**Research Pilot Studies (RPS) Guidelines**

**Program**
The Research Pilot Studies program is a grant competition funded by the university’s Research Enhancement Program. RPS applications are accepted on a semester basis and grants are reviewed and awarded by the University Research Council.

RPS grants provide support of up to $3,000 for pilot projects designed to generate data to use in applications for external research funding. Successful RPS awards must be tied to a specific research objective. Approximately 5 RPS proposals are awarded per competition (up to 15 a year).

**Allowable Costs**
- Travel to collect data
- Supplies and materials
- Minor equipment
- Student assistant wages

**Unallowable Costs**
Activities ineligible for RPS support include:
- Personal computers, printers, and portable electronic communication devices such as iPads [except under special circumstances with adequate justification; upgrades or software will be considered if directly related to research activities];
- Materials for routine use in academic courses, including undergraduate research activities;
- Professional development activities, including speaker fees;
- Program development or curriculum development activities;
- Non-faculty requests (students or staff), or requests from adjunct or visiting faculty;
- State-imposed limitations on the use of the funds (e.g., non-per diem food, door prizes, and gift certificates);
- Support for faculty dissertations or student theses and dissertations; and
- Salary for graduate students research assistantships [faculty that will require a full-time GRA in order to conduct the research activity should contact ORSP to discuss alternative funding options].

**Time Line – FY17**

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<th>Submission Deadline</th>
<th>Review Period</th>
<th>Award Notification</th>
<th>Award Period</th>
<th>Final Report Deadline</th>
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<tr>
<td>Spring Projects</td>
<td>Nov 16</td>
<td>Nov 17 - 30</td>
<td>Dec 1</td>
<td>Jan 1 - May 31</td>
<td>Jun 31</td>
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<tr>
<td>Summer Projects</td>
<td>Apr 14</td>
<td>Apr 15 - 30</td>
<td>May 1</td>
<td>Jun 1 - Aug 31</td>
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<td>Fall Projects</td>
<td>Apr 14</td>
<td>Apr 15 - 30</td>
<td>Aug 1</td>
<td>Sep 1 - Dec 31</td>
<td>Jan 31</td>
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**No-cost extensions** for fall and spring-funded projects may be allowed through August 31 of the current fiscal year. ORSP must be notified to ensure continued access to awarded funds.
Eligibility
Individuals with a full-time, tenure track academic appointment as professor, associate professor, assistant professor, instructor, and librarian I-IV are eligible to apply for a RPS grant.

Individuals are not eligible to receive a Research Pilot Studies grant and a Project Support minigrant at the same time.

Funding Priorities
Special consideration will be given to applications in the following categories. Priority consideration will not, however, overshadow the need for sound and innovative research.

- Support for faculty beginning new lines of research;
- Applications which are directly related to the acquisition of external funding for research; and
- Activities which will enhance the research capabilities of the faculty member, the department, and/or the university.

Review Criteria
All proposals are evaluated by the University Research Council. Review criteria include:

- The scientific merit of the proposal (methodology, innovation, and advancement of knowledge in the field);
- Clear articulation of a broader research question that the pilot project is designed to support;
- Likelihood that the project will lead to external funding; and
- Feasibility of completing the proposed work within proposed time line and budget.