

TO: Ferris Board-Appointed Faculty

FROM: Faculty Research Committee

DATE: October 17, 2011

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 2011-2012 academic year. All board-appointed faculty are eligible to apply (that is, tenured and tenure-track faculty). **The proposals for the 2011-2012 academic year funding are due by 10:00 a.m. Tuesday, January 17, 2012 at the Academic Senate Office, CSS 208A.** We anticipate that awards will be announced in April, 2012.
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 those who previously have not participated in this program to do so now. Contact any committee member for more information. **Bold** indicates chair of committee.

Name	Unit	Campus Address	Campus Phone
	AHS		
Jerome Trouba	AS	ASC 2044	5630
Elies Kouider	BUS	IRC 212P	3166
Brendan Callahan, Chair	ED	BIS 409	5377
Christopher Richmond	L/C	BHC 210	5968
Michael Keating	OPT	PEN 429	2181
	CET		
	PHR		
	UC		
Paul Klatt	AL	ASC 2114	2671
David Nicol	Ex-officio	BUS 200F	2422

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 October, 2005

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.

Properties, material and intellectual, 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 not eligible to submit requests for funding. Furthermore, in the event there is a potential conflict of interest, the committee members shall remove themselves from the committee during 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. Document 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).

If clinical studies are involved, give details of responsibility for patient selection and patient care. If the proposed research involves human subjects, 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.

Each item requested in the budget should be alluded to in the methods section in a manner that clearly justifies the item as essential to the proper execution of the proposed research.

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 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.

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.

- 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 evidencing a need for the research done.
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.

- 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 Committee 2010-2011

MINIMUM CRITERIA FOR CONSIDERATION

*The following criteria must **ALL** be met before the proposal will be considered for funding.

1. The proposal constitutes an example of research rather than some other form of project.
2. All parts of the proposal are stated clearly, precisely, and completely, and in accordance with these guidelines. *
3. There is a sufficient literature search, indicating a grounding in theory.
4. The personnel are qualified.
5. Sufficient facilities, equipment, and supplies will be available to complete the project.
6. The personnel have demonstrated that the project can be completed in the time available.
7. The budget is reasonable and appropriate relative to the impact and significance of the project.
8. The methods for collecting and analyzing data are clearly stated, objective, and appropriate to the objective and design of the study. Sources for calculation and research designs are cited as appropriate.

RELATIVE CRITERIA

The projects that meet the above minimum criteria will be rank ordered on their relative merit according to the following criteria:

1. The project should have an anticipated contribution to the scientific/academic community and to Ferris that is **(A)** significant, and **(B)** likely to accrue.
2. The project should have a clear potential to lead to further research projects. A potential to lead to outside grants will be evaluated more favorably.
3. The budgeted items should be essential to the appropriate completion of the project. (Items that are merely facilitative will be ranked lower.)

*During the evaluation process, the committee reserves the right to request written or oral elaboration and clarification of any aspects of submitted proposals which it deems to warrant further scrutiny. However, it is the responsibility of the applicant to submit a clear and complete application in the first place.

All deliberations of the committee are strictly confidential. The opinions of outside experts will be solicited as deemed appropriate.

