

Dear Colleagues,

In response to the concerns of the Faculty Senate conveyed in the meeting of April 24, the following changes in the draft document are proposed. The language of the existing Faculty Research Grants Guidelines was used as a starting point. All deletions are in strikeout. All insertions appear in braces. Particular attention to eligibility (lines 55-80) and evaluation criteria (lines 283-320) were requested at the last meeting. —K. McCurdy

FACULTY RESEARCH GRANTS

POLICIES, GUIDELINES, & PROPOSAL FORMS KIT

The Faculty Research Committee (a Standing Committee of the Faculty Senate) is charged with the following duties and responsibilities: (1) Reviewing and evaluating faculty research and other scholarly/creative project proposals submitted to the committee for university funding; (2) Allocating funds budgeted to the committee for distribution; and (3) Recommending policies and procedures for the promotion and support of faculty research and other scholarly/creative projects at Georgia Southern University.

As one means for responding to this charge, the committee has established a **FACULTY RESEARCH GRANTS** competition, with the following policies and guidelines.

GENERAL

- ~~This competition should promote faculty research/projects under a “seed money” concept. [Research Grants provide support for early stage scholarship leading to faculty growth and development, middle and late stage scholarship leading to the dissemination of ideas to the research community, or serve as seed money to increase competitiveness for external grant support.]~~ **New faculty and others who have never received a GSU Faculty Research Grant are encouraged to apply.** Before submitting the application, it may be helpful to review previously funded proposals. They may be requested at the ~~Reference~~ Reserve Desk for review in the Henderson Library. They also are available for review in the Office of Research Services & Sponsored Programs ~~Resource Library~~.
- ~~There are two award competitions during each academic year. The first includes awards that cover project periods beginning during the Fall Semester and ending by June 1, 2003. The second competition’s awards cover project periods beginning July 1, 2003 and ending by June 1, 2004. Thus, expenses incurred during the summer months can be covered only through awards received during the second cycle.~~
- [There is only one award competition each academic year. Proposals are due at noon on the last Friday in January at the Office of Research Services & Sponsored Programs. The announcement of award winners will be made prior to March 30. Funding of proposals will begin July 1 and will conclude on June 30 of the following year.]

ELIGIBILITY

- Eligibility is limited to ~~members of the Corps of Instruction, as defined in the Board of Regents Policy Manual:~~

Full-time [tenured faculty and faculty on tenure track lines.] ~~professors, associate professors, assistant professors, instructors, lecturers and teaching personnel with such other titles as may be approved by the Board, shall be the Corps of Instruction. Full-time research and extension personnel and duly certified librarians will be included in the Corps of Instruction on the basis of comparable training. Persons holding adjunct appointments or other honorary titles are not considered to be members of the faculty eligible for the competition.~~

- Members of the Faculty Research Committee are **not** eligible. **Also ineligible are faculty who have received a grant award of more than \$500 [\$1000]** as either a Principal Investigator or Co-Investigator during [any three of the previous five funding cycles.] ~~the current or the previous academic year. In light of the budget's impact on the following year's eligibility, investigators should consider carefully both the total budget request for their proposed projects and any opportunities to be a Co-Investigator on a proposal where the bottom line is greater than \$500 [\$1000].~~
- Proposals to conduct projects for the purpose of obtaining an advanced academic degree are **not** eligible.

LIMITATIONS

- Each faculty member may submit only one proposal (either as Principal Investigator or as a Co-Investigator) **during each funding cycle.**
- Receipt of this award does not affect eligibility for an Award for Excellence in Research and Creative/Scholarly Activity.

APPLICATION PROCEDURES

- Complete the attached Faculty Research Grant Proposal Forms Kit. Additional kits may be requested from the Office of Research Services and Sponsored Programs (~~Hwy. 301 South Building, P.O. Box 8005, x5465~~) or downloaded from the office's Web page – <http://www2.gasou.edu/research/>. The original (typed or word-processed), and eight copies of the proposal must be received in the Office of Research Services and Sponsored Programs by noon on the deadline date.

