Faculty Research Enhancement Program

Call for Proposals: Spring 2017

**AWARDS:** The A&M-Commerce Faculty Research Enhancement Program (FREP) will fund faculty research for one fiscal year.

**PURPOSE:** To promote faculty research in all disciplines and to encourage faculty members to engage students in the research process. These research awards are intended to provide faculty members with the funds necessary to complete the preliminary research needed to be able to compete for external funding, thereby building research capacity. The ultimate goal is to build the research infrastructure and sustainable, competitive research programs at A&M-Commerce.

**AMOUNT:** Up to $7,000 for the Fiscal Year (Sep. 1, 2017 – Aug. 15, 2018) may be requested, which includes all expenses, whether for reassigned time (adjunct pay), supplies, equipment, or travel. In addition to the faculty award, up to $3,000 may be requested to fund a student(s) assistant to work on the research project with the faculty applicant. Therefore, the total request, if it includes student help, may be up to $10,000.

**ELIGIBILITY:** All continuing, full-time faculty members are eligible to apply for this award. Preference will be given to: 1. new faculty; 2. tenure-track faculty; 3. tenured faculty. Adjunct and other part-time faculty are not eligible for this funding. Eligible faculty members may only receive this funding once every 3 years. Any faculty member with current external funding over $10,000 is not eligible to apply for these awards.

**PRIORITIES:** The available funds are awarded based on the merit of each individual proposal and program priorities and preferences as listed below. The priority order for funding is listed below from highest to lowest.

1. Pilot research into a new area of study with the goal of obtaining external funding (e.g., seed money for the initial stages of new research).
2. Direct research, scholarly, or creative activity.
3. Travel to collect data.

**PREFERENCES:** In addition to the priorities above, additional attention and points will be assigned to proposals containing the following:

1. Projects involving students.
2. Investigators who are new (within two years of hire date), full-time, tenure-track faculty members.
APPLICATION: ONE (1) ELECTRONIC COPY (as a WORD document) of the proposal must be received by the Office of Research and Sponsored Programs (ORSP) (orsp@tamuc.edu), LIB 225, by Monday, April 10, 2017, at 5:00 PM. Recommendations for proposal funding will be reported by the University Research and Creative Activities Advisory Committee to the Vice Provost for Research (VPR). If selected, the individual faculty member, as well as the respective Department Head and Dean, will be notified of the award by ORSP staff. For questions, please contact orsp@tamuc.edu or call ext. 5964.

The proposal must be contained in the FREP Application Form, which is located on the ORSP website. The FREP Application Form includes the following sections. All sections are required.

A. RESEARCH PLAN ABSTRACT – Provide a concise abstract in a language that will be understood by reviewers outside your discipline and will be informative to a general audience. This description should include the research theme, significance of the project, and the expected outcome.

B. SUPPORT HISTORY - List all (internal and external) proposals submitted during the past five years.

C. ADDITIONAL SUPPORT - List funds from other sources that will be used for this project. If the results of this research project will be used to apply for funds from other sources, then also list these sources.

D. BUDGET – List every item requested in this order: Faculty Salaries, Student Wages (if students will be supported), Materials and Supplies, Travel, Equipment, and Other Expenses. Please remember that food may not be purchased with these funds. NOTE: Please give the budget serious thought before submission. Budget transfers later on will not be allowed.

E. BUDGET JUSTIFICATION – Narrative justifying EVERY LINE ITEM on the Budget in terms of its relation to the proposed research and the basis for determining the requested amount. For Faculty Salaries, include the percentage of effort and length of effort.

1.) Faculty Salaries – Identify all faculty members playing a role in the project, the percentage of effort, and the length of effort. Fully describe and justify the duties to be performed by each faculty member.

2.) Student Wages – Clearly describe and justify duties to be performed. Include the following for each student: a.) Student name (if known); b.) Total amount requested (indicate the amount for each student and the total amount for all students together); c.) Dates of work; d.) Amount paid per hour (undergrads are limited to $7.25-$8/hr; grads are limited to $8-$10/hr); and, e.) Number of hours per week.
3.) Supplies and Materials – Describe and justify the need for the supplies or materials and indicate the nature of any departmental contributions to the project. Explain how the purchase of these materials and supplies contributes to the success of the project.

4.) Travel – describe the purpose(s) of each trip requested and the benefit(s) applicable to the project. International travel is prohibited as well as travel to professional meetings/conferences.

5.) Equipment – Describe and justify if equipment (over $5,000) is requested. Indicate how any equipment purchased for this project will be utilized by the department(s) after the project is completed. Describe the relationship of the equipment to the success of the project. Also, include a quote from the vendor.

6.) Other Expenses – Describe and justify any other budget items requested. Any items not listed in your budget justification, must be approved by the Vice Provost of Research prior to purchase.

F. RESEARCH PROPOSAL

1.) SPECIFIC AIMS – List the broad, long-term objectives and describe concisely and realistically what the specific research is intended to accomplish and any hypotheses to be tested.

