



FACULTY RESEARCH GRANTS

2009

PROPOSAL GUIDELINES

DEADLINES:

**Due to College Dean for final approval:
4:30 p.m., Friday, January 23, 2009**

**Due to Office of Vice Provost for Research:
4:30 p.m., Friday, January 30, 2009**

If you have any questions or wish to review sample proposals resulting in Faculty Research Grants, please contact Debra Cummings (AD308, Ext. 2590) or e-mail her at dcummngs@memphis.edu.

2009 Guidelines for Faculty Research Grants

PURPOSE

The Faculty Research Grants (FRG) program is an internal effort by the University intended to promote the scientific, scholarly, and creative activity of University faculty. The goals of the Faculty Research Grants program are to provide seed funds for: (1) research projects that will produce pilot data for proposals to be submitted to outside funding agencies; (2) faculty embarking on new research areas that are likely to lead to outside funding or recognition of the faculty member, his or her department, and the University; or (3) creative activities that are likely to lead to recognition of the faculty member, his or her department, and the University.

AWARD DESCRIPTION

Grants may be funded up to a maximum of \$6,500 for travel, equipment, supplies, faculty summer salary (up to \$4,500), stipends for student assistants (though funds for tuition and fees are not permitted), and other expenses. Funding for this program comes from indirect costs generated by externally sponsored contract and grant activity during the previous year. Therefore, it is expected that recipients of these grants will seek external funding if possible within their discipline to continue their projects. Continued and expanded grant activity will ensure the future availability of these grants.

FACULTY RESEARCH GRANT AREA REVIEW COMMITTEES

To facilitate review by smaller groups with more specific expertise in the subject areas, FRGs are categorized into topic areas. Applicants are asked to self-select the most appropriate subject area for their proposal, based upon topic and methodology. The subject areas are Social Sciences, Business & Law; Arts & Humanities; and Science, Engineering & Mathematics. A Faculty Research Grant Area Review Committee of five members will be appointed by the Vice Provost for Research to review proposals in each area. FRG applicants or their partners may not serve on FRG Area Review Committees. We ask faculty to recognize that the labels for these subject areas are not linked to specific colleges or academic departments. For example, an applicant from Engineering might have a project that fit best in Social Sciences, Business & Law while a Nursing faculty member might most appropriately apply to Science, Engineering & Mathematics. If you have any questions about which category would be appropriate for your proposal, please contact Debra Cummings by phone at 2590 or by e-mail at dcummngs@memphis.edu.

SELECTION PROCESS AND CRITERIA

The Vice Provost for Research will award Faculty Research Grants upon recommendation by the Faculty Research Grant Area Review Committees. Criteria used in evaluating proposals include: project justification, significance of project, appropriateness of project design and methods, qualifications of the applicant for implementing the project, probability of achieving project objectives, and appropriateness of the schedule for project activities, if applicable. All of these criteria must be judged in terms of the likelihood that the project will result in the acquisition of future external funding and/or recognition for the faculty member, his or her department, and the University

PROPOSAL PROCESS AND SUBMISSION DEADLINE: (NOTE NEW DEADLINE DATES ON FRONT PAGE).

Final proposals must be submitted electronically to Debra Cummings in the Office of the Vice Provost for Research, Administration 308, **by 4:30 p.m. Friday, January 30, 2009**. Each proposal must be accompanied by electronic endorsements from the faculty member's Department Chair and/or Director and Dean. **It is the submitter's responsibility to ensure that the flow of approval and all email addresses are correct, and officially supported by the University. THE OFFICE OF THE VICE PROVOST FOR RESEARCH IS NOT RESPONSIBLE FOR LATE OR MISDIRECTED APPLICATIONS.** Prior approval must be sought or obtained if either human or animal subjects will be used; the appropriate box on the Cover Page must be checked.

ELIGIBILITY

Individuals eligible for an award must be full-time tenured faculty, tenure-track faculty or continuing research faculty of The University of Memphis at the time of proposal review. Applications from faculty who have not submitted a final report on a previous FRG will not be considered. It is expected that the grant recipient will remain at The University of Memphis for at least one year following the conclusion of the grant period. A faculty member will not be eligible for more than one grant within five years. Example: If you received an award for July 1, 2004, or later you are not eligible this year.

DURATION OF GRANT

Faculty Research Grants are awarded for one fiscal year, beginning July 1, 2009. Essential non-salary funds (e.g., for travel ending before June 30, 2009, or equipment needed for May or June) may be available earlier in the summer. Expenditures must be consistent with the financial policies of the University of Memphis and in keeping with the University's fiscal year-end closing schedule. In the case of default situations, such as the applicant's inability to complete the project, unexpended funds will revert to the Faculty Research Grant pool account.

PROPOSAL FORMAT

The electronic FRG application form will be available September 15, 2008, on the web at: <http://frg.memphis.edu>

CARE SHOULD BE TAKEN TO ADHERE TO THESE PROPOSAL GUIDELINES AND TO EDIT THE PROPOSAL BEFORE SUBMISSION. PROPOSALS THAT DO NOT FOLLOW THESE GUIDELINES OR INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.

