

Summer Research Grants

*sponsored by the
Faculty Development Committee*

Objective of the Grants

The objective of the Summer Research Grants is to encourage and assist faculty and professional staff members in starting, continuing, or redirecting their scholarly research. The Grant is intended to provide either "seed" money for starting research or "bridge" money to attract additional funding from extramural sources.

Role of Faculty Development Committee

The Faculty Development Committee (FDC) reviews the proposals and submits its recommendations for funding to the Provost. The Chancellor authorizes funding. Grants are awarded on a competitive basis.

The FDC reserves the right to return proposals that are ineligible (See Eligibility) or incomplete (See Guidelines). Under certain circumstances, the Committee might request revisions and clarifications of proposals.

Eligibility

Regular teaching faculty of Troy University, with tenure or in tenure-track positions, are eligible to receive a Summer Research Grant. Temporary, visiting, adjunct, or part-time faculty are not eligible, nor are teaching assistants.

Applicants are eligible to receive any number of grants during a three-year period with the maximum amount for any grant being \$4500 and a total amount of \$9000 during the three years. Applicants must list a complete grant history in the proposals (See Guidelines). An ineligible faculty member cannot restore eligibility by co-authoring a proposal with an eligible faculty member; the Committee will return the co-authored proposal.

Deadline

Proposals must be submitted prior to the commencement of the activity for which it is requesting funds. Applicants must turn in completed applications by the first Friday in February. Incomplete proposals cannot be submitted as a method of meeting the deadline until the missing sections arrive.

Notification of Approval or Rejection

Each applicant will receive either a letter of approval or rejection. The Chancellor sends all letters of approval. Reviews generally require a minimum of 6-8 weeks. The Committee will act on all proposals no later than the middle of the first full semester following submission. Committee members are not permitted to discuss the status of proposals with applicants. Refer all questions to the chair.

Payment Information/Schedule

First, the applicant must sign and return the letter of approval. The University will then issue a check for 50% of the grant amount. Upon the completion of the project (and submission of the final report – see below), the grantee will receive another check for the remaining 50% of the amount. If necessary, the grantee should submit a completed reimbursement form (including all applicable receipts or documentation). Reimbursement forms may be found at <http://www.troy.edu/financialaffairs/forms/expense.pdf>.

All reimbursement forms or requests for grant monies must be received by the first Friday in September of the budget year in which the grant was distributed in order to receive payment. For example, if a grant is made and accepted during the 2006-2007 AY, any request for reimbursement must be made by the first Friday in September, 2007. Grantees should be aware that funds may be forfeited if the request for reimbursement is not made in a timely manner.

No additional funds will be given to co-authors; they will share the single sum of the grant amount. The University will not issue interim checks. In addition, be aware that the FDC will only reimburse the grantee. A department or college cannot be given FDC funds. Grantees may be required to cover expenses themselves initially before reimbursement. The grantee will be responsible for any applicable local, state, or federal taxes arising from this grant (if any).

Amount and Number of Grants

Individual grants are limited to a maximum of \$4,500. The number of grants awarded each year depends on the size of the grant budget and the number of competing proposals for other grants (Instructional Improvement, Research, Paper Presentation, and Page Charge and Reprint). All proposals compete for funding from the same budget pool.

Criteria for Selection

The Committee will use the following four criteria to judge the merits of each proposal:

The proposal should

- present a clear rationale and a set of well-defined research objectives;
- show that the project can be completed on time and on budget;
- yield publishable results; and
- serve to attract additional funding from other sources.

Use of Grants

Funds from these grants may include some of the following:

- Salary of up to \$4,500.00
- Travel to conduct the research (destinations, mileage, lodging, meals);
- Books which cannot be borrowed on interlibrary loan; and
- Basic supplies needed to conduct the research.
- Limited support for hiring undergraduate and graduate students for short periods to perform specific and well defined tasks that are germane to the project.

