

Frequently Asked Questions

SPONSORED PROJECTS – INTERNAL AWARDS

UMSL SMALL GRANTS

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- What do I need to do after I am notified of an award?

UMSL RESEARCH AWARDS

- How long after submission will I be notified of my proposal status?
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UM RESEARCH BOARD AWARDS

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UMSL SMALL GRANTS

How long after submission will I be notified of my proposal status?

Approximately two weeks. The Senate Committee on Research meets typically one week after the submission deadline. Notifications are sent out one week later.

What do I need to do after I am notified of an award?

When you have fulfilled the obligations of your proposal, fill out a [Travel Voucher](#). Be sure to sign it. Submit the travel voucher along with receipts to [Shannon Nichols](#), 341 Woods Hall (314-516-5894). Receipts should show what you purchased and that you paid that amount in full.

UMSL RESEARCH AWARDS

How long after submission will I be notified of my proposal status?

Approximately two weeks. The Senate Committee on Research meets typically one week after the submission deadline. Notifications are sent out one week later.

After I receive an award, what do I need to do?

When you receive an award, a letter will be sent to you along with an acceptance form. You should sign it as soon as possible and return to Shannon Nichols, 341 Woods Hall. The ORA will request your account and email you and the department's administrative assistant the information. To receive reimbursements, the department admin will process your payment. This involves filling out a [Travel Voucher](#) and/or a General [Expense Voucher](#) for any travel/purchases and providing all receipts for purchases associated with your project.

How do I calculate summary salary? Take your yearly salary and divide by nine and multiply by two. Summer salary is 2/9 of your academic year salary (maximum total is \$10,000). For fringe, you take the total summer salary and divide by 1.3.

Example:

Yearly salary totals \$45,000.

$\$45,000 / 9 = \$5,000$;

$\$5,000 \times 2 = \$10,000$.

$\$10,000 / 1.3 = \$7,792$ (round to nearest 50).

Therefore Salary = \$7,800 and Fringe = \$2,200.

How do I calculate a course release/course buyout?

For each course requested (Research Awards only), the maximum is \$2,500, **not** including fringe benefits. On the application form, enter \$2,500 and add \$760 in the fringe column for each course.

How much should I allocate for GRAs and RAs?

Every department is different. Consult with other colleagues for standards in your department/college. You do not need to include fringe for students.

What if I need assistance on my proposal narrative?

Once your proposal draft is complete, submit it to [Tamara Wilgers](#) (314-516-6884) for editing. Please allow at least one week for review.

If I was awarded a Research Award, how long do I need to wait before I submit another proposal?

You cannot obtain two Research Awards consecutively. You need to skip one submission date.

What if I do not use my Research Award?

Please notify the ORA. The money you did not use will go back into the pool.

RESEARCH BOARD AWARDS

How do I calculate a course release/course buyout?

For each course requested (Research Board Awards only), the maximum is \$5,000, including fringe benefits. On the budget form, salary equals \$3,850 and fringe equals \$1,150 for a total of \$5,000 for each course.

More Internal Awards FAQs coming soon!