FACULTY RESEARCH FUND
Application Criteria and Procedures

<u>Purpose</u>
The ASU **Faculty Research Fund** provides financial support (seed money) for faculty efforts to conduct pilot or feasibility studies or pursue creative expression. These funds should encourage scholarly activities to prepare for application to state, federal, foundation, or other larger funding opportunities.

<u>Administration</u>
Proposals are submitted to the Office of Research & Technology Transfer (ORTT) and reviewed by the Faculty Research Awards Committee (FRAC). FRAC is composed of one faculty member from each academic college, a representative from the Council of Chairs, and the Associate Vice Chancellor for Research. The current committee roster is available on the ORTT website. Proposals from each college will be presented and described to FRAC by the FRAC representative from that college. Therefore, applicants are strongly encouraged to consult with their representative before submitting a proposal. *Make sure your representative understands your proposal.*

<u>Eligibility</u>
Eligible applicants are those who hold full-time faculty appointments. Funds are intended to provide "seed" grants, therefore preferential consideration will be given to applicants who used previous grants to expand their scholarly activities beyond the funded activity, or to obtain outside funding, or who are first time applicants. In the evaluation process, extra consideration will be given for each of the following categories: (1) a first time applicant to the fund; (2) a non-tenured applicant; (3) an applicant who has not received this award for at least 10 years. Only one proposal per Principal Investigator (PI) will be considered by the committee. A committee member who has submitted a proposal will be replaced for the purposes of evaluating that year's proposals.

<u>Use of Funds</u>
Use is generally unrestricted as long as it directly relates to research or creative expression. Due to limited funding, computer equipment is not normally funded. FRAC recommends the following guidelines:

* No funding to support activities normally supported by academic departments;
* Inclusion of students in the project is encouraged;
* If presenting, travel to conferences may be eligible for funding.

These guidelines are not absolute, and FRAC will consider all submissions.

<u>Submission Process</u>
The original proposal must be received by ORTT by 4:30 p.m. on the date listed on the ORTT website. This proposal must be signed by the chair and dean. Contact ORTT for additional information, x2694.

<u>Proposal Format</u>
The following proposal format is required.

1. Cover – Complete the cover form electronically. ***Handwritten forms will be returned without review.***
2. Abstract – Include an abstract of 400 or less words.
3. Narrative – Provide a six-page double-spaced project narrative. Please minimize the use of highly

technical language, and express ideas in language and graphics accessible to faculty outside the field. Be concise and include:
   a. Scope (what), significance (why), and objectives (how) of the project,
   b. Review of related work by PI and/or others,
   c. Methodology/Plan of work,
   d. Schedule of activities from initiation to completion,
   e. Evaluation plan, and
   f. Plan to disseminate or showcase benefits and contributions.
4. Budget – Provide a one-page detailed budget and summarize on the cover sheet.
5. Attachments – Include applicable Institutional Animal Care and Use Committee (IACUC) or Institutional Review Board (IRB) review requests. Approval is necessary prior to any expenditure of funds.

Evaluation Criteria
FRAC will consider (but are not restricted to) the following review criteria:

1. The applicant clearly described the scope and significance of the proposed activity.
2. Relevance to the purposes of expanding knowledge or pursuing creative expression is clear.
3. The objectives of the proposed project are clearly defined and measurable.
4. The methodology and proposed schedule are clearly described and appropriate.
5. There is likelihood of tangible results.
6. The budget is appropriate.
7. Proposal demonstrates how project contributes to applicant's scholarly pursuits.
8. Plan to showcase results is viable, specific and includes a timeline.

Timetable for Expenditure of Funds
Decisions on awards will be made before the end of the Spring semester. Funding becomes available and must be spent during the following fiscal year: July 1 through June 30.

A **FINAL REPORT**, including summaries of: 1) the original plan, 2) the actual research and/or scholarly activities, 3) outcomes, and 4) plans to further the activities. The report is due in ORTT by July 31, immediately following the close of the fiscal year of the award. Failure to provide the report in a timely manner will make the PI ineligible for future funding.

FACULTY RESEARCH FUND
Application Cover

Fiscal Year_____

Principle Investigator: _____ Dept: _____

E-Mail: _____ Phone: _____

Other Investigators:_____

Proposal Title:_____

Have you received funding in the past? _____ YES _____ NO   If yes, how many times?_____

Date of last award: _____   Are you tenured? _____ YES _____ NO

Indicate scholarly activities or external applications since previous funding. Attach additional pages if necessary.

_____

_____

Proposed Budget

	Funds Requested	Funds from Other Sources
Stipends	$ _____	$ _____
Travel	$ _____	$ _____
Supplies & Materials	$ _____	$ _____
Other (Specify)	$ _____	$ _____
TOTAL REQUEST	$ _____	

Signature of Applicant: _____ Date: _____

Signature of Department Chair: _____ Date: _____

Signature of Collegiate Dean: _____ Date: _____

Committee Member Evaluation:
_____ Scope & Significance   _____ Methodology   _____ Contribution
_____ Relevance   _____ Results   _____ Dissemination Plan
_____ Objectives   _____ Budget   _____ TOTAL