Letter of Support

The proposal must include one letter of support from the applicant's department chair. This letter should be included in the Appendix (See Guidelines). The letter must contain a statement agreeing to the limited teaching assignment during the summer semester. The letter of support must accompany the proposal and cannot be submitted later. For this reason, applicants are strongly advised to request the letter of support ahead of time to avoid missing deadlines. Both the chair and dean of the applicant's college must sign the Cover Page of proposal.

Limitations and Exclusions

- The grantee may not use the funds to assist in the completion of a master's thesis or doctoral dissertation.
- The grantee may not use the funds to support research or development activities of graduate students. Grant funds are not intended to substitute for graduate assistantships.
- The grantee should not use project funds to purchase materials or services that are already available on campus, or are expected to be provided by departments. The Budget Page must justify such expenditures.
- The grantee must ensure that all funds and procedures related to the project comply with state and University standing policies. For example, moneys for "contingencies" or "refreshments" are not considered appropriate and will not be supported.

Guidelines for Preparing the Proposal

Format

- Grant proposals submitted to Blackboard (see below) must be in either Word or Adobe Acrobat formats (.doc or .pdf file formats).
- Use 12-point type in standard fonts, such as New Times Roman, Arial, Helvetica, etc. Avoid unconventional or highly stylized fonts.

- Set margins at one inch (1") throughout (top, bottom, left, and right).
- Print page numbers in headers in upper right-hand corner.

Proposal Guidelines

The proposal for a Summer Research Grant must include the following sections, arranged in the order presented:

- Checklist (no page number)
- Cover Page (no page number)
- Institutional Review Board Approval (or exemption statement)
- Budget Page (first page)
- Project Abstract (125-250 words)
- Narrative (limited to 6 double-spaced pages)
- Publication Plans
- Publications and Presentations
- Grant History (a listing of all previous Faculty Development Grants)
- Appendix (one letter of support)

Checklist

Prepare the Checklist in accordance with the sample provided. The applicant may use the enclosed sample, a photocopy of it, or a retyped replica of it. Although the Checklist is the top page of the proposal, it should be filled out last and serves the purpose of ensuring compliance to format and submission of all sections of the proposal. Do not number the Checklist.

Cover Page

Prepare the Cover Page in accordance with the sample provided. The applicant may use either the enclosed sample, a photocopy of it, or a retyped replica of it. The Cover Page requires the signatures of the applicant(s), department chair, and dean. Do not number the Cover Page.

Institutional Review Board Approval

All researchers using living subjects are required to receive approval through the Troy Institutional Review Board (IRB) prior to conducting research. A copy of the approval letter from the IRB must be included for a proposal to be considered. Applicants conducting research which does not include living subjects may simply include an exemption statement to that effect with their proposal.

Budget Page

A complete list of all items and resources needed for the project should immediately follow the Cover Page. Itemize and justify all proposed expenditures, including the following (be as specific as possible within each category):

- 1. Nonconsumable equipment.**
- 2. Consumable supplies**
- 3. Travel**
- 4. Books, reprints, microfilm, etc. (not available on interlibrary loan).**
- 5. Total amount requested.**

The Budget Page is the first page of the proposal. Start the numbering on the Budget Page and then number all pages consecutively.

Project Abstract

Include a summary (125-250 words) of the proposed Research Improvement project on a separate sheet following the Budget Page. Do not exceed word limit.

Narrative

The narrative portion of the proposal should not exceed 6 double-spaced pages. Do not omit any subsections. Narrative should conform to the following outline:

- 1. Project Rationale. Present a clear statement of the problem that the project addresses and justify the proposed approach.**
- 2. Project Objectives. Present a clear statement of the specific aims that the project intends to accomplish.**
- 3. Significance. Explain the overall contribution of the research upon completion of the project.**
- 4. Long-term Benefits. Demonstrate how the proposed project benefits the applicant, department, and University. Explain how the Research Grant will attract additional extramural funding, potential research collaborators, graduate students, etc.**
- 5. Project Time Schedule. Describe and chart the sequence of major events occurring during implementation of the project.**

Publication Plans

Identify the journal(s), and/or book(s) in which the research will be published; and/or the conferences to which proposals will be submitted. Provide best estimates of when the manuscript(s) will be ready for submission and the expected date(s) of publication.

