of research methodology and design, probability of achieving research objectives, and appropriateness of the schedule for research activities.

Documents: See Appendices for the FRSA application package, cover letter, screening tool, travel and expense policies, and associated forms.

Management: The Graduate School will oversee the management of these awards in regards to collecting applications, reviewing submissions, managing faculty reviewer process, monitoring monthly updates, reviewing final reports, and facilitating internal presentations of work completed.

Submission Directions: Application and any supplementary materials are to be submitted to the Graduate School through GraduateResearch@ncu.edu. Please be sure to reference "FRSA Application" in the subject line for timely management of the submission. Any questions can also be directed to this contact email.

Publication Honoraria

NCU seeks to promote scholarly publications by our faculty, staff, and students with the identification of NCU as affiliated with these works. As such, NCU provides up to three Publication Honoraria annually throughout the calendar year. These stipends are independent of professional development funds. The number of stipends awarded to faculty (and co-authors) will depend on annual budget approvals and available funds.

Purpose: These stipends are meant to reward and encourage faculty, staff, and students to publish in a peer-reviewed journal and have these scholarly works identify NCU as their affiliation.

Eligibility: Proposals are accepted from NCU faculty, staff, or current and alumni students who have published a research based, scholarly work in a peer-reviewed journal and have provided evidence of the publication within the award calendar year. Each NCU identified author on each scholarly piece of work may submit for this stipend (up to three authors).

Expectations: Applicants should complete the Honoraria Stipend request form and submit it the Graduate School (GraduateResearch@ncu.edu) for approval along with a APA cited copy of the published work. Honoraria Stipends of \$1,000 for each author (up to three) will be awarded based upon presentation of evidence of publication in an accepted, *peer-reviewed journal* within a 60-day timeframe from publication date. It is upon the applicant to demonstrate the peer-reviewed nature of the journal in which the research was published. Peer-reviewed books, chapters, and books with a University or recognized scholarly press will also be awarded. Up to three stipends annually are available, depending on available funding. There cannot be redundancy in publication content – the publications must contain unique content. It is also upon the applicant(s) to provide documentation of publication as well as NCU affiliation on the work. Student honoraria must show NCU as an affiliation and align and contribute to the scholarly base with which the NCU degree was received

Publication honoraria (subject to budget approval and available funds). Submissions for honoraria can be throughout the calendar year.

Review Process: Applicants must complete the appropriate NCU Publication Honoraria application forms and include all required materials. The Graduate School will facilitate the review and ensure all eligibility requirements are met before the approval process.

Honoraria Documents: See Appendix D for Honoraria request form.

Honoraria Management: Stipend funds and the award process will be managed by the Graduate School. This includes screening the initial request for funding to determine appropriate NCU affiliation (and degree alignment for students), including publication and approval status.

Submission Directions: Application and any published work are to be submitted to the Graduate School through GraduateResearch@ncu.edu. Please be sure to reference “Publication Honoraria” in the subject line for timely management of the submission. Any questions can also be directed to this contact email.

Poster and Presentation Honoraria

NCU seeks to promote scholarly presentations and posters by our faculty, staff, and students (current and alumni). In addition to our current recognition for scholarly work, NCU is providing scholarly poster and presentation honoraria. These stipends are awarded independent of professional development funds. The number of stipends awarded will depend on annual budget approvals and available funds.

Purpose: Proposals are accepted from NCU faculty, staff, or current and alumni students who have presented a research-based, scholarly work at a national or professional conference. These scholarly works and their presenter(s) must identify NCU as their affiliation at the conference. Student applicants must also show scholarly alignment to their NCU degree.

Eligibility: Applications are accepted from all NCU faculty, staff, and students (current and alumni) who have presented an NCU affiliated poster or presented at an industry aligned conference and have provided evidence of the poster or conference proceeding, identifying the presenter's name(s) and NCU affiliation within the award calendar year. Each NCU-identified author on each scholarly piece of work may submit for this stipend (up to three presenters). Student applicants must also show scholarly alignment to their NCU degree.

Expectations: Applicants should complete the Poster or Presentation Honoraria application form and submit it to the Graduate School (GraduateResearch@ncu.edu) for approval along with the published copy of the conference proceedings and proof of attendance at the conference. Poster (\$500) and Presentation (\$750) Honoraria stipends are awarded based upon presentation of evidence of publication in a conference guidebook, and providing other eligibility documentation within a 120-day timeframe from conference commencement date. Applicants must demonstrate the nature of the conference in the application and demonstrate NCU affiliation. There cannot be redundancy in publication content to receive additional honoraria.

Applicants may make submissions for both poster and presentation honoraria throughout the calendar year.

Review Process: Applicants must complete the appropriate NCU Poster and Presentation Honoraria application forms and include all required materials. The Graduate School will facilitate the review and ensure all eligibility requirements are met before the approval process.

