

**TO:** Ferris Board-Appointed Faculty  
**FROM:** Faculty Research Committee  
**DATE:** Announcement: November 22, 2019  
**SUBJECT:** **Faculty Research Grant Program Announcement**

1. Attached are the Proposal Guidelines and Criteria for the Faculty Research Grant Program. All board-appointed faculty are eligible to apply (that is, tenured and tenure-track faculty).
2. We are soliciting your research proposals for the following deadlines this academic year.

<b>Spring 2020 semester</b>	
<b>Applications Due</b>	February 7, 2020 (4 pm)
<b>Award Notice</b>	March 2020
<b>Funds must be expended by</b>	End of Spring Semester ( May 2021 )
<b>Report Due</b>	End of Fall Semester ( December 2021 ) or Before Next FRG Application.

3. **Proposals must be submitted in pdf format by email to the senate office at [acadsen@ferris.edu](mailto:acadsen@ferris.edu).** The required cover page (with all signatures) should be scanned and sent by email. **Only complete proposals that have an email time stamp of 4:00 PM or earlier will be reviewed.** Applicants are encouraged to submit materials early to avoid issues with approvals and technical difficulties. We anticipate that awards will be announced in March ( 2020 ).
4. 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.
5. To learn more about the Faculty Research Committee and Grant process, please visit the Faculty Research Committee web page at:  
<https://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/senate/univwidecomm/facresearchcomm/homepage.htm>
6. Please feel free to contact the Academic Senate Office (Ext. 2691, before noon), or members of the committee with questions.
7. Attachments: Proposal Guidelines  
Required Cover Page  
Proposed Budget Summary  
Funding Criteria

## FACULTY RESEARCH GRANT PROGRAM Proposal Guidelines - Revised October 2018

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
- Contractual/technical services
- Equipment
- Travel costs (see proposal guidelines for limitations)

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.

Funds for travel costs not related to research-based purposes ( sample collection, etc ). Such funds are most appropriately requested through Timme Travel Grant application:

<https://www.ferris.edu/HTMLS/academics/center/TIMME/guidelines.htm>

Funds for the sole acquisition of computer hardware, software, and storage costs. Written documentation related to prior Ferris IT/TAC consultation for currently available resources is strongly advised.

**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 Faculty Research Grant Proposal Document

### ***I. Cover Page*** (included in this packet)

The original cover sheet must be signed by the applicant and the appropriate administrators(s). and then scanned into a pdf for submission.

### ***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:

### ***III. Project Description***

This is the actual proposal. It should be clear, concise, complete, and brief. The proposal will follow the following outline as applicable.

***Objective:*** State the overall objective or long-term goal of the proposed research. Please include the specific research question(s) that will be addressed by this project.

***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. Explain how the proposed project is different from previous work and how it will contribute new knowledge to the field.

***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:***

Projects that include the use of human subjects must be submitted to the Institutional Review Board ([IRB](#)). The IRB application may be submitted concurrently, but must be approved before funding.

IRB website: <http://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/IRB/homepage.htm>

Projects that include the use animal subjects must be approved by the Institutional Animal Care and Use Committee ([IACUC](#)). IACUC protocols may be submitted concurrently, but must be approved before funding.

IACUC website: <http://ferris.edu/HTMLS/administration/academicaffairs/vpoffice/iacuc/>

Projects that include lab activities should contact the Director of Academic Affairs Laboratory Safety to request a Hazard Assessment. Proposed research that involves the use of radiation should contact the Radiation Safety Officer. Hazzard assessments may be requested concurrently, but must be approved before funding.

Lab safety website: [https://ferris.edu/HTMLS/administration/academicaffairs/Laboratory\\_Safety/index.htm](https://ferris.edu/HTMLS/administration/academicaffairs/Laboratory_Safety/index.htm)

You must notify the Faculty Research Committee chair when the appropriate committee or officer has approved your proposal. The Faculty Research Committee will not fund an unapproved project.

