TO: Ferris Board-Appointed Faculty

FROM: Faculty Research Committee

DATE: Dec 14, 2013

SUBJECT: **Faculty Research Grant Program Announcement**

1.   Attached are the Proposal Guidelines and Criteria for funding for the Faculty Research Grant Program. We again are soliciting your research proposals. A total of $20,000 has been allocated for support of this program in the 2013-2014 academic year. All board-appointed faculty are eligible to apply (that is, tenured and tenure-track faculty). **The proposals for the 2013-2014 academic year funding are due by 10:00 a.m. Tuesday, January 21, 2014 at the Academic Senate Office, CSS 208A or email a pdf (with signatures) to** hadleyp@ferris.edu. We anticipate that awards will be announced in April, 2013. Next year, the Student Research Assistant program will be incorporated into the Faculty Research grant process, and we expect two funding cycles (September and January deadlines).

2.   These grants are intended to act as a catalyst for faculty involvement in research activity and not for development of classroom material. We particularly encourage application from faculty members that have not yet participated in this program, and those that plan to involve Ferris students in their projects. Contact any committee member for more information. **Bold** indicates chair of committee.

Name	Unit	Campus Address	Campus Phone
Monica Frees	**RSS**	ASC-1031	2819
Kam Hwee-Joo	**BUS**	IRC-224	2437
Paul Klatt	**SR**	ASC-2004	2671
Elies Kouider	**OPT**	BUS-372	3166
Nicholas Kuiper, Chair	**EHS**	BH-314	2716
Russ Leonard	**CET**	AUT-101	2357
George Nagel	**AL**	JOH-114	3614
Christopher Redker	**AS**	ASC-2088	2576
Christopher Richmond	**L/C**	BHC-210	5968
Cindy Seel	**HP**	VFS-413	2289
Jerome Trouba	**PHR**	ASC-2044	5630

 3.   To apply for a grant visit the Faculty Research Committee web page at:
http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/facresearchcomm/facresguidelines11-12.pdf or contact the Academic Senate Office (Ext. 2691) if further information is needed.

Attachments: Proposal Guidelines
                Funding Criteria
                Proposed Budget Outline

FACULTY RESEARCH GRANT PROGRAM

Proposal Guidelines - Revised December, 2013

The Faculty Research Grant Program has been established by the university to provide support for board-appointed faculty interested in engaging in research. All board-appointed faculty (that is, tenured and tenure-track faculty) are eligible to apply. It is expected that faculty who are granted support through the Faculty Research Grant Program will successfully complete a noteworthy project or progress to a sufficient extent so as to qualify for continuing long-term support from an outside source.

The Faculty Research Committee and the Academic Affairs Office will provide information and assistance to faculty who wish to apply for research support from governmental agencies, foundations, other private organizations, or alumni funds. This section explains the procedures to be followed in requesting support from the Faculty Research Grant Program.

General Information

The Faculty Research Grant Program is designed to provide assistance to faculty for research grants for up to one year in length. If necessary, a faculty member may request an extension of the award. For the extension requirements, please see page 4, Section V.

Items for which support may be requested include:

Secretarial
Student wages
Materials and supplies
Travel costs, meals and lodging
Contractual/technical services
Equipment

Few restrictions are placed on the types of research projects acceptable for review. However, the following projects, regardless of their value and content, are not within the purpose for which the Faculty Research Grant Program was established:

Grants to faculty members for the purpose of completing graduate course work.

Projects aimed primarily at the improvement of courses, course materials and content. Funds for the support of such projects may be requested through grants for Professional Development.

Material and Intellectual properties purchased with grant funds administered by Ferris State University are the property of the University (unless otherwise specified by the grantor), but will be under the administrative control of the priority user (the researcher).

Committee members are eligible to submit requests for funding, but the committee members shall remove themselves from the review process in order to maintain its integrity.

