

_____ 1. Contact your institution’s “grants and contracts” or “sponsored research” office and inform them you will be receiving this award. Follow their instructions for proper routing of the funds. Be aware of the following:

- *Your institution may require, and it is MEIEA’s policy, that all grant funding be paid directly to the institution and not the individual recipient (i.e., you). You should contact the appropriate administrator at your institution and find out what your institution’s policies are for applying for a MEIEA Faculty Research Grant (FRG).*

_____ *MEIEA will require the name, mailing address, email and phone number of the individual to whom the check should be sent.*

- *Many universities keep a percentage of grant awards or take deductions for “indirect” (i.e., administrative) costs or fees. It is MEIEA’s policy that no indirect costs should be requested or deducted from the award. While your institution ultimately has authority with regard to distribution of funding, the MEIEA indirect costs policy statement will be included in the letter that accompanies any transfer of funds from MEIEA to your institution.*
- *If your institution will be receiving and holding the award funds, you will submit requests for expense payments or reimbursements directly to your institution.*

_____ 2. If your research will involve human subjects, you must contact your school’s IRB (Internal/Institutional Review Board) or HSRC (Human Subjects Research Committee) for approval. ***MEIEA will not award human subjects research projects without a letter of approval from your institution’s IRB or an appropriate Federal authority. It is recommended that you begin the process of IRB/HSRC approval before submitting your grant application.***

- *Please familiarize yourself with your institution’s policies and procedures before applying for grant consideration.*

_____ 3a. If your FRG application is approved you must complete and sign the included acknowledgement form agreeing to present and/or publish the results of your research at the MEIEA Summit or MEIEA Journal. MEIEA’s expectations for recipients of research grants are to report to the Grants Committee each March, in writing, progress or results of their efforts to complete and present or publish their research findings.

Until your research results are declined for presentation or publication by MEIEA and/or your obligation to do so is released by a majority vote of the Board, MEIEA reserves the right-of-first-refusal for presentation and publication of research findings supported by MEIEA.

If results of the applicant’s research is accepted for publication in another academic journal, the Board shall not reasonably withhold permission for the author to do so and, upon publication, all obligations of the author to MEIEA shall be discharged, except as noted in section 3b.

_____ 3b. The applicant is expected to acknowledge, in any presentation or publication resulting from the work supported by this grant, that the author received a Faculty Research Grant from the Music and Entertainment Industry Educators Association.

_____ 3c. Applicants should not assume that MEIEA Journal reviewers and conference program planners will automatically accept the results of your research for publication or presentation. You will need to follow the procedures for submission to the Journal and for conference presentations.

_____ 4. If the results of the research supported by this grant are first presented at an in-person MEIEA Summit, MEIEA may provide reimbursement of up to \$500 in documented travel and lodging expenses for the MEIEA Summit at which you present your findings. No such reimbursement is provided for any virtual or online Summit presentation or a conference not presented by MEIEA.

_____ 5. Recipients are expected to complete the supported research on a timely basis. Recipients will not be eligible to apply for another FRG as either a primary or secondary researcher until all obligations from any previous grants have been fulfilled or discharged.

_____ 6. All grant recipients are required to notify the chair of the Grants Committee of any presentations or publications resulting from research support by this grant. Please submit all communications concerning this grant application to: grants@meiea.org with the subject line: FACULTY RESEARCH GRANT REPORT