

ARKANSAS TECH UNIVERSITY GUIDELINES FOR FACULTY RESEARCH GRANTS

The Faculty Research Fund was established at Arkansas Tech University to enhance individual and departmental efforts for professional growth and development through Faculty Research Grants (FRG). These grants support faculty initiatives in all disciplines including basic, applied, pedagogical research and creative projects in the visual and performing arts. The program description is given in the ATU Faculty Research Fund section of the Faculty Handbook.

1. Eligibility

- All tenure-track or tenured faculty are eligible to apply
- Only one proposal per person will be considered at each application period.
- Proposals similar to previously funded FRG projects by the same Principal Investigator or Project Director (PI/PD) must explain how the current project differs from the previous submission(s).
- Applicant must have no outstanding Faculty Research Grant reports from previously awarded grants.

2. Application Process

- Each proposal must contain all elements specified in the Required Format section (see page 4).
- The application will need to include signatures of the appropriate department head and dean on the proposal cover page.
- The signed original must be provided to Academic Affairs in one package by the due date for the particular review cycle in which the faculty member is applying.
- If you require IRB approval, prior approval is encouraged.

3. Deadlines

- There are two grant review cycles with deadlines of October 2 and February 1.
- Department and college approvals must be secured and proposals submitted to the Office of Academic Affairs by 5:00 p.m. on the deadline date.
- Proposals will not be accepted for the current review cycle after the designated deadline.

4. Review Process

Peers outside of your specific area of expertise will review your proposal and recommend fundable proposals to the Vice President for Academic Affairs. Please use language and terminology that is clear and understandable to those in other disciplines.

The committee will meet within one week of the proposal deadline and attempt to make its recommendation to the Vice President within two weeks of the deadline. Proposals will be read by each member of the Professional Development Committee and evaluated on the following bases:

- Educational significance
- Soundness of design, procedure, or operational plan
- Adequacy of personnel and facilities
- Economic efficiency
- Other as required

5. Responsible Conduct of Research

Protocols for research with human subjects must be approved before FRG-funded projects may begin. If the proposed protocol has been approved, please attach a copy of the approval. Otherwise, indicate on the application when the protocol will be submitted for review. Forms and application information are available online at <http://research.atu.edu/>. Funds will not be released until required approvals are completed.

6. Award Information

- Grants will be awarded for an amount up to \$2,000 per proposal.
- All publications (including programs for creative projects) must acknowledge funding support from ATU.
- Funds must be spent by June 30th of the fiscal year in which they are awarded.
- Allocations will start immediately upon approval of the award and funds must be spent by June 30th of the fiscal year in which they are awarded.
- Research funds allocated but unused will revert to the research account for re-allocation. If the grantee is not using or not planning to use the funds, he/she should notify the Vice President for Academic Affairs as soon as possible.
- Unused funds cannot be applied to other professional activities, including but not limited to, other projects, travel, supplies etc. that are not specified in the original grant application.
- Applicant must abide by all University Purchasing and Travel bylaws including completing requisitions and requesting special permissions through the Travel Office, i.e. requesting a rental car.
- The Faculty Salary, Benefits, and Awards Committee members have a responsibility to encourage timely completion of the project and the appropriate use of funds allocated and therefore, may periodically review progress and expenditures with grant recipients.

7. Final Report

- Electronic copies of the final written report must be submitted to the department head, dean, and Vice President for Academic Affairs no later than September 30th following the end of the project period. The Vice President for Academic Affairs, in consultation with the Faculty Salary, Benefits, and Awards Committee chair as needed, is responsible for reviewing and approving these reports. Grant recipients will not be eligible for future grants until the final report is received and acknowledged.
- The final report must follow the indicated format:
 - A. Title Page
 - B. Restatement of problem researched or creative activity
 - C. Brief review of the research procedure utilized
 - D. Summary of findings
 - E. Conclusions and recommendations
- Copies of manuscripts or abstracts based on the research published or submitted for publication should be returned with the final report. For a creative work, a program or publicity for an exhibition, reading, or performance should be included.
- Once projects have been completed, the college must submit a complete accounting of funds expended to Academic Affairs, including copies of all applicable purchase orders and travel forms. Expenses paid

by other funding sources, including any payment or honorarium for services granted by an organization should also be noted.

