**Student Applicants**

Q: How do I submit an application to the Aspire program?

- You can submit an application for any of the Aspire programs through our submission portal, which is [here](#). To submit an application, you will need an individual account in Submittable. Once an account is created you will have access to all available Aspire applications.

Q: Does my project have to be complete for me to submit the final report form?

- Your project does not have to be complete at the time of the final report deadline. There is a section on the Final Report Document where you may indicate that your project is ongoing.

Q: The project or budget needs that I had proposed have changed from what I had anticipated. Is there a way to reallocate funds to a different category in the grant?

- If you wish to change your budget for your project please request a Budget Revision Request form from the Aspire Program Manager and submit to Aspire@bsu.edu. PI’s will then be notified if their revisions have been accepted.

Q: I have not used all the funds from the awarded amount. Is there a deadline for fund expenditure past which I will not be able to be reimbursed?

- Funds are available as long as they fall within the project period identified in the PI’s decision letter. However, the university only repays receipts within 60 days of their incurrence. Therefore any receipts turned in outside of those 60 days will not be paid for by the university. Any remaining funds after the end of the project period will be reclaimed.

Q: Is it possible to have an extension for my project beyond the initial grant period?

- Extension of Aspire project periods are an option under extenuating circumstances and are never allowed solely for the purpose of expending the remaining funds. Please email the ASpiRE account at [aspire@bsu.edu](mailto:aspire@bsu.edu) to request an extension. Additional paperwork and Aspire Program Manager approval is required.

Q: Can students also request travel funds for out-of-state courses or workshops?

- Unfortunately, we do not have enough funds to pay for workshops and residencies. Student Travel attendance should be based on some form of

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presentation/performance/writing sample application or the like. If you are attending under a specific personal invitation other than conferences, please talk to the Aspire Program Manager prior to the Student Travel submission deadline.

Q: Can I have more than one Aspire grant at the same time?
- Generally one cannot have more than one Aspire grant within a fiscal year. The only additional support that a student can receive in addition to another Aspire grant is Student Travel.

Q: Can I apply for Student Travel funding if travel will happen after I graduate?
- No, the Aspire program is only able to fund students enrolled at Ball State. Outside of that time the university would have no way of paying an awardee.

Q: Can I apply for travel without proof of invitation at the time of application?
- No, students must include their proof of invitation to a conference or presentation at the time of the application submission.

Q: How do I access my funding?
- Awards are put into accounts set-up through the DEPARTMENT you identified on the application Cover Sheet (DO NOT LIST PROGRAM A NAME). Misidentifying the department may slow down the funding process.

Q: How many times may I apply to the Aspire Student Travel Program?
- Students are only awarded one Aspire Student Travel grant per fiscal year.

Q: When can I apply for the Student Travel Program?
- Ideally the best time to apply for the Travel program is within two months in advance of the travel date. Aspire will not accept any applications that exceed 50 days past travel dates.

Q: Can I be reimbursed for previous travel?
- Aspire programs cannot reimburse for any receipts passed 60 days of encumbrance, according to university policy. Students may apply for travel funding if their application
is received within 30 days of past travel and they still have original receipts. Once funded, students need to be able to supply their receipts to their departmental coordinator as soon as possible.

Q: When are proposals due?
- Please see the deadlines calendar. All are due by 11:59 on the day of the deadline; weekend/holiday deadlines are valid due dates. Late applications for monthly deadlines will roll over to the next deadline. No late applications will be accepted for Research/Creative Arts competitions.

Faculty Applicants

Q: Can I have more than one Aspire grant at the same time?
- Generally, one cannot have more than one Aspire grant within a fiscal year. The only additional support that one may receive in addition to another Aspire grant is International Travel and Reprint publications.

Q: How often can I apply for an Aspire grant?
- Although this varies a great deal by program, all PI’s must be in good standing with Aspire to apply. Some resubmission opportunities are yearly and others, several years between; while Start-Up and Jr Faculty awards can only be held once each. See program guidelines for specific allow ability.

