

Guidelines for Distribution of College Research Enhancement Funds

(Revised August 2005)

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(Approved COB Faculty, September 29, 2007)

The College Research Enhancement Committee will generally fund small-scale projects that usually do not involve release time from instructional duties.

Time Line for Submission and Approval of College Level Research Proposals

April 30 is the deadline for submission of proposals for the following academic year.

May 15 is the date College-level proposals recommended for funding are announced to recipients. The Dean of the College will make notification of grant awards in writing.

Grant Application Procedure

When submitting a grant proposal to the Committee, the applicant should remember that it will be reviewed and evaluated by knowledgeable colleagues outside the applicant's own field of specialization. Therefore, the application should not contain jargon, but instead, should be written in a clear and concise manner.

The grant application may be in the form of a memorandum to the Committee and should include at least the following information:

- a. The project title and names of the principal investigator and any co-investigator.
- b. If human subjects are involved, a statement that the appropriate University Review Board has been notified of the project.
- c. A statement of the project's objectives.
- d. A statement as to why the project is considered worthwhile.
- e. A work plan and expected time line.
- f. An itemized budget for the project and a statement that any funds remaining unspent for intended purposes will revert to the College.
- g. A resume of the principal investigator and any co-investigators in the project.
- h. List of other college level research grants that you or members of your team last received, including a copy of the final report for each of the college level grants.

One signed paper copy of the proposal and its electronic copy in Microsoft Word should be submitted to the Committee by the deadline.

Grant Proposal Evaluation Criteria

The Committee considers both the scholarly merit and feasibility of the project including such issues as the following:

- Overall clarity
- Feasibility of research design.
- Possibility that the project will enhance the College's Mission in teaching, intellectual contributions, faculty development, or community service.
- Feasibility of work plan and budget for accomplishing objectives.
- History of previous College funded grants in terms of project completion and budget management.

Actions by the College Research Enhancement Program Committee

The College Committee may take the following actions:

- Proposal may be funded as requested.
- Proposal may be partially funded.
- Proposal may not be funded.

Note: Whenever worthwhile, two or more additional proposals of those not funded should be ranked for possible funding in the event that such funding becomes available at a later date.

Instructions for Grant Recipients

All grants are subject to normal regulations governing the use of state funds except that the statute provides that supplies, materials, services and equipment purchased under the Research Enhancement Program are not subject to the authority of the State Purchasing and General Services Commission.

Administrative Support. Administrative support and budget tracking are provided by the College budget office.

Expenditure Deadlines. All expenditures will be encumbered in accordance with the university expenditure deadlines.

Equipment. Upon completion or termination of the grant project any materials purchased by grant funds, including equipment, supplies, books and software, will revert to the College.

Final Report. A formal written report is required upon completion of each funded research project. This report includes a summary of the project's design, conclusions, expenditures, and any products produced including manuscripts, reports, conference papers, publications, etc. This report should include an appropriate title page and be bound in a manner durable enough for permanent filing and easy retrieval.

The final report is due October 1 following completion of the funding period.

Acknowledgement of Support. Acknowledgement should be included in any publication resulting from the project grant.