

# Faculty Research and Development Committee

## Proposal Guidelines

The faculty research and development program has been established by Ferris State University (University) to provide support for board-appointed faculty members who are interested in engaging in research or professional development. The Academic Senate has delegated the responsibility for reviewing the proposals submitted and deciding whether to fund them or not, including the extent of support to the Faculty Research and Development Committee (Committee).

The Committee will provide assistance to faculty for improving the likelihood of success of the proposals. Such assistance can be individualized or may be in the form of workshops held on a regular basis. It is the charge of the Committee to enhance an environment of scholarship in all its forms through providing support for interested faculty. Also, it is the purpose of this program to make seed money available to faculty so that they are better prepared to apply for research and development support from federal and state agencies, foundations, and other private organizations.

In addition to the general information below, there are two sets of guidelines: one for research proposals and the other for development proposals. The title page of the proposal will indicate the type of grant requested and will be reviewed as such. If one is not certain as to which guidelines should be used in preparing the proposal, the chair of the Committee can help in that regard.

Each of the colleges will have a representative on the Committee appointed by the Executive Committee of the Senate (College of Allied Health Sciences, College of Arts and Sciences, College of Business, College of Education and Human Services, Michigan College of Optometry, College of Pharmacy, University College, and College of Technology). Additionally, there will be a representative from the Counselors and Librarians unit. The Vice President of Academic Affairs (VPAA) will also appoint an administrative representative to the Committee. Everyone on the Committee is a voting member.

The VPAA and the President of the Senate will appoint the chair of the Committee jointly for a one-year term. If the chair has already been appointed to the Committee as a representative of their College/Unit, then the Executive Committee should select another representative from the same College/Unit. The chair of the Committee shall be entitled to one-quarter release time during the term of office.

### General Information

1. There are three application cycles. Deadlines are on the first Friday of September, December, and March. Notices of the Committee's decision will be announced within 8 weeks of the application deadline.

2. The decision of the Committee will be submitted by the President of the Senate to the Vice President of Academic Affairs whose approval is required for the grants recommended by the Committee.
3. Applications involving any type of research including, laboratory, field, or pedagogy, are invited.
4. The program is designed to provide assistance to successful applicants for a period of no more than two years for research grants and no more than one year for development grants. If necessary, the applicant may request an extension.
5. No new proposals will be accepted from a former grantee before a final report on the project has been submitted to and approved by the Committee.
6. Material properties acquired with grant funds awarded by this program are the property of the University, but will be under the administrative control of the priority user (the grantee).
7. For questions on patents, copyrights and similar issues, the applicant should consult Academic Policy Letter 4:12 (Intellectual property Rights and Electronic Distance Learning Materials) issued on October 1, 2004.
8. A committee member who submits a request for funding must decline from sitting on the Committee for the cycle in which the proposal is discussed. Furthermore, in the event the Committee determines that there is a potential conflict of interest involving its members, those affected shall remove themselves from the committee during the particular review cycle.
9. Proposals for the purpose of completing course work, eg, courses leading to licensure and/or degrees, are not accepted by the Committee.
10. Although requests for support to cover travel expenses that are essential for completing the research or development project can be included in the proposal, request for travel expenses to attend conferences are unacceptable.
11. The Committee accepts for review proposals requesting procurement of software deemed essential for the success of the project; however, it is expected that if a project requires computers, digital cameras, or similar electronic devices, the applicant should request support to acquire these items from the academic unit.
12. The program is not designed to provide stipend to the applicants. It is suggested that applicants seek help from their academic units for release time.
13. Interdisciplinary proposals leading to a greater interaction among faculty members across two or more disciplines are strongly encouraged.

14. During the evaluation process, the Committee reserves the right to request written or oral elaboration on and clarification of any component of the proposal that may be warranted to guide the process. Furthermore,
15. All deliberations of the Committee are deemed strictly confidential. The Committee may consult with individuals knowledgeable in the area of the project as needed.
16. At the end of the award period, unspent funds will revert to the Faculty Research and Development account.

## Faculty Research Guidelines

### Proposal Format

The extent to which each of the items making up the proposal is documented may vary among different proposals. It is the responsibility of the applicant to provide clear, concise, complete, and brief information that can be appreciated and understood by Committee members who may not have a significant degree of knowledge or expertise in the field of the proposal.

Proposals should be printed on 8-1/2x11" paper, stapled at the left margin. Do not fold or enclose in folders. Submit the original and three copies of the entire proposal and eight additional copies of the abstract page.