2.) BACKGROUND AND SIGNIFICANCE – Briefly sketch the background relevant to the proposed research, critically evaluate existing knowledge, and identify the gaps in the existing knowledge which the project is intended to fill. State concisely the importance of the proposed research. If the proposed research is related to previous work the applicant has conducted, describe the aims and findings of the prior research, grant opportunities applied for, publications, presentations resulting from the prior work, and how the proposed project differs from the prior work.

3.) DESIGN AND METHODS – Describe the research design and methods to be used to accomplish the specific aims of the project. Criteria for evaluating the results of the project should also be carefully documented.

4.) LITERATURE REFERENCES – (as needed).

G. TIMELINE – Provide a tentative sequence for major events in the investigation.

H. COLLABORATION LETTER(S) – If applicable, list all collaborators and provide background information on each. Also, detail the extent to which the outcome of the project depends on the collaboration. Attach an appropriate letter from each collaborator confirming his or her role in the project (as needed).
I. STUDENT INVOLVEMENT – include a brief statement describing the extent to which students will take part in the proposed research and the benefits to them for such participation.

J. CURRENT VITA (CV) OR BIOSKETCH - Provide a bibliographical essay or bibliographic information. Include activities and publications that support your expertise to conduct the proposed work. CV information is limited to two pages, which contain appropriate information to demonstrate the applicant’s qualifications to complete the research.

* ATTACHMENTS: Attach the following to your submission:

A. **Responsible Conduct in Research & Scholarship Training:** Current training in the Responsible Conduct in Research and Scholarship is required. Information and instructions for the training is available on the Research Compliance webpage. Further information can be obtained from the Research Compliance Administrator (researchcompliance@tamuc.edu or 903-886-5766). It is best to submit the Completion Report, which can be found on the CITI website, with your application.

B. **Institutional Review Board Approval:** Institutional Review Board (IRB - Human Subjects) approval is required before submission of a proposal utilizing humans as participants in the research project. Information and instructions for the IRB approval process can be found on the Research Compliance webpage.

C. **Animal Care and Use Approval:** Institutional Animal Care and Use (IACUC) approval is required before submission of a proposal that utilizes animals as subjects in the research project. Information and instructions for the IACUC approval process can be found on the Research Compliance webpage.

D. **Biohazards or Radiation:** Institutional Biosafety (IBC) approval is required before submission of a proposal that utilizes bio-hazardous material or radiation in the research project. Information and instructions for the IBC approval process can be found on the Research Compliance webpage.

* EVALUATION CRITERIA: One of the duties of the University Research and Creative Activities Advisory Committee is to enhance faculty research activity as well as to solicit, review, and make funding recommendations for faculty research enhancement proposals to the VPR. The general criteria that will be used to assess each proposal, in no particular order, are:

A. The significance, quality, and originality of the proposed study.
B. The feasibility and adequacy of the design and methods.
C. The capability of the investigator(s).
D. The advantage of the proposed research to students.
E. Past A&M-Commerce internal funding for the principal investigator(s). Preference will be given to those faculty members who have not previously received an award.

F. The status of final reports for previously-funded projects.

G. The applicant’s attempts at external funding. Preference will be given to recipients of prior funding who have also applied for external funding.

H. The likelihood that the faculty member will complete the project, considering his/her past research record and the definition, focus, and nature of the proposed research project.

I. The likelihood that the research results will be accepted for publication in a reputable journal within one year.

J. The likelihood that the research results will be used to aid in the application for an external grant award within one year.

K. Bonus points will be awarded to applicants who include a copy of an actual grant application for which the applicant will apply after results from this award are analyzed.

**CONDITIONS:**

1. The proposal must be complete and readable in order for the reviewers to evaluate it properly. The language of the proposal should be understandable by faculty members not familiar with your particular discipline or research area, yet must be technically detailed enough to describe the proposed work.

2. **Incomplete or late proposals, proposals not responsive to this announcement, and proposals that do not follow these guidelines will be returned to the investigator(s) without being reviewed.**

3. Faculty who has not submitted the required reports and other documents from previous awards will be deemed ineligible for future funding until those reports are submitted.

4. Only one proposal may be considered from an individual faculty member for this funding period.

5. Only one faculty member may be identified as the Principal Investigator for a proposed project; however, joint efforts are encouraged. Faculty members may submit separate proposals for different components of the same project; however, co-investigators should be identified in each of the proposal applications. The unique contribution and research role of each co-investigator must be clearly outlined.

6. If funded, an acknowledgment that the study was supported by a Texas A&M University-Commerce Internal Research Grant must be included in all publications and reports resulting from this project. A copy of all published material resulting from this research effort will be forwarded to the ORSP where it will become a part of the faculty member's project file.

7. Faculty on developmental leave or other authorized academic leave may submit a proposal prior to the leave in order to use the funds during the leave period.

8. All funds awarded for this period must be expended (not just encumbered) by August 15, 2018.
9. Awardees must submit an electronic copy of a one-page Final Report of the results and benefits of the funded research to the ORSP by September 30, 2018 following the award completion. Include in the report all major findings, grant applications, publications, and presentations derived from the funded work. Also include all grant announcements that will be applied for as a result of the awarded funding.

* SELECTION COMMITTEE: The University Research and Creative Activities Advisory Committee will make recommendations for the award of these internal grants. *All award decisions are final.*