Honoraria Documents: See Appendix E for Poster and Presentation Honoraria application

form. **Honoraria Administration:** Stipend funds and the award process will be managed by the

Graduate School. This includes screening the initial request for funding to determine appropriate NCU affiliation (and degree alignment for students), including publication and approval status.

Submission Directions: Application, copies of conference or poster proceedings, and proof of attendance are to be submitted to the Graduate School through GraduateResearch@ncu.edu. Please be sure to reference “Poster or Presentation Honoraria” in the subject line for timely management of the submission. Any questions can also be directed to this same contact email.

Appendix A - Faculty Research Capacity Award (FRCA) Application Package

The complete proposal application package contains three elements: cover page, award package application, and curriculum vitae. The project description should be succinct, but thorough. It should not exceed 3-single-spaced pages with a font size of 12, excluding cover page, references, and appendices. Appendices may be used to include relevant materials, such as IRB approvals and documents. Please use this document as a template.

1. Precise problem statement and specific objectives of the research

This section should include a description of the specific researchable problem that the research is designed to address and corresponding research questions/hypotheses. Applicants should include references as appropriate. The specific aims of the research should be clearly explicated.

2. Significance of project to your field and to the applicant

This section should include a brief review of the relevant scholarly literature to demonstrate that the proposed research is the next logical step in the line of research. The significance of the proposed study to the applicant's field should be clearly explained with scholarly support. This section should also include a description of the applicant's qualifications to complete the research and the potential impact of the project on the applicant's career and future funding, if appropriate.

3. Research methodology and design

This section must include a clearly explicated methodology and design that are appropriate, given the problem statement and research questions. The analytic strategy should be described. Descriptions of instruments/materials, equipment, staff, participants, and sites required for the completion of the research should be included. All questionnaires, instructions to participants, scoring forms, etc. must be included in the discussion and attached as appendices where appropriate.

4. Future plans for the proposed research

In this section, applicants should provide detailed description about anticipated outcomes (not findings) of the research. For example, if one or more publications is planned, target journals should be mentioned. Applicants should also address how many intended publications will result from the proposed research which will increase their ability to attract external support and advance their research agenda.

5. Current and pending research support and any previous faculty research awards

In this section, applicants should list all sources of current research support, including awards and proposals submitted or planned to be submitted to other agencies, for any and all lines of research. They should identify the amount of funding from each award and the amount of funding available at the time of the application. Applicants should also list whether or not they are previous recipients of the faculty research award.

6. Professional obligations and timeline

Applicants must list all professional obligations that they have for the award period, including part-time and consulting work. Applicants must also include a detailed work plan with start and end dates as well as the expected dates and deliverables of all major milestones. This timeline needs to be included in the application (it can be included as an appendix if needed).

7. Timeline for reduction in load

Monthly time commitments need to be detailed accounting for the reduction in work. This timeline needs to be included in the application (it can be included as an appendix if needed). The timeline needs to be completed for the entire six-month project duration.

8. Research approvals

Applicants must attach copies of any approvals already received as an appendix. The research conducted under this award must be unique and having been conducted previously. Please note that all IRB approvals must be obtained prior to data collection.

9. NCU's Mission, Vision, and Values

Please specifically describe how the proposed research promotes NCU's Mission, Vision, and Values (see www.ncu.edu for a description of each). For example, one of NCU's Values is diversity, which applicants could speak to if their research focused on one or more of the multiple dimensions of diversity.

10. Participant CV's

NCU will use the participants CV as support for accreditation purposes of all faculty and research partners.

Appendix B - Faculty Research Support Award (FRSA) Application Package

The complete proposal application package contains three elements: cover page, award package application, and curriculum vitae(s). The project description should be succinct, but thorough. It should not exceed 3-single-spaced pages with a font size of 12, excluding cover page, references, and appendices. Appendices may be used to include relevant materials, such as IRB approvals and documents. Please use this document as a template.

1. Precise problem statement and specific objectives of the research

This section should include a description of the specific researchable problem that the research is designed to address and corresponding research questions/hypotheses. Applicants should include references as appropriate. The specific aims of the research should be clearly explicated.

2. Significance of project to your field and to the applicant

This section should include a brief review of the relevant scholarly literature to demonstrate that the proposed research is the next logical step in the line of research. The significance of the proposed study to the applicant's field should be clearly explained with scholarly support. This section should also include a description of the applicant's qualifications to complete the research and the potential impact of the project on the applicant's career and future funding, if appropriate.

3. Research methodology and design

This section must include a clearly explicated methodology and design that are appropriate, given the problem statement and research questions. The analytic strategy should be described. Descriptions of instruments/materials, equipment, staff, participants, and sites required for the completion of the research should be included. All questionnaires, instructions to participants, scoring forms, etc. must be included in the discussion and attached as appendices where appropriate.