#### I *Title Page*

The title page should contain the following information in the order listed. The principal investigator and the appropriate administrator must sign the original copy.

Heading:

**FERRIS STATE UNIVERSITY**  
**Proposal for a Faculty Research Grant**

Title:

Principal Investigator: (name and signature)

Other Investigators (names)

Administrative Acknowledgment: (signature of department head)

Funds Requested

Beginning and Ending Dates

Date of Submission

#### II. *Abstract Page*

The abstract page should contain the title and a brief description of the proposed work and its goals, including appropriate background material (300 words or less).

#### III. *The Proposal*

The proposal will follow the following outline as applicable.

Objectives: A clear statement of the project's expectations.

Background: It must include review of the most significant previous work and description of the current status of the project's area. Any preliminary work done by the applicant that led to the proposal should be described.

Methods: The methods to be used in the project, including study design and data collection, and analysis; the indicators used to measure the project's success; and documentation of the adequacy of the research facilities at the site. A tentative schedule for completing the main segments of the investigation should be provided.

Contribution to Career: The relationship between the project and the investigator's career objectives and the role of the project in relation to future funding efforts.

Significance: The ways in which the project will contribute to the advancement of new knowledge; the contribution the project will make to the investigator's program/college and the University; and the applicant's plan for dissemination or publication of the research results.

Animal Use: Research involving animals must be subjected to review and written approval by the Animal Care and Use Committee (ACUC) at the University. Request for approval must be submitted to ACUC concurrently with the proposal submission to this Committee or earlier. A copy of the ACUC approval letter must be forwarded to the Committee. Any proposal that fails to obtain approval of ACUC one month following the deadline of a submission cycle will be delayed until the next cycle, and the same conditions still apply.

Human Subject Research: Research involving human subjects must receive written approval from the Institutional Review Board (IRB) at the University. A copy of the IRB approval letter must be attached to the proposal. Any proposal that fails to obtain approval of IRB one month following the deadline of a submission cycle will be delayed until the next cycle, and the same conditions still apply.

Inter-Institution Collaboration: For projects requiring collaborative arrangements with other institutions, such collaboration should be described and evidence that the other institution involved is agreeable provided.

Personnel: Bibliographical sketches (not complete curriculum vitae) of all the investigators listed in the proposal must be provided. These sketches should be presented in a way that would assist the Committee in assessing the adequacy of the background of those involved. Evidence showing that the background, employment, publications, research experience, and grant writing and funding of

the investigators that impact the project positively and assure its success should be emphasized. Publications should be completely referenced, ie, authors, title, journal, volume, and date.

Biographical sketches should not exceed two pages in length for each investigator.

Prior Grant Funding: A list, in chronological order, of any research grants already received or currently under review related to this and other similar projects must be provided. Items to be included are title, source, amount of award, and funding period. The extent to which each grant overlaps with or compliments the current proposal should be elucidated. If the University has previously awarded you a research or professional development grant, a copy of the final report must be appended.

Budget: The budget form must be completed. For travel expenses, the cost of food and lodging should be listed separately from transportation costs. Under each item, justification for requested budget should be stated such that the reviewers would be able to evaluate how the funds will be used effectively to support the application.

- IV. ***Extension***: An investigator may request an extension of the award period for no more than an additional three months. A request for an extension must be submitted in writing to the chair of the Committee no later than 30 days prior to the end of the grant period. The request must also include an interim report on the current status the project.
- V. ***Reports***: The principal investigator is responsible for all reports and communications with the Committee.

A final report must be submitted to the Office of the Academic Senate and the chair of the Committee within three months of the ending date of the award period or, if any, its extension. Failure to comply will preclude the faculty member from applying for a period of one year from the date of submission of the final report. Reports submitted one year or more after the ending date of the grant period would preclude the faculty member for two years from the date of submission.

The report must be succinct and directed at a non-expert audience. It should include the following:

1. An abstract of the project including results.
2. A two-page summary of the results and discussion; conclusions; applications and implications of the work.
3. A brief statement on possible future research by the investigator enabled by the findings.

4. The type of public forum in which the findings will be presented and/or the name of the journal to which the manuscript will be submitted for consideration.