**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, both on and off Ferris State University campus, 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. This report should include information about how the results of previous funded work was disseminated, or is planned to be (a list of presentations or papers completed or in preparation).

#### **IV. Budget (Maximum \$5,000)**

The Proposed Budget Summary page should be filled out, and additional pages should be used to explain the calculation of the major budget categories. 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. Please provide detail on how the costs for budget items were estimated. For example, the budget explanation may refer to current advertised prices (with estimated quantities), hourly wage rates (with quantities), etc.

Budget items may include secretarial support, student wages, materials and supplies, contractual/technical services, equipment, hazardous waste management, personal protective equipment and travel costs. No faculty stipends are allowed.

Travel expenses related to conducting the research project may be included for both faculty and student research assistants. Food and lodging costs should be listed separately from transportation costs for each trip and details for multiple destinations or "legs" should be included. Expenses related to conference travel **can** be included for faculty, **and** costs for student research presenters may be included in the proposed budget.

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 or before a new FRG application may be considered. 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 A one-page synopsis of the literature and background that will provide evidence of the need for this specific research project.
2. Any further methodological information essential to the interpretation of the remainder of the report.
3. A one-page summary of the findings.
4. A one-page discussion of the implications, conclusions, and potential applications derivable from the findings.
5. A paragraph indicating future research enabled by the findings.
6. A paragraph indicating the public forum in which the findings are, or have been, presented.
7. 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.

**FERRIS STATE UNIVERSITY**  
**Faculty Research Grant: Cover Page**

Project Title: \_\_\_\_\_

Funds Requested: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed End Date: \_\_\_\_\_

**Required Signatures:**

Initiator Name: \_\_\_\_\_

Department: \_\_\_\_\_

College: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

( Please check one for each compliance option )

I have requested a hazard assessment by the Director of Lab Safety ( for lab projects ) Yes \_\_\_ No \_\_\_ Not Applicable \_\_\_

I have already gained approval, or submitted an application to:

- the IRB ( if the proposed project utilizes human subjects ) Yes \_\_\_ No \_\_\_ Not Applicable \_\_\_
- and/or the IACUC ( if the project utilizes animals ) Yes \_\_\_ No \_\_\_ Not Applicable \_\_\_
- and/or the Radiation officer ( if the project requires radioactive materials ) Yes \_\_\_ No \_\_\_ Not Applicable \_\_\_

I understand that proof of IRB/IACUC approval must be submitted to the senate office ( letters can be emailed to [acadsen@ferris.edu](mailto:acadsen@ferris.edu) ) before funds are made available. Yes \_\_\_ No \_\_\_

If approved, I agree to carry out the project as proposed in this application.

\_\_\_\_\_  
Faculty member signature

\_\_\_\_\_  
Date

I support the project outlined in this application.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department Head/Chair/ Director or Dean Signature

\_\_\_\_\_  
Date

**FERRIS STATE UNIVERSITY**  
**Faculty Research Grant: Proposed Budget Summary**

Title: \_\_\_\_\_

Initiator(s): A \_\_\_\_\_ B \_\_\_\_\_

**Items for which support is being requested:**

*Secretarial*

List number of hours x rate of pay \_\_\_\_\_ x \_\_\_\_\_ = 1) \_\_\_\_\_  
Benefits (79 %) \_\_\_\_\_ 2) \_\_\_\_\_

*Student Research Assistant Wages*

Subtotal= \_\_\_\_\_

\*List number of hours x rate of pay & subtotal

Subtotal= \_\_\_\_\_

See [student employment wage rates](#) for current rates

*Materials & Supplies*

\*List each item include description, cost, quantity & subtotal of cost

Subtotal= \_\_\_\_\_

*Safety Expenses*

\*Please list expenses for safety equipment or disposal of hazardous materials  
Contact Anne Hawkins (231) 591-2154 [hawkina7@ferris.edu](mailto:hawkina7@ferris.edu) for guidance.