The Proposal Document

I.   *Title Page*
        The title page should contain only the following information in the order indicated. The original
        must be signed by the applicant and the appropriate administrators(s).

FERRIS STATE UNIVERSITY
Proposal for a Faculty Research Grant

Title:

Initiator: (include signature)

College or Department:
        - Administrative acknowledgment (signature of department head, supervisor, or dean)
        - Funds requested
        - Proposed beginning and ending dates
        - Date submitted

II.   *Abstract*
        A separate page to follow title page. A brief summary of the proposal (200 words or less). At the
        top of the page, list the following:
        Title
        Date submitted

III.   *The Proposal*

        This is the actual proposal. It should be clear, concise, complete, and brief. Proposals should be
        printed on 8-1/2x11" paper, stapled at the left margin. Do not bend or enclose in folders. Submit
        12 complete copies of the entire proposal to the Academic Senate Office, CSS 208A, before the
        deadline.

        The proposal will follow the following outline as applicable.

        Objective: State the overall objective or long-term goal of the proposed research.

        Background: Review the most significant previous work and describe the current status of
        research in this field. Provide documentation with references. Describe any preliminary work the
        applicant has done which led to this proposal.

        Rationale: Present concisely the rationale behind the proposed approach to the project.

        Methods and Procedure: Give details of the plan for research. Include a description of the study
        design and data collection, the methods to be employed, the kinds of data or information expected
        to be obtained, and the means by which these data or information will be analyzed or interpreted.
        Specify any statistical techniques that will be used. Describe the procedures in the sequence in
        which it is planned to carry them out. Indicate a tentative schedule of the main steps of the
        investigation within the project period.

The methods should be given in full and complete detail so that the committee can assess their feasibility and validity. If there are any aspects of the design that for legitimate reasons cannot be specified until the research is underway (e.g., parameters that must be determined in a pilot study) those unspecifiable aspects must be noted, with a detailed explanation of how they are to be determined (e.g., specify the methods of the pilot study).

Compliance: If the proposed research involves human subjects, it must be submitted concurrently to the Institutional Review Board (IRB). Research projects that plan to use animal subjects must apply to the Institutional Animal Care and Use Committee (IACUC). Include with your proposal a copy of your application to the IRB or IACUC.

> IRB website**:**
> http://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/IRB/homepage.htm
>
> IACUC website:
> http://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/iacuc/

You must notify the Faculty Research Committee chair when the IRB or IACUC has approved your proposal, since the Faculty Research Committee will not fund an unapproved project. If there are animal subjects, the above procedure must be followed with the Animal Care and Use committee.

Significance: Comment on the potential importance of the proposed work to the scientific/academic community and to Ferris. Discuss any novel ideas or contributions which the project offers. Comment on the potential for future expansion of the project. Comment on how this project will contribute to any plans you may have to solicit future outside funding.

Facilities: Describe the facilities available for the project. List the major items of equipment available for the work. If special campus equipment or facilities are required, arrangements must be made prior to submission of the proposal.

Collaborative Arrangements: If the proposed project requires collaboration with other institutions, describe the collaboration and provide evidence of assurance that the institutions involved agree.

Personnel: Prepare concise biographical sketches for all professional personnel involved in the project. This information is used by the review committee to evaluate the adequacy of the project staff. List in reverse chronological order the individual's professional background and employment. List present research support for each individual. Provide for each individual a chronological list of the most representative of his or her publications. List authors in the same order as they appear on the publication, the full title, and the complete reference as these usually appear in books and journals. The complete biographical sketch, including bibliography, should not exceed three (3) pages for each individual.

We encourage applicants to include Student Research Assistants in this program. Please include information about the specific student, or the qualifications you will require for your research assistant.

Prior Grant Summary: List, in chronological order, any research funds received or currently under review related to this, similar, or related research, provided the amount exceeded $500. You must include source, purpose, exact amount, and funding period. Also, specify the details of each grant's budget sufficiently to make clear to what extent, if any, the present budget proposal overlaps with or compliments the previous grant. If you previously received a Ferris Faculty Research Grant, attach a copy of your final report to the committee.