4. Future plans for the proposed research

In this section, applicants should provide detailed description about anticipated outcomes (not findings) of the research. For example, if one or more publications is planned, target journals should be mentioned. Applicants should also address how many intended publications will result from the proposed research which will increase their ability to attract external support and advance their research agenda.

5. Current and pending research support and any previous faculty research awards

In this section, applicants should list all sources of current research support, including awards and proposals submitted or planned to be submitted to other agencies, for any and all lines of research. They should identify the amount of funding from each award and the amount of funding available at the time of the application. Applicants should also list whether or not they are previous recipients of the faculty research award.

7. Professional obligations and timeline

Applicants must list all professional obligations that they have for the award period, including part-time and consulting work. Applicants must also include a detailed work plan with start and end dates as well as the expected dates and deliverables of all major milestones. This timeline needs to be included in the application (it can be included as an appendix if needed). The study needs to indicate no more than a 9-month completion timeframe.

8. Project Budget Form

Please provide a detailed budget listing all items for which money is being requested and how this money will be used to support the research project. Be sure to reference the 'Allowable Expenses' for costs through the University Staples account for business items. Also reference the NCU Travel and Expense guidelines for any travel associated with the research. Additional appendices are included for hiring external support. The total is not to exceed \$10,000 (up to \$15,000 for multiple researchers). All receipts will be reimbursed when submitted within 30 days of expenditure.

Please attach documentation of allowable expenses (e.g., purchase price + shipping + tax; airfare sample costs, per hour and total expected hours for consultants)

Research related activities/costs that may be included in project budgets are:

assistants, consultant costs, supplies, and travel, meals,
participant incentives, rental fees, and publication costs.

Please complete the following:

A. Budget for requested funds

B. Budget justification—description of line items included in the budget. Reason can be noted in table and then further described below. If other individuals will be compensated for assistance, indicate if they are NCU employees or an external party (requiring a W-9).

C. List of other sources of current funding for the project, if applicable.

Cost Item*	Reason	Quantity	Cost	Planned Date of Incurred Expense	Total Amount Requested

*be sure to include estimated receipts for expenses in the Appendices – be sure to clearly align the expense item to the receipt for ease of review by the reviewers

8. Research approvals

Applicants must attach copies of any approvals already received as an appendix. Please note that all IRB approvals must be obtained prior to data collection.

9. NCU's Mission, Vision, and Values

Please specifically describe how the proposed research promotes NCU's Mission, Vision, and Values (see www.ncu.edu for a description of each). For example, one of NCU's Values is diversity, which applicants could speak to if their research focused on one or more of the multiple dimensions of diversity.

10. Participant CV's

NCU will use the participants CV as support for accreditation purposes of all faculty and research partners.

Appendix C - Application Cover Page

1. Principal Investigator:

1a. Co-Investigator 1 (include whether faculty, student or alumni – for FRSA only):

1b. Co-Investigator 2 (include whether faculty, student or alumni – for FRSA only):

2. NCU Phone (PI):

3. NCU Email (PI):

4. School/Department Affiliation (All):

5. Is this an original submission or a revised submission?

5a. If this is a revised submission, briefly discuss changes made:

6. Brief title of proposal:

7. Start date of research: Probable completion date (+6 months for FRCA
/+9 months for FRSA):

8. A non-technical statement of the objectives of the research:

9. Does the proposed research involve the use of human subjects? Yes No

10. FRSA only: Budget with associated documented proposed costs and proposed receipts for all costs (may be submitted as appendix):

Faculty Research Award Submission Checklist

- Award application package
- Materials/Instruments
- Research timeline
- Previous research approvals (e.g., IRB) and/or draft of IRB application Reference list
- Curriculum Vitae
- Appendices (Budget details required in appendices for FRSA)

Appendix D - Publication Honoraria Request

Name:

School Affiliation:

Part-time or Full-time:

This is the 1st, 2nd, or 3rd time this calendar year submitting for a stipend:

Title of Work:

APA reference for publication:

Indicate if this is a journal article, book, or book chapter:

Is this publication outlet considered peer-reviewed? Please provide documentation of peer-review.

Please provide documentation that your work has been published this calendar year.

For use by Graduate School only:

Approval:

Date:

Appendix E: Poster and Presentation Honoraria Application

Name:

School/Department Affiliation:

Full time/Staff:

This is the Nth time this calendar year submitting for a stipend:

Title of Work:

APA reference for publication:

Indicate the type/purpose of conference:

Please provide documentation of attendance (programs/proceedings are not sufficient – acceptable forms include payment of conference fees/name badge/picture, etc):

Please provide documentation that the conference/poster session occurred this calendar year and within 90 days of application submission.