Subtotal= \_\_\_\_\_

*Travel Costs*

\*List destination(s), costs & subtotal

Subtotal= \_\_\_\_\_

*Contractual/Technical Services*

\*List description, costs & subtotal

Subtotal= \_\_\_\_\_

*Equipment*

\*List description, costs & subtotal

Subtotal= \_\_\_\_\_

Total= \_\_\_\_\_  
(may not exceed \$5,000)

\*Use separate page to list the details of each budget category. All budgets should be clearly explained and tied to specific goals of the proposed project.

## GENERAL CRITERIA FOR FUNDING RESEARCH PROPOSALS

### Faculty Research Checklist and Evaluation

Applicant \_\_\_\_\_

#### Essential Criteria

Requirement met? Mark as Yes or No	Yes	No
<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/profd evcomm/PDGCommitteeGuidelines0809.pdf">http://www.ferris.edu/htmls/administration/academicaffairs/vpoffice/senate/profd evcomm/PDGCommitteeGuidelines0809.pdf</a> ).		
<b>2. Proposal clear and complete</b> Proposal addresses all guideline criteria in the recommended format and in a clear and concise manner.		
<b>3. Compliance: Approval by the appropriate committee or safety officer has been obtained or sought:</b> Application to IRB (use of human subjects) Protocol application to IACUC (use of animal subjects) Request for hazard assessment by Lab Safety Director (Lab –based projects) or Radiation Safety Officer (use of radioactive materials)		

#### Relative Criteria Rubric

	<b>0 Lowest Quality</b>	<b>1 Average Quality</b>	<b>2 Best Quality</b>
<b>A. Budget requested is reasonable and adheres to the guidelines.</b>  Score _____	Difficult to evaluate since rational is not provided Or Requested budget exceeds \$5,000	Dollar amounts seem reasonable on the surface, but the rational is unclear or lacks necessary detail.	Details of budget categories are fully explained. 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>B. Resources</b>  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.



<p><b>C. 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. Background justification for the project does not cite references from published literature.</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 (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 <i>already</i> 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.</p>
<p><b>D. Study design appropriate</b></p> <p>Score _____</p>	<p>The study design is either inappropriate or unclearly written.</p>	<p>The Study design is appropriate, but the description lacks essential information or is inconsistent with the budget.</p>	<p>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.</p>
<p><b>E. Project completion</b></p> <p>Score _____</p>	<p>No such plan is provided.</p>	<p>A plan is provided, but it is either unclear or unachievable/unrealistic.</p>	<p>The plan provided is clear <b>and</b> achievable/realistic. The personnel have demonstrated that the project can be completed in the time available.</p>
<p><b>F. Student Involvement</b></p> <p>Score _____</p>	<p>Students are either not involved or it seems unlikely students will be involved in the work.</p>	<p>One or more students will be involved, but it seems unlikely the student(s) will have a meaningful research experience.</p>	<p>The project will involve at least one student in the work and likely provide him/her with a meaningful research experience.</p>
<p><b>G. Qualified personnel</b></p> <p>Score _____</p>	<p>The faculty member does not appear to have the necessary skills, experience, or track record to complete the work.</p>	<p>The faculty member has one of the following – skills, experience, or track record – to complete the proposed work.</p>	<p>The faculty member has the skills, experience, and track record to complete the proposed work.</p>

<p><b>H. 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) possible funding opportunities.</p>	<p>Plans for future expansion and funding of the project are clearly outlined in the proposal, including:</p> <ol style="list-style-type: none"> <li>1) future research questions,</li> <li>2) timeline and</li> <li>3) future funding opportunities.</li> </ol>
<p><b>I. Previous Faculty Research Grant Awardee</b></p> <p>Score _____</p>	<p>Faculty has received an award from the Faculty Research Committee within the past 5 years.</p>	<p>Faculty has received an award from the Faculty Research Committee within the past 6-10 years.</p>	<p>Faculty has received an award from the Faculty Research Committee 11 or more years ago.</p>

FRG Guidelines: Revised November 20, 2019