- Joint proposals are encouraged. If a joint proposal is submitted [co-investigators must meet all eligibility requirements.] ~~with someone who does not meet the eligibility requirements, the specific tasks to be undertaken by each member of the research team must be described in detail.~~
- The Committee Chairperson (a Faculty Senator), the Director of Research Services & Sponsored Programs, and the Grant Development Specialists in the Office of Research Services & Sponsored Programs are available to discuss technical questions concerning the preparation and submission of proposals.

REQUIRED FORMS

The forms that must be completed and submitted as part of the Faculty Research Grant Application are:

1. Proposal Cover Sheet
2. Biographical Sketch Form(s) for the Principal Investigator and any Co-Investigators
3. Proposal Abstract Form
4. Itemized Budget Form
5. [Previous Funding Form – list all previous funds from the FRC and the results of that funding]
6. Signature Form – Department/School Chair and Dean]

The required forms are provided as part of this document in the Proposal Forms Kit. (You may wordprocess facsimiles of each form if you wish. The facsimiles must include all elements of the original form.)

PROPOSAL FORMAT

[The proposed research should be explained in a manner understandable to persons not expert in your field. As much as possible, you should use terms and concepts that assume that the members of the Faculty Research Committee have no background in your proposal's subject area.]

~~In recognition of the disciplinary diversity of the University's faculty, proposals to the Faculty Research Committee may be submitted in one of two formats. You should choose the format which best fits the nature of the project and/or the approach to implementing the project. (Please note. Although your narrative should cover each category in the format you select, you do **not** need to follow the order suggested below.)~~ The two formats are as follows:

Proposal Content — Format I	Proposal Content — Format II
-----------------------------	------------------------------

I. Purpose	I. Objectives
II. Relevance/Significance	II. Relevance/Significance
III. Procedures/Process/Workplan	III. Methodology/Research Design
IV. Budget Justification & Cost	IV. Budget Justification & Cost
Effectiveness	Effectiveness

PROPOSAL ABSTRACT

The abstract for the project should follow the biographical sketch(es). It should be one page in length and follow the same type and font guidelines given for the proposal narrative. This is a key element in all proposals and should include statements concerning:

- the project being undertaken (including an indication of the project's significance);
- the proposed activities; and
- the project's intended results

In short, the abstract should give reviewers a clear overview of the entire project.

PROPOSAL NARRATIVE AND ATTACHMENTS

A **proposal narrative** must be attached to the application forms. The narrative must meet the following guidelines.

- Pages submitted must be of standard size (8½ inch x 11 inch) white paper. All margins (i.e., top, bottom, and sides of pages) must be at least one inch.
- The narrative must be double-spaced and limited to a maximum of **five** pages. The type size must be clear and readily legible, in standard size – i.e., 10 to 12 points. **Do not reduce or condense type or line size.**

Attachments may include a list of references cited (no more than three pages) and other materials which help clarify your proposal's content (e.g., a copy of a questionnaire, a letter of agreement for you to use a library collection critical to your research, data tables and/or other illustrations of preliminary results from your research, photographs or other reproductions of prior or preliminary artistic or scholarly works). In order to increase the odds that the Faculty Research Committee will have time to review your key attachments, it is to your benefit to be brief. **Please do not include a resume or vita.**

The proposed research should be explained in a manner understandable to persons not expert in your field. [Assume that members of the Faculty Research Committee have no background in your proposal's subject area. As a result, remember to use general terms and concepts as much as possible.] ~~As much as possible, you should use terms and concepts that assume that the Faculty Research Committee has no background in your proposal's subject area.~~

Submitted proposals should include all of the following:

- I. **PURPOSE/OBJECTIVES** – This section should answer the question, "What do you intend to do?" It is suggested that you begin with a concise statement of the general purpose or major objectives and goals of the proposed project. This statement, often

in combination with the limited objectives or specific aims, should describe the research/scholarly/artistic issue or problem to be addressed, product to be developed, work to be created, etc. (If a hypothesis is appropriate for your proposed project, it should be presented as part of this discussion.) The committee will review your proposal to determine the extent to which you have chosen your purpose and goals carefully and logically, and stated them clearly and concisely. Be specific about the results, products, or consequences of your project's purpose or objectives.

