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Faculty Research Fellowship (FRF) FY 2007 Guidelines

Faculty Senate

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Purpose and Nature of the Award

The FRF is intended to encourage and support the research, creative, artistic, and scholarly endeavors of tenured or tenure-track EMU faculty by providing SSM, spring-summer salary, and/or released-time awards (in increments of 25%, 50%, 75%, or 100% per semester) for outstanding proposals. Cash (SSM) awards range from \$300 to \$3,000. Spring-Summer Research Awards are funded at a maximum of 20% of base salary (no spring/summer teaching allowed) or 10% (awardee may teach one course).¹

Timeline

Proposals may be submitted at any time to the Associate Vice President for Graduate Studies and Research (Starkweather Hall) and will be date-stamped on receipt. Applicants for released time and Spring-Summer support must adhere to internal deadlines and screening/rating/ranking procedures established by departments, schools, and colleges, as faculty replacement requires advance planning. All proposals require signature approval by the department head or school director; released-time proposals require signature approval by both the department head and college dean. Proposals must be submitted both in one hard copy with approval signatures and electronically as an email attachment in Word. Cash-only proposals received in any month will constitute a competitive pool; awards are normally announced within two weeks of the end of the month. Deadlines for submission to Graduate Studies and Research of released time only, released-time-plus-cash, and Spring-Summer awards are Nov. 15 and Mar. 15.

Proposal Elements

Proposals must be double-spaced on numbered pages (one side only) in 12-pt. font with one-inch margins. They must contain the following elements:

- Title page (include project title; name, rank, and home department of applicant(s); one-paragraph abstract; precise request; and approval signatures (department head, multiple applicants, and dean, if appropriate))
- Project narrative (5-10 pages²): goals and objectives; significance; outcomes assessment; work plan and timeline; justified line-item budget (if appropriate)
- Attach a short (2-5 pp.) CV emphasizing the applicant's most recent five years of activity
- Appendices as appropriate (may include departmental evaluation letters, letters of permission/access, tables of contents, survey instruments, etc.)

Evaluation Criteria

- a) Advances EMU mission and plan
- b) Significance within the discipline
- c) Worthwhile, clearly stated, feasible goals/objectives
- d) Well-conceived work plan, methodology and timeline
- e) Applicant capability: adequate preparation and resources; evidence of a coherent scholarly/creative agenda
- f) Overall benefit to the applicant, to students, to EMU, and to the community

¹ Funding for spring-summer proposals is extremely limited. To be successful, such proposals must have an exceptionally compelling rationale.

² Page length should be in proportion to the complexity of the proposal.

Allowable Items

Although a wide range of proposals is sought, the following items and activities (in no particular order) are allowable and consistent with the goals of the award program.

Cash (SSM) Awards (\$300-\$3,000)

- a) Travel to archives and research sites³ when the data collection is likely to result in scholarly publications or grant proposals
- b) Costs associated with survey research (e.g., copying, postage, subject incentives, data transcription, conversion, analysis)
- c) Specialized software not conveniently available elsewhere
- d) Page charges, reprints, exhibit costs, performance / production costs, poster costs
- e) Purchase of scientific equipment or instrumentation (requires 50% match)

Released-Time/Spring-Summer Research Awards

- a) Preliminary data collection or initial, experimental stages of research that is likely to result in proposals for external funding
- b) Time to initiate or complete a major scholarly or creative work
- c) Interdisciplinary faculty teams to write major (>\$1 million) institutional or interdisciplinary proposals
- d) Faculty with external grants that require effort not supported by their grant budget

Non-Allowable Items

- a) Travel to professional meetings or conferences
- b) Purchase of computers
- c) Predominantly commercial ventures
- d) Institutionally directed research
- e) Personal investments (such as retraining in another area or dissertations or research conducted as part of a doctoral program)
- f) Development of courses and instructional materials
- g) Reimbursement for expenses already incurred

Additional Restrictions

- a) Unfunded proposals may be revised and resubmitted for consideration in a future funding cycle.
- b) Recipients remain eligible for other awards in the same year. However, funding from any source for the same scope of work and duplicated funding for supplies, services, or materials are not permitted.
- c) A person may not be awarded FRF released time and a Sabbatical Leave Award during the same academic year (September through April). Faculty who apply for both and are successful must choose to receive only one award.
- d) Only one FRF is normally allowed during two consecutive fiscal years.

Requirements of Award Recipients

- a) Any revision or alteration of an awarded proposal (including the budget) requires prior approval by the Associate Vice President for Graduate Studies and Research.
- b) Any nonexpendable materials acquired with funds provided under this program become the property of Eastern Michigan University, and are subject to property control procedures.
- c) In accepting funding for a proposal, the recipient agrees to submit (within 30 days following conclusion of the award period) a final report (maximum two pages) to the AVP for Graduate Studies and Research, with copies to the awardee's department head and dean. Faculty with overdue reports are ineligible for internal funding.

³ Travel support is limited to \$500.