***Budget*:** Budget items should be listed in detail according to the budget form attached and may include appropriate items as listed in the section on General Information. For travel expenses, please list food and lodging separately from transportation costs. Also, list separately each leg of a trip that has several destinations. No faculty stipends are allowed. At the end of an award period or extension, unexpended funds will revert to the Faculty Research Fund. Each item requested in the budget should be mentioned in the methods section in a manner that clearly justifies the item as essential to the proper execution of the proposed research.

IV. ***Reports***: The Project Director is responsible for all reports and communications with the Faculty Research Committee. The first named individual on all grant requests involving more than one faculty or professional staff member will be named as the Project Director.

Final reports must be submitted within **three** (3) months of the date of the termination of the grant project to the Academic Senate Office. Failure to submit one's report in a timely fashion will preclude the faculty member from submitting a subsequent research grant proposal with this Committee for a period of **two** (2) years from the time of his/her actual report submission date. Failure to ever submit a final report will preclude acceptance of future grant applications.

The report is to be succinct and written for an intelligent lay audience (i.e., without any unexplained jargon). It is to consist of the following:

1. The original abstract, updated to reflect the actual execution of the project.
2. A one-page synopsis of the literature and background that will provide evidence of the need for this specific research project.
3. Any further methodological information essential to the interpretation of the remainder of the report.
4. A one-page summary of the findings.
5. A one-page discussion of the implications, conclusions, and potential applications derivable from the findings.
6. A paragraph indicating future research enabled by the findings.
7. A paragraph indicating the public forum in which the findings are to be presented.
8. Statement from the Student Research Assistant (at least one page) on what they learned from the experience and how it has affected their career or educational goals. This is only applicable to projects that included student salaries as part of the project.

V. *Extensions:* A faculty member may request an extension for an additional six (6) months. A request for an extension must be submitted in writing to the Faculty Research Committee no later than 90 days prior to the end of the grant period. The request must be accompanied by an interim report indicating the current status and the anticipated date for the completion of the project. The interim report should contain the same guidelines specified in Section IV of this document.

GENERAL CRITERIA FOR FUNDING RESEARCH PROPOSALS
Faculty Research Checklist and Evaluation

Applicant _____

Essential Criteria

Requirement met? Mark as Yes or No	Yes	No
1. Research Faculty Research grants are intended to act as a catalyst for faculty involvement in research activity. Other sources are available for development of classroom material (http://www.ferris.edu/htmls/foundation/merit09.htm) and faculty development (http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/profdevcomm/PDGCommitteeGuidelines0809.pdf).		
2. Proposal clear and complete Proposal addresses all guideline criteria in the recommended format and in a clear and concise manner.		
3. If animal or human subjects involved, provide evidence of forms submitted If the proposed research involves human subjects including all survey research, it must be submitted concurrently to the Institutional Review Board (Human Subjects Committee). Include with your proposal evidence that you have submitted your proposal to the Institutional Review Board. Also, notify the Faculty Research Committee chair when the Institutional Review Board has approved your proposal, since the Faculty Research Committee will not fund an unapproved project. If there are animal subjects, the above procedure must be followed with the Animal Care and Use committee.		

Relative Criteria Rubric

	0 Lowest Quality	1 Average Quality	2 Best Quality
A. Budget requested is reasonable and adheres to the guidelines. **Score** _____	Difficult to evaluate if dollar amounts are reasonable since rational is not provided Or Requested budget exceeds $7,500.	Dollar amounts seem reasonable on the surface, but the rational is unclear or lacks necessary detail.	Sources of dollar amounts are given. For student research assistants, university rates are used and cited. Materials are based on actual cost with source provided. Labor hours estimated from similar magnitude projects, with those projects cited.