II. RELEVANCE/SIGNIFICANCE - This section should address the broad importance of the project. For example, will the project address a gap in your field or discipline, make a contribution to an important or noteworthy scholarly or aesthetic issue, advance the understanding of your area of work, have immediate or eventual practical value (e.g., enhance opportunities for students, provide a stepping stone for your interest area, or lead to proposal for outside funding or public exhibit), produce new data and concepts, or test existing hypotheses and assumptions? Document the significance and originality of your project's approach. Specify likely outlets for dissemination of your results (e.g., journals or other publications, conferences, associations, exhibits, museums, societies, or potential user groups). This section should convince the Committee of the overall merit of your project.

III. PROCEDURES/METHODOLOGY/RESEARCH DESIGN – This section should describe project activities in detail; describe the sequence, flow, and interrelationship of activities; and present a reasonable scope of activities. (If appropriate, a schedule or timetable may be incorporated within the five-page narrative or included as a separate attachment.) The case should be made in this section that the methods and procedures are familiar to the proposer and are appropriate for the purpose or objectives already described. If established methods or procedures cannot serve the project, describe how modifications will enable you to overcome shortcomings in existing approaches. For the entire project, demonstrate an understanding of the linkages between your process or methodology, the activities to be undertaken, your aims, the limitations on what can be produced or concluded, and the plan for evaluating whether the project has been accomplished.

IV. BUDGET JUSTIFICATION & COST EFFECTIVENESS – This section, along with the costs specified on the Itemized Budget form, should provide evidence that the costs are appropriate and reasonable for the proposed effort. You should make the case that each budget item is necessary in order to attain the project's objectives. Project-specific justifications for **equipment** requests are particularly important.

POLICIES

- An itemized budget for all proposed expenditures is required. Use the sheet provided in the Proposal Forms Kit.
- Only equipment that is unique to the project or unusual for the proposer's department will be considered for funding. (Past experience has indicated that the committee is unlikely to support requests for basic computer hardware or software.) Equipment

purchased under the grant remains the property of the university following the completion of the project. (Applicants may wish to consider leasing equipment as an alternative to purchasing it.)

- Proposed projects must be directed toward research/scholarly/artistic activities and should result in a grant proposal for external funding, a conference presentation, publication, recital, or exhibit. Projects may not be directed toward preparation of courses.
- The grant funding will not exceed ~~\$10,000~~, [\$8,000 per proposal. Any combination of eligible funding including travel, equipment, student support, or faculty salary is allowable. Stipend summer support of \$1-8,000 or academic year course replacement costs may be budgeted.]
- The Committee will not support a single project on a continuing basis. Applicants submitting a proposal closely related to a previous Committee-funded project must demonstrate that the new application is substantially different. Faculty working on projects of a continuing nature or who have received several Faculty Research awards during the past five years are encouraged to seek outside support. [Faculty receiving a faculty research award during any three of the five previous funding cycles **will not** be funded in the sixth cycle.]
- Travel is supported only when it is clearly **essential** to the project and will be funded at the **lowest available** rate. Applicants requesting funding for travel outside the United States are urged to investigate the available charters and other low cost air fares. Applicants must document the rates available. **Travel to conferences – even if it is to present results or to get feedback relating to research – is *not* an allowable expense under this competition.**
- ~~The applicant may request personal buy-out time, but r~~ [R]equests for course release ~~buy-out~~ time, research or clerical assistants, programmers, consultants, translators, etc. will be considered if they are essential to the project. Assistants must work directly on the faculty member's project. Requests for an assistant's wages should *specify and justify* the number of hours and the hourly rate; for consultants, the number of days and the daily rate. (The average rate [in AY 2002-2003] for undergraduate students is approximately \$6.00/hour; for graduate students, approximately \$7.50/hour. Higher rates may be justified if the student has exceptional skills or significant experience.)
- Based on the evaluation of a proposal, the Committee may recommend full funding, partial funding, or no funding.
- In the event of a partial award, the awardees may wish to alter the scope of the proposed research or may even choose to decline the award and reapply at another time.