Cover Page (see electronic application form): Provide the requested information, complete the checklist of assurances, and indicate the area in which your proposal should be judged. In the event that the Department contributes academic year release time, indicate the amount of release time (expressed in credit hours or percent of time). Please note that any research involving human subjects requires IRB approval. Research involving animals must also be approved by the appropriate committees.

Budget Summary and Justification (see electronic application form): All cost categories requested should be clearly identified and justified and cost calculations shown. Requests may include faculty salaries during the summer months (\$4,500 maximum); stipends for undergraduate and graduate research assistants (again recognizing that tuition and fees can not be covered by FRG funds) or other technical personnel; domestic or foreign travel necessary for the collection of data; specialized equipment for a specific research project; supplies; other costs, such as library and technical services and publication costs. When graduate student stipends are included, sources of tuition and fees should be documented.

Summer Faculty Salary: The salary requested should be proportionate to the amount of effort expended by the faculty member and should be indicated in terms of time period and equivalent corresponding percent of effort up to a maximum of \$4,500. **Faculty requesting summer salary must abide by university regulations on summer term income.** In addition, please note that summer salary funds are not authorized for expenditure until July 1.

Other Salaries: List individually and identify type of personnel.

Faculty Travel: Faculty travel in the pursuit of scholarly and research activities should be thoroughly explained, including its relationship to the project. The necessity for execution of the work at a location other than at this University should be clearly documented and justified. If travel funds are requested for collaboration, be specific about why it must be done in person and not electronically. The location, anticipated dates, itinerary, and projected costs of the travel should be clearly stated.

Equipment: Equipment is generally classified as property that costs more than \$5,000 per item and has a life expectancy of more than three years. Equipment must be justified in terms of amount of usage on the proposed project. Equipment purchased with FRG funds remains the property of the University at the conclusion of the grant period.

Supplies and Other Operating Expenses: All items should be listed and costs shown.

Total FRG Project Budget Requested: This is the sum of all costs above.

Funds from Other Sources: The source and the amount of any additional funds, including start-up funding, applied for or awarded for this project must be identified, explained, and endorsed on the Budget Summary Page.

Expenditures Not Covered by FRGs: Requests for funds to support the following will **not** be approved: academic year faculty salaries; taking or developing courses; domestic or foreign travel to present papers; writing grant proposals; or general purpose equipment. Funds to cover the cost of publications will not receive a high priority unless such funds are to be reimbursed from royalties or other sources or the publication is judged to offer the University an opportunity to obtain other external funds.

Project Description (not to exceed 5 pages; see electronic application form to upload file):

The description should be as complete as possible but limited to necessary and relevant material, and written in a clear and straightforward style. The proposals will be evaluated by a review committee composed of faculty who may lack technical expertise in the specific project area. Consequently, it is very important that the text and materials be understandable to a lay audience. Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).

The narrative must include a concise description (not to exceed 5 pages) of the research question to be addressed, the hypothesis to be tested, or the creative product or thesis to be developed. The outcome of the project must be specified and the significance of the expected results clearly explained. The statement should also include the applicants' qualifications to complete the project and the potential impact of the project on the applicant's career and future funding, if appropriate.

The narrative must include a clearly explicated methodology appropriate to the project. Where necessary, the analytic strategy should also be described. Descriptions of materials, equipment, staff, performers, participants, and venues required for the project should be included. Submitters must include a detailed work plan with start and end dates, and the expected dates of all major milestones. The evaluation of the proposal will take these factors into consideration.

Appendices (see electronic application form to upload files): All questionnaires, instructions to participants, scoring forms, etc., must be available in an appendix (not to exceed 5 pages). Technical explanations and bibliographies should be gathered into an optional appendix not to exceed 5 pages. Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).

Follow-up Requirements (see electronic application form): The applicant's submission indicates his/her agreement with the following requirements:

- a. Report:** The project director will provide the Office of the Vice Provost for Research with a short report within sixty days of the conclusion of the grant period (August 31, 2010). **Applications from faculty who have not submitted a report on previous awards will not be considered.** This report should explain briefly and in layman's terms what work was done, whether milestones were met, what outcomes were obtained, what publications or presentations of the work are planned, and what grant applications are planned and what benefit the faculty member and the University obtained. This information will be incorporated into an annual report by the Vice Provost for Research showing the uses made of the preliminary research funds budgeted by the University. Such information is essential to the continuing availability and possible augmentation of such funds.
- b. Acknowledgements:** Any publication resulting from the research supported by a grant from the Faculty Research Grant Fund shall include the following statement: "This work was supported in full or in part by a grant from The University of Memphis Faculty Research Grant Fund. This support does not necessarily imply endorsement by the University of research conclusions."
- c. Proprietary Information:** The applicant agrees to allow his/her funded proposal, unless it contains proprietary information, to be reviewed as an aid to new applicants.

Summary Curriculum Vitae (see electronic application form to upload file): Include educational background and a list of recent publications, presentations, and/or performances as appropriate for your discipline. Note those activities that resulted from a previous FRG and include a copy of the report(s) with this application. List all current funding, including start-up funds, and summarize efforts to obtain external funding for your work. Do **not** include your full curriculum vitae. **The summary vitae should not exceed 3 pages plus reports of any previous FRGs.**