B. Resources **Score** _____	The faculty member has not identified the resources necessary to do the work or it seems unlikely they will acquire them.	The faculty member has identified the necessary resources, but has not adequately explained how they will be acquired.	The faculty member has all the resources to complete the proposed work or has a realistic plan to acquire them.
C. Contribution to scientific/academic community **Score** _____	Lacking novel ideas and evidence of likelihood to yield significant contribution to FSU and greater scientific / academic communities.	Novel ideas presented but with minimal evidence outlined in proposal to suggest that research <u>may</u> yield significant contribution to FSU and may make an impact within the greater scientific /academic communities.	Novel ideas presented and solid evidence (literature cited) is outlined in proposal indicating that research will yield significant contribution to FSU and make a substantive impact within the greater scientific /academic communities. and/or… Provides evidence that previous related work by author has *already* yielded significant contribution and impact of research is likely to accrue. and/or … Worth of the study to the field for which it is intended.
D. Study design appropriate **Score** _ _____	The study design is either inappropriate or unclearly written.	The Study design is appropriate, but the description lacks essential information or is inconsistent with the budget.	The methods for collecting and analyzing data are clearly stated and appropriate to the objective (s) and design of the study. Sources for calculation and research designs are cited. The Methods matches the budget
E. Project completion **Score** _ _____	No such plan is provided.	A plan is provided, but it is either unclear **or** unachievable/unrealistic.	The plan provided is clear **and** achievable/realistic. The personnel have demonstrated that the project can be completed in the time available.
F. Student Involvement **Score** _____	Students are either not involved or it seems unlikely students will be involved in the work.	One or more students will be involved, but it seems unlikely the student(s) will have a meaningful research experience.	The project will involve at least one student in the work and likely provide him/her with a meaningful research experience.

G. Qualified personnel Score _____	The faculty member does not appear to have the necessary skills, experience, or track record to complete the work.	The faculty member has one of the following – skills, experience, or track record – to complete the proposed work.	The faculty member has the skills, experience, and track record to complete the proposed work.
H. Potential for further research Score _____	No plans for future expansion of the project are outlined in the proposal.	Potential for future expansion of the project are suggested in the proposal, but one or more of the following are not clearly outlined: 1) future research questions, 2) timeline, and/or 3) funding opportunities.	Plans for future expansion of the project are clearly outlined in the proposal, including: 1) future research questions, 2) timeline and 3) future funding opportunities. and/or … Worth of the study to the field for which it is intended
I. Potential for outside grants Score _____	No plans for further funding of the project are outlined in proposal.	Potential for further funding of the project mentioned in proposal without specific plan or naming of specific extramural granting agencies. and/or … Project is stand alone and outside grants will not be sought.	Documented evidence provided of extramural funding received OR definitive plans for extramural funding including specific grantors are outlined in proposal.

FERRIS STATE UNIVERSITY
Faculty Research Grant: Proposed Budget

Title: _____

B) _____

Initiator(s): A) _____

Type name/sign   Type name/sign

Items for which support is being requested:

Secretarial
 (List number of hours x rate of pay) _____ x _____ = 1) _____
 Benefits (79 %)   2) _____

                                                    Subtotal = _____

Student Research Assistant Wages
 (*List number of hours x rate of pay & subtotal)   Subtotal = _____

Materials & Supplies
 (List description, cost, quantity & subtotal of cost)   Subtotal = _____

Safety Expenses
 (*Necessary safety equipment or disposal of hazardous materials)   Subtotal = _____
 Contact Anne Hawkins (231) 591-2154 hawkina7@ferris.edu for guidance.

Travel Costs
 (List destination(s), costs & subtotal)   Subtotal = _____

Contractual/Technical Services
 (*List description, costs & subtotal)   Subtotal = _____

Equipment
 (*List description, costs & subtotal)   Subtotal = _____

                                                    Total _____

 *Use separate page to list information, if necessary

Dec 2013