EVALUATION CRITERIA

The Committee uses the following criteria to evaluate proposals and to establish funding priorities. The criteria have been developed to be applicable across disciplines. You are strongly encouraged, therefore, to keep these criteria in mind as you prepare your proposal. Careful editing and proofing are, of course, strongly recommended. As appropriate, you are expected to incorporate references to pertinent literature **throughout** your narrative.

[For the purpose of breaking ties between proposals of comparable quality, proposals by faculty with less than five years service at GSU or those who have not received prior funding from the faculty research committee will be given a higher priority.]

A. Intrinsic Merit of the Project

This criterion considers the likelihood that the project will lead to discoveries or advances within its field or discipline, or have substantial impact on progress in that field or discipline. The concern is that the **project** is soundly conceived in terms of current work in the field, existing literature on the subject, and appropriateness of procedures for the task. *(The term “project” as used in this and the following contexts refers to the central concern of the proposed activity – for example, this may be a current or emerging issue in a discipline such as chemistry or economics, a question of interpretation of an artistic creation or historical event, the technical or procedural choices in the production of an artistic or other creative work, or an assessment of current or alternative social policies or programs.)*

B. Relevance of the Project

This criterion relates to the likelihood that the project can contribute to the achievement of a goal that is external to that of the project’s field or discipline itself: for example, by serving as the basis for new or improved techniques, by assisting in the amelioration of community or societal issues, by helping to enhance aesthetic or cultural development, or by enhancing public knowledge, understanding, or appreciation of the project’s area of concern.

C. Proposer’s Ability to Carry Out the Project

This criterion considers the capability of the proposer in terms of his/her past training, publication activity, and other scholarly or creative accomplishments. The adequacy of the resources available is also considered. As appropriate, the applicant should include details on recent research/scholarly/creative projects.

SPECIAL NOTICE

Please note that receipt of this award for the development of creative and scholarly works and new material, devices, processes, or other inventions which may have commercial potential are governed by the Georgia Southern University Intellectual Property Policy. University personnel are required to provide the Provost with a project disclosure on forms provided by the ORSSP. The Intellectual Property Policy is published in the Faculty Handbook and can be accessed at: <http://www2.gasou.edu/acadaff/handbook/FacHandbook2002-03.pdf>.

The Georgia Southern University Intellectual Property Policy can also be found on the web at: http://www2.gasou.edu/Presidents_Office/intpropol.htm

EVALUATION SUMMARIES

Committee members will provide an evaluation summary for each proposal, using the following categories:

- **Excellent:** Important project undertaken by a qualified investigator who can be expected to make substantial progress. This rating should be reserved for truly excellent proposals, but should be used without hesitation when warranted. Top priority for funding.
- **Very Good:** Proposal considered superior, both for the intrinsic merit of the project and the ability of the investigator. Should be supported.
- **Good:** Worthwhile project by a competent investigator, but routine in nature. May be supported if funds are available.
- **Fair:** Proposal has serious deficiencies that decrease the probability of successful completion. Might merit consideration if resubmitted with major changes.
- **Poor:** Clearly not deserving of support.

359
360
361
362
363
364
365
366
367
368
369
370
371
372
373
374
375
376
377

PROPOSAL FORMS KIT