Q: Who is responsible for monitoring my award spending?
- PIs, the individual/s who received the award, are responsible for tracking their award spending. Departmental Coordinators can assist with the expenditure process and can access account balances for the PI.

Q: How may I compensate participants of my research project?
- One may do this by either using cash or gift cards. If one wishes to use gift cards they must use the company the university uses to vend the cards to participants. If you choose to do the gift cards you will work with your departmental coordinator to process the payment (via Tango) to participants who will be contacted by this 3rd party vendor. You will customize an email template and provide their contact information and they will get a code to redeem their gift card from Tango. https://www.tangocard.com/blast-rewards/

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- If one chooses to use cash they must follow university procedures by requesting it through SciQuest Non PO Payment Request Form. The expense will then be paid through the university’s Accounting Office. Follow this link for more information.

Q: Do I need chair and dean approvals at the time of application?
- Not necessarily, specific competition guidelines do require letters of support from the chairs. However, university wide approvals for proposed projects will be sought if funded. These approvals will be run through Cayuse SP and are mandatory prior to receiving the award.

Q: When are proposals due?
- Please see the deadlines calendar. All are due by 11:59 on the day of the deadline; weekend/holiday deadlines are valid due dates. Late applications for monthly/bimonthly deadlines will roll over to the next deadline. No late applications will be accepted for Advance/Creative Arts or Jr Faulty competitions.

Q: How many Aspire awards are granted every year?
- Aspire funding ability is dependent on the strength of proposals and program budget. Partial project funding is not uncommon. The following breakdown is characteristic of the last three years.
  o New Faculty Start Up roughly (receive 40: fund 15)
  o Junior Faculty roughly (receive 20: fund 10)
  o Advance roughly (receive 20: fund 9)

Q: Where do I obtain the Travel of Authorization form required for the Faculty International Travel application?
- Once you have obtained your travel authorization, faculty can access a copy of their Authorization of Travel form through the Travel & Expense Management module in their Ball State Banner account. Your departmental coordinator should be able to assist with finding it.

Q: How long before I receive my funds for my Aspire Research grant?
- Funding new accounts can take up to 2 weeks unless your project requires IRB or IACUC approval. Copies of those approvals must be submitted to Aspire before accounts will be

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Failure to do so will delay funding. If approvals are in place at the time of application please include a copy of your IRB/IACUC letter with your application.

Q: The project or budget needs that I had proposed have changed from what I had anticipated. Is there a way to reallocate funds to a different category in the grant?

- If you wish to change your budget for your project please request a Budget Revision Request form from the Aspire Program Manager and submit to Aspire@bsu.edu. PI’s will then be notified if their revisions have been accepted.

Q: Is it possible to have an extension for my project beyond the initial grant period?

- Extension of Aspire project periods are an option under extenuating circumstances and are never allowed solely for the purpose of expending the remaining funds. Please email the ASpiRE account at aspire@bsu.edu to request an extension. Additional paperwork and Aspire Program Manager approval is required.

Q: Does my project have to be complete for me to submit the final report form?

- The project does not have to be complete at the time of the final report deadline. There is a section on the Final Report Document where you may indicate that your project is ongoing.

Q: My identified external sponsor’s deadline has changed/canceled, how does that affect my future eligibility for Aspire awards?

- As long as PIs work closely with their Proposal Manager to identify new sponsors and deadlines and follow through with related external applications, future Aspire funding should be available.

Q: My Aspire funded student has graduated/ left Ball State without submitting their Final Report. How does this affect me?

- If the student has received an Aspire Grant and is no longer a student it is now the responsibility of the faculty mentor to complete the Final Report form. The mentor should be involved enough throughout the duration of the project to have enough knowledge to complete the form. Mentors with multiple missing reports may hinder future students’ funding opportunities.

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