

## Faculty Research Checklist and Evaluation

Applicant \_\_\_\_\_

### Essential Criteria

Requirement met? Mark as Yes or No	Yes	No
<p><b>1. Research</b> 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 (<a href="http://www.ferris.edu/htmls/foundation/merit09.htm">http://www.ferris.edu/htmls/foundation/merit09.htm</a>) and faculty development (<a href="http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/profdevcomm/PDGCommitteeGuidelines0809.pdf">http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/profdevcomm/PDGCommitteeGuidelines0809.pdf</a>).</p>		
<p><b>2. Budget Items essential</b> Budget must be itemized indicating descriptions, assumptions and amounts, as well as those items that are currently being requested from other sources separate from those that are requested from FRC. If a stipend is requested, it will be considered “merely facilitative”.</p>		
<p><b>3. Proposal clear and complete</b> Proposal addresses all guideline criteria in the recommended format and in a clear and concise manner.</p>		
<p><b>4. Literature search</b> It is imperative that the applicant demonstrate that the proposed research will build upon the existing body of knowledge, or that the research will fill in a meaningful gap in the current body of knowledge. Proposal should include sufficient specificity (discussion and references) to credibly make whichever case is applicable.</p>		
<p><b>5. Sufficient supplies</b> a) <i>University items:</i> Describe FSU facilities, equipment, and supplies that will be available to complete the project. If special campus equipment or facilities are required, arrangements must be made prior to submission of the proposal. b) <i>Non-University items:</i> Describe non FSU facilities, equipment, and supplies that will be available to complete the project.</p>		
<p><b>6. Qualified personnel</b> Prepare concise biographical sketches relevant to the proposal for all professional personnel involved.</p>		
<p><b>7. Project completion</b> The personnel have demonstrated that the project can be completed in the time available.</p>		
<p><b>8. Study design appropriate</b> The methods for collecting and analyzing data are clearly stated and appropriate to the objective and design of the study. Sources for calculation and research designs are cited.</p>		
<p><b>9. If animal or human subjects involved, provide evidence of forms submitted</b> 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.</p>		

**Relative Criteria Rubric**

	<b>0 Lowest Quality</b>	<b>1 Average Quality</b>	<b>2 Best Quality</b>
<p><b>A. \$ amount requested reasonable</b></p> <p>Score _____</p>	<p>Difficult to evaluate if dollar amounts are reasonable since rational is not provided.</p>	<p>Dollar amounts seem reasonable on the surface.</p>	<p>Sources of dollar amounts are given. For student labor, 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.</p>
<p><b>B. Contribution to scientific/academic community</b></p> <p>Score _____</p>	<p>Lacking novel ideas and evidence of likelihood to yield significant contribution to FSU and greater scientific/academic communities.</p>	<p>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.</p>	<p>Novel ideas presented and solid evidence outlined in proposal indicating that research will yield significant contribution to FSU and make a substantive impact within the greater scientific/academic communities.</p> <p>and/or...</p> <p>Provides evidence that previous related work by author has <i>already</i> yielded significant contribution and impact of research is likely to accrue.</p> <p>and/or ...</p> <p>Worth of the study to the field for which it is intended</p>
<p><b>C. Potential for further research</b></p> <p>Score _____</p>	<p>No plans for future expansion of the project are outlined in the proposal.</p>	<p>Potential for future expansion of the project are <u>suggested</u> 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.</p>	<p>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.</p> <p>and/or ...</p> <p>Worth of the study to the field for which it is intended</p>
<p><b>D. Potential for outside grants</b></p> <p>Score _____</p>	<p>No plans for further funding of the project are outlined in proposal.</p>	<p>Potential for further funding of the project mentioned in proposal without specific plan or naming of specific extramural granting agencies.</p> <p>and/or ...</p>	<p>Documented evidence provided of extramural funding received OR definitive plans for extramural funding including specific grantors are outlined in proposal.</p>

		Project is stand alone and outside grants will not be sought.	
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