Grant History

Prepare a complete list of all previous Faculty Development Grants. Include the grant category(ies) (Instructional Improvement, Paper Presentation, etc.), year(s) of award(s), grant title(s), amount(s) of grant(s), and co-author(s), if any. If no proposals have been previously funded, the applicant

should state this fact. However, the applicant does not need to list rejected proposals.

Publications and Presentations

List all presentations and publications that have resulted from previous Faculty Development Grants. Identify the grant(s) that supported the research. If no publications have resulted, the applicant must state this fact. Even though first-time applicants might not be able to list any presentations or publications, they must still complete this section and state that their research is just beginning.

Appendix

Include one brief letter of support as an appendix to the proposal from the applicant's department chair. The letters of support should indicate that the supervisor is aware of the submission of the proposal and supports the allocation of time that the faculty member will be devoting to the research project and possibly diverting from other departmental activities (including summer teaching if applicable). The department chair and dean must also sign the Cover Page.

When chairs submit proposals, they only need to submit a single letter of support from their immediate supervisor: the dean of the school/college. Since chairs cannot endorse their own proposals, they should write "N/A" or "Not Applicable" in place of the chair's signature on the Cover Page.

Submission of Proposal

There are two steps to the submission process:

First, submit the original proposal (including the checklist, cover page, letters of support, or other supporting documents – if required) with all original signatures to the Chair of the Faculty Development Committee. Applicants must submit and sign the checklist to assure that their proposals conform to the required format and contain all sections and subsections. The Checklist is placed on top of the proposal. Incomplete and/or nonconforming proposals will be returned.

Second, the proposal (minus any letters of support or any photocopied documents required) must be submitted in electronic format (.doc or .pdf file format ONLY) to the Faculty Development Committee Blackboard Site Drop Box. (Please note that the checklist and cover page are on the FDC website in Word format. These forms must be included (minus signatures) as the first two pages of the proposal. Do NOT submit two separate documents on-line. If you wish to scan your original proposal in its entirety and post it on-line, you may do so, but this is not required.)

To do this:

1. Go to the Troy University home page (www.troy.edu)

2. Click on “Blackboard” from the left hand list of links.
3. This will take you to the Log In page. For “User ID” enter “grant-applicant” [Note: you don’t have to put the quotation marks, but make sure you include the hyphen.] For “password” enter “grantaccess”. [Again, without the quotation marks.]
4. This will take you to the Faculty Development Committee’s Submission site. In the middle of the page, under “My Organizations” you will see a link entitled “Faculty Development Grant Submissions” – click on that.
5. Click on “Applicant Submission” from the left hand side links.
6. Click on “Send File” at the top of the main portion of the page. Fill in the form with your name, and click on the “Browse” button to find your proposal in your computer’s hard drive (or floppy). Click on “open.” Add comments, if you want, and then click on “submit.”

Acknowledgments/Post Grant Responsibilities

The grantee must acknowledge the financial assistance of Troy University in the introduction or other appropriate section in any publications or documents resulting from this Summer Research Grant. In addition, grantees should make every effort to participate as requested in any planned faculty colloquia or brown bag luncheons.

Final Report

By accepting the award, each grantee agrees to submit a final report that summarizes the research accomplishments of the project. The grantee should also include copies of abstracts, manuscripts, publications that resulted from the Grant. The final report must be submitted to the FDC Chair by the first Friday in September for payment of the remainder of the grant.

Failure to submit a final report or submitting a final report that does not meet accepted professional standards will disqualify the applicant for future funding. The Committee will notify the grantee’s chair, dean, and Provost of this disqualification.

Disposition of Materials, Supplies, and Equipment

By accepting the award, the grantee agrees to transfer all materials, supplies, and small items of equipment at the conclusion of the project to the grantee’s department or school. The department or school should return unwanted equipment to the FDC, which will use the equipment to support other projects.

Additional Questions

Direct additional questions to the FDC Chair.