<b>FERRIS STATE UNIVERSITY</b> <b>Faculty Research Grant: Proposed Budget</b>
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Title: \_\_\_\_\_

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

\_\_\_\_\_ Type name/sign

\_\_\_\_\_ Type name/sign

Items for which support is being requested:

*II. Secretarial*

1600 (List number of hours x rate of pay) \_\_\_\_\_ x \_\_\_\_\_ = 1) \_\_\_\_\_

2100 Benefits (19.3%)\_\_ 2) \_\_\_\_\_

Subtotal

= \_\_\_\_\_

*III. Student Wages*

1800 (\*List number of hours x rate of pay & subtotal)

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

*IV.*

*V. Materials & Supplies*

3000 (List description, cost, quantity & subtotal of cost)

Subtotal

= \_\_\_\_\_

*VI. Travel Costs*

4000 (List destination(s), costs & subtotal)

Subtotal

= \_\_\_\_\_

*VII. Contractual/Technical Services*

5000 (\*List description, costs & subtotal)

Subtotal

= \_\_\_\_\_

*VIII. Equipment*

7000 (\*List description, costs & subtotal)

Subtotal

= \_\_\_\_\_

**Total** \_\_\_\_\_

\*Use separate page to list information, if necessary



## **Development Grant Guidelines**

These grants are intended to encourage and support the faculty in their efforts to become more competent and knowledgeable in their respective disciplines and/or to enhance their teaching skills and pedagogy. The emphasis is mostly on the professional development of the applicant. Projects that focus on research in teaching methodology, student performance, and similar topics should be considered research in nature and presented to the Committee as such in accordance with the guidelines discussed earlier. Also, development grants are not intended to simply acquire equipment for teaching enhancement.

Types of proposals under this grant program include, but not limited to, the following activities. In the case of training, no more than one faculty would be supported to attend the same seminar/workshop in any funding cycle.

1. Training in pedagogy, whether specific to the discipline or has general applicability to higher education, usually presented in the form of workshops or teachers seminars.
2. Training in the discipline itself that has direct impact on the teaching competence of the faculty.
3. Procurement of software for innovative or alternative modalities to instruction.

### **Proposal Format**

The extent to which each of the items making up the proposal is documented may vary among different proposals. It is the responsibility of the applicant to provide clear, concise, complete, and brief information that can be appreciated and understood by Committee members who may not have a significant degree of knowledge or expertise in the field of the proposal.

Proposals should be printed on 8-1/2x11" paper, stapled at the left margin. Do not fold or enclose in folders. Submit the original and three copies of the entire proposal and eight additional copies of the abstract page.

#### **I. *Title Page***

The title page should contain the following information in the order listed. The applicant and the department head must sign the original copy.

Heading:

**FERRIS STATE UNIVERSITY  
Proposal for a Development Grant**

Title:

Applicant: (name and signature)

Administrative Acknowledgment: (signature of department head)

Funds Requested

Beginning and Ending Dates

Date of Submission

## II. *Abstract Page*

The abstract page should contain the title and a brief description of the proposed work and its goals, including appropriate background material (200 words or less).

## III. *The Proposal*

The proposal will follow the following outline as applicable.

Background: It must include an overall description of the purpose of the proposal and its relevance to the responsibilities of the applicant.

Objectives: A clear statement of the proposal's expectations

Significance: The ways in which the grant will contribute to the professional development and pedagogical competence of the applicant.

Plan: A detailed statement on how the objectives are to be achieved, including a time schedule.

Contribution to Career: The relationship between the project and the applicant's career objectives and the role of the project in relation to future funding efforts.

Evaluation: The methodology that will be used to assess the impact of the grant on the development and pedagogy of the applicant and to determine whether the expectations of the applicant have been met.

Budget: A detailed budget is required. Under each item, justification for requested budget should be stated such that the reviewers would be able to evaluate how the funds would be used effectively to support the application. For travel expenses, the cost of food and lodging should be listed separately from transportation costs.

Documentation of workshop/seminar program and fees, software quotes, and travel costs must be provided.

Prior Grant Funding: A list, in chronological order, of any grants already received or currently under review related to this and other similar projects must be provided. Items to be included are title, source, amount, and funding period. The extent to which each grant overlaps with or compliments the current proposal should be elucidated. If the University has previously awarded you a research or professional development grant, a copy of the final report must be appended.

Bibliographical Sketch: A bibliographical sketch (not complete curriculum vitae) of the applicant must be provided. The sketch should be presented in a way that would assist the Committee in assessing the adequacy of the background of the applicant. Evidence showing that the background, employment, publications, research experience, and grant writing and funding of the applicants that impact the project positively and assure its success should be emphasized. Publications should be completely referenced, ie, authors, title, journal, volume, and date.

The bibliographical sketch should not exceed two pages.

- IV. ***Extension***: An applicant may