For use by Graduate School only:

Approval:

Date:

Appendix F: Grant Research and Writing Micro-Funding Opportunity

Purpose

The purpose of this micro-funding program is to stimulate and enhance faculty engagement in new research at all levels of the grants pursuit process. This program works to achieve this purpose by providing small micro-grant awards to individuals interested in pursuing grant funding to support research projects of interest.

Eligibility

Proposals are accepted from full-time NCU faculty members. Faculty can participate in both tiers within this award. Final approval of awards is contingent on School or Department leadership sign-off. Incomplete or noncompliant proposals may be ruled ineligible and eliminated from consideration. Please keep in mind, research projects must remain independent of each other, and the same faculty member can only serve as the primary investigator on one grant award at a time.

Funding

Annually, \$15,000 will be appropriated through the Graduate School to support micro-funded research opportunities.

Tiers of Access

There are two tiers of access/award. Tier 1 provides funding to search for and identify appropriate* grants. Tier 2 provides funding for faculty to participate in the grant writing and submission process. There is no expectation for faculty to engage in Tier 1 activities to be eligible for Tier 2 activities. Faculty may be approached to engage in Tier 2 activities by university, school, or grants leadership.

Tier 1: Search and Identify. This first tier provides faculty with a **\$300 stipend** to search for and identify at least one grant opportunity.

*Criteria for the grant opportunity include:

- NCU must be an eligible entity to write for and receive the funds;
- Award must be for a minimum of \$3,000 per year of funding;
- Must align with [NCU's mission, vision, and values](#);
- Must align with vision/goals of faculty member's internal school affiliation (e.g., School of Technology); and,
- Opportunity has not previously been identified by NCU or its faculty/staff. This list will be managed by the Grants Office and housed on FRANK.

Expectations: The faculty member must report to the Grants Office the grant(s) located during the search along with written justification for pursuing the opportunity. Faculty will use the [Micro-Funding Opportunity – Tier 1 Form](#).

Tier 2: Participate in Writing. This second tier provides faculty with up to a **\$3000 stipend (or equivalent load reduction, where applicable)** to participate in the grant writing and submission process. Stipend amount will be dependent on grant application requirements and will be determined on a case-by-case basis jointly by the Director of Grant Writing and Initiatives and the Dean of the Graduate School.

Grant writing activities will occur in conjunction with the Grants Office and will be dependent on the nature of the grant and expertise of faculty. Grant writing activities may include development of the following elements (additional items may be required by funders and will be added to this list):

- Problem Statement/Needs Assessment
- Significance of the Project
- Project Design
- Logic Model
- Management Plan (including goals and objectives)
- Evaluation
- Budget Narrative

Expectations: Faculty will complete and submit drafts of assigned grant application element(s) per established timeline. Faculty will complete and submit final version of assigned grant application element(s) per established timeline.

Process: At this tier, faculty will work directly with the grants office to ensure all internal processes and procedures are identified and followed. Faculty will complete [Micro-Funding Opportunity – Tier 2 form](#).

Appendix G: Travel and Expense Policy

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Northcentral University Legal Obligation

As a for-profit business, Northcentral University is obligated to follow IRS tax codes with regard to reimbursement of team member/faculty business expenses. All team members/faculty who may submit business-related expenses for reimbursement are responsible for carefully managing the University resources by incurring moderate and economic expenses consistent with the business purpose of the travel or entertainment. Receipts are required for all items \$25 or more.

Monthly Processing

Properly completed and approved expense reports must be submitted to the Accounting team no more than 30 days following the date of the expenses. Reimbursements are generally processed twice a month by Electronic Funds Transfer (EFT). An Expense ACH Enrollment form must be completed and submitted if bank account information is not on file with the Accounting office. It is the responsibility of each team member/faculty to complete and submit all expense reports in a timely manner in order to ensure reimbursement within a reasonable timeframe. Any receipt submitted subsequent to the 30 day limit may not be reimbursed.

Prior Authorization and Exceptions

Team Members/Faculty who anticipate attending conferences, traveling on business, or incurring other work-related expenses should obtain approval from their immediate team leader in advance of incurring the expenses. When the appropriate approvals have been obtained, the team member can follow these procedures to book their travel or incur other expenditures.

Team Leaders and Team Members/Faculty should review the Reimbursement Limits table in this document for specific limits and reporting requirements by type of expense. Reimbursement of expenses known to exceed these limits must be approved by the Team Leader and/or the Cabinet before they are incurred.

If the Team Member/Faculty does not have a University-issued P-Card and requires conference fees, lodging or other expenses paid in advance, it must be approved by the Team Leader before making arrangements with the Accounting Department.

Approval Guidelines

All expense reimbursements must be submitted to and approved by a team member's or faculty's immediate leader. For eligible meals, entertainment and other employee relations related expenses, payment must be made by the highest ranking Team Member/Faculty