

## Tenure-Line Faculty Research Grant Program

### Proposal Guidelines – 2017-2018

#### **Purpose:**

The Faculty Research Grant Program is to support tenure-track and tenured faculty in the development and production of research.

#### **Funding:**

The award amount will be up to \$4,000. Funds can be requested to support research activities (e.g., subject selection, data collection) including, but not limited to:

1. Graduate Assistants;
2. Research Supplies; (e.g. data collection and/or analysis software)
3. Travel, complete research activities or professional conference

Funds cannot be requested to support faculty salaries, gift cards, participant support, etc.

#### **Eligibility:**

- Tenure-track and tenured faculty members with at least a 0.75 FTE in the University and 0.50 FTE within the College of Education.
- Faculty may not request these funds to support the same research activities funded through the University's Funding Incentive Seed Grant, Research Implementation Fund, or Faculty Scholarly or Creative Research Grant awards, or other external funding.
- Faculty may only receive this funding once every three years.

#### **Proposal Submission:**

Applications are due on **Monday, April 24, 2017 by 5:00 PM** in one single PDF file containing all of the application materials, as described in the checklist. Complete proposals should be submitted electronically to [abbie.paxman@utah.edu](mailto:abbie.paxman@utah.edu) on behalf of Andrea Rorrer, Associate Dean. Awardees will be informed by **Monday, June 12, 2017** for the funding period of July 1-June 30.

- All required documentation must be included at the time of submission. See Faculty Research Grant Proposal Checklist included. Late or partial submissions will not be evaluated.

#### **Questions**

Please contact Andrea Rorrer (SAEC #3202, [andrea.orrer@utah.edu](mailto:andrea.orrer@utah.edu), 801-581-4207) or Abbie Paxman (SAEC #1230, [abbie.paxman@utah.edu](mailto:abbie.paxman@utah.edu), 801-585-5297) if you have any questions related to the submission of the proposal.

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- Personnel Salaries may include but not limited to:

- Teaching Assistant
- Research Assistant
- Work-Study

*Note: Faculty salaries are not allowed.*

- Travel may include but not limited to:

- Travel, out-of-state
- Travel, in-state (mileage reimbursement – must use required log form)
- Travel, non-University

*Note: All personnel involved in travel must obtain a Defensive Driving Training Certificate.*

- Consultant(s) may include but not limited to:

- Non-University employee(s)

*Note: Those identified as independent consultants must sign an Independent Consultant Agreement (ICA).*

- Lab & Technical Supplies may include but not limited to:

- Materials and supplies include all consumable materials as well as small items of equipment that do not meet the threshold for "capital equipment" - \$5,000. Each item or group of items should be listed and items generally considered office supplies must be specifically justified for the project.

- Computer Services may include but not limited to:

- Analysis software
- Licenses
- Real and virtual servers
- Peripheral supplies (e.g. cameras, recording devices, printers)
- OTSS time & expertise

- Rental Space may include but not limited to:

- Reservation fee
- Rental and service fees

- Other Expenses may include but not limited to:

- Printing and Photocopying
- Shipping/Freight
- Equipment/Vehicle/ Fleet Services
- Books or Subscriptions

*Note: For additional expenses that may be used, <http://fbs.admin.utah.edu/gca/gca-forms/budget-categories/budget-category-codes/>.*

# Faculty Research Grant Program

## Proposal Checklist - 2017 - 2018

### Proposal Checklist:

The proposal should include the following:

1. Cover Page: Not to exceed **one (1)** page, *use OFRS Cover Page*
  - Name of Principal Investigator (PI), Department
  - Academic Rank and Track
  - Names of faculty collaborators and their respective departments
  - Title of project/request
  - Amount requested
  - Abstract, limited to 1800 characters
  
2. Budget:
  - Do not exceed \$4,000 limit, *use OFRS Budget Sheet*
  - Justify the need for the cost and how costs were estimated, *use OFRS Narrative Sheet*
  
3. Research Narrative: Not to exceed **five (5)** pages  
\*\*Single-spaced, 12 point font, Times New Roman, 1 inch margins

The following information must be included in the Narrative:

- Background and rationale for the proposed study
  - Conceptual framework and objectives of the research
  - Description of the research design, methodology, and data analysis procedures to be used
  - Participant selection criteria
  - An Explanation of the significance of the work
  - Proposed dates for expending funds and research/work plan
  - Proposed research publication outlet, grant submission, research presentations planned from this work.
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4. Curriculum Vitae (CV): Not to exceed **five (5)** pages
    - Include CVs for all faculty collaborators

# Faculty Research Grant Program

Proposal Evaluation - 2017 - 2018

## Proposal Evaluation:

Applications will be reviewed by the College of Education Grant Program Review Committee. The following criteria will be used to evaluate proposals:

1. Significance of the proposed research study.
2. Methodological and technical soundness.
3. Alignment of the Principal Investigator's expertise with the focus and purpose of the proposed study.
4. Capacity of the Principal Investigator to successfully carry out the proposed study.
5. Adequacy of the budget and budget justification.
6. Proposed outlet for presentation, publication, and/or grant submission.

## Reporting and Dissemination Requirements:

Principal Investigator(s) are asked to work with the OFRS to share their research with COE faculty and community. There are options to sharing your research, including, but not limited to, an IGNITE session, brown-bag, video, or other options you would like to propose.

In addition, Principal Investigator(s) must submit a final report to the Office of Faculty Research Support by August 1. This report should include the following submitted in a single pdf file:

- A description of project progress, including the results of the study, the PI's final plans for disseminating their findings, summary of other grant submissions for this work.
- Citations and copies of/links to published research and presentations, which will be shared on the College website. If a publication or presentation has yet to be made, this information should be submitted when they do occur. A grant submission can serve as the final report.
- A final budget reconciliation.

Completed reports should be submitted electronically to Abbie Paxman ([abbie.paxman@utah.edu](mailto:abbie.paxman@utah.edu)) on behalf of Andrea Rorrer, Associate Dean.

## Questions:

Questions about the program and application process should be directed to the Office of Faculty Research Support in the College of Education Dean's Office.

## Contacts:

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