

## FACULTY RESEARCH FUND

### GUIDELINES:

Please read these Guidelines carefully. The following general guidelines apply to all applications. For specific award requirements, please see the applications for the Research Award I and Research Award II competitions. The Graduate and Research Council revised the competition in 2003-04 to increase competition and to include all forms of research activity; scholarly and creative (see *Purpose*, below).

#### **Purpose:**

The major criterion is that the proposed project must be research, as it was defined by the Committee at its first meeting: "An organized effort to create or to discover new knowledge, to interpret such, and to make it available in language appropriate to the field concerned." (Research Committee minutes, 1995)

#### **Restrictions:**

The Committee does not support research being done to fulfill requirements for an advanced degree.

Although the Committee believes that funds should be used to supplement salaries in order to allow researchers to carry a reduced teaching load when this is needed, the present research fund is not sufficient to allow such support.

Funds requested must be clearly for the conduct or creation of research or creative work. Costs for publication, exhibition, or presentation of such works are not supported by the Faculty Research Fund.

Project proposals should be complete and in the appropriate form as described in the application for Research Award Category I and Research Award Category II.

Care should be taken in requesting support, equipment, etc., that are available through normal department or university resources.

#### **Eligibility:**

All members of the faculty possessing tenure or considered suitable for tenure by the administration are eligible to receive grants. Since members of the committee are not always aware of the status of personnel, the final approval of recipients is subject to administrative approval.

If a previous award is still outstanding, a progress report (justifying a new award when a previous project is unfinished) must be submitted with the current application.

**Descriptive Guidelines:**

Project proposals should be clearly located within the field, original, and should avoid duplication of research being performed elsewhere.

Projects should show promise of adding new knowledge or making a significant contribution to the applicant's special field or show promise of making more accessible knowledge already acquired (i.e., new classification, etc.)

Projects should lead to predictable and direct results capable of receiving public attention: performance, production, exhibit, publication in a learned journal or by a reputable publisher, and the like.

Project proposals should suggest the limitations of time, both minimum and maximum. The maximum length of time for which funds may remain available and be used at the discretion of the awardees is three years. After three years, the unspent funds will revert for reallocation.

Projects subject to review and approval by the Human Research Review Committee and/or the University Animal Care and Use Committee must submit evidence of appropriate approval(s) prior to expenditure of any authorized funds.

*A Completion of Project* form must be filed at the end of the third year, or if completed earlier, at completion of the project with the College of Graduate Studies office.

**Administrative Procedures:**

A variety of research projects are supported, rather than a few expensive ones.

Grants are awarded without particular concern for locality, immediate utility, or apparent pertinence, if the request for such a grant indicates how and where the proposed research falls within the applicant's special field of knowledge.

The Committee may give preference to research that will be leveraged for additional external funds. A meeting with the Director, Grants & Sponsored Programs to explore outside funding sources is highly encouraged.

The Committee may give preference to individuals who have not received any Faculty Research Fund support in the previous five years.

There are two competition categories, Category I and Category II, with the latter funded by using up to one-third of the Faculty Research Fund. For this competition, a line item budget is not required. The award is based strictly on the merit of the proposed research.

Faculty may not hold awarded funds under both categories simultaneously. They may apply under either category, but only one proposal per year is accepted. For the Category II competition, preference is given to those unable to apply under Category I.