8. Budget Guidelines:

- Institutional cost sharing: The Professional Development Committee encourages colleges, departments and/or programs to provide a cash or in-kind contribution on all faculty research proposals. The Professional Development Committee views such contributions as evidence of college/departmental support and endorsement of the proposed research.
- Please describe how all project costs will be covered. For example, if the faculty research grant request is for partial funding of a larger grant request, the applicant must explain how these costs will be covered so that reviewers can assess the likelihood that the applicant will have the resources needed to complete the project.
- Plan your budget carefully. Budget revisions above the granted amount will not be approved.
- Allowable costs fall into the general categories of graduate assistants, other student labor, benefits, supplies, equipment, copying/printing, postage, travel, and other services. Itemize and provide justification for expenditures in each category.
- Unallowable budget items are salary, stipend, or tuition for the PI/PD; computers; and the costs of publication or intellectual property that might result from a project. "Miscellaneous" is not an allowable item or category.
- Student research assistants: To plan your budget, refer to the Graduate Office and Business Office policies. Non-ATU students may not be hired with FRG funds.
- Equipment: Applicants requesting equipment must provide a compelling rationale for the equipment, including evidence that this equipment is not already available elsewhere on campus. Requests for office computers, laptops or computer upgrades will not be funded. All equipment and supplies purchased will remain departmental property unless specifically assigned elsewhere. Once equipment is received, the grantee shall ensure that it is properly entered in the university's equipment inventory list.
- Travel: All domestic, international, and local travel costs are eligible budget items for the conduct of research and creative activities. Such requests must be justified in the proposal and the relationship between travel and the project objectives must be clearly linked. Student travel money may be requested if students are an integral part of the research project and their research activities are adequately supervised by the primary investigator.

FORMAT REQUIRED

The required elements of the proposal may not exceed 4 pages and should be double-spaced with 12-point type and 1-inch margins. Attachments may be added as needed, to a maximum total of 10 pages for the complete application. All pages must be numbered. Submit the signed original to Academic Affairs.

Each college is represented on the Professional Development Committee. Successful proposals avoid jargon and are written in language that is clear and understandable to university colleagues from a wide range of disciplines.

A. COVER PAGE

The required cover page, which must be fully completed, can be downloaded as a Word form at http://research.atu.edu/REQUIRED_COVER_PAGE_FRG.doc.

B. ABSTRACT

Provide a succinct and accurate overview of the entire project (approximately 250 words) that assists reviewers in understanding the goals and importance of the proposed project.

C. PURPOSE / OBJECTIVES

Begin the text with a concise statement of the general purpose and major objectives of the proposed project (the research question/focus, hypothesis, problem or work to be investigated, or aesthetic direction/technique).

D. SIGNIFICANCE / NEED

Research Projects: Include a concise literature review, identifying ambiguities or gaps in the literature, the need for the proposed research, and how this project will contribute to your field of study. Sources referenced must be listed in a bibliography.

Creative Projects: Describe the developments in your discipline or the observations that stimulated the proposed project. Sources referenced must be listed in a bibliography. Explain in this section how the grant would contribute to the development of your own work.

E. PROCESS FOR ATTAINMENT OF OBJECTIVES / GOALS

This section is a precise description of the process you plan to use to accomplish your specific project objective(s). It must contain a specific timeline for completing project activities.

Research Projects: Include a methods/design section with details specific to your discipline (materials, texts, archival sources, equipment, protocols, etc.). If the research includes human or animal subjects, give the date of approval (and attach a copy of that letter as an appendix) or the date the protocol will be submitted for approval. Protocols must be approved before work can begin and before funds awarded will be released.

Creative Projects: Include a description of the source materials, processes and/or techniques that will be used for your project.

F. DISSEMINATION OF RESULTS

This section should demonstrate how you plan to disseminate or publicize your results (specify venues for exhibition opportunities, journals selected to submit article(s) for publication, etc.)

G. REPEATED REQUESTS

If this proposal is similar to one for which you previously received funding from this Committee, describe how this current project differs from the earlier one.

H. BUDGET

Itemize the expenses required to complete your project using the following broad categories of allowable expenditures: supplies, equipment, copying/printing, postage, travel, graduate assistants, student labor, benefits, and other services.

Unallowable budget items are salary, stipend, or tuition for the PI/PD; computers; and the costs of publication or intellectual property that might result from a project. "Miscellaneous" is not an allowable item or category. Refer to the Budget Guidelines section (page 3) for more information.

Include an itemization of the department and/or college contribution and ensure that this information matches the cover page of your application.

Indicate the amount of time the PI/PD will devote to the project.

If outside funding is required, indicate how it will be secured.

I. BIBLIOGRAPHY

Provide standard citations for material referenced.

J. APPLICATION VITA (maximum: 3 pages)

Although no particular format is required, reviewers look specifically for the following:

- research and scholarly activity pertinent to the proposal, and previous Faculty Research Grants, including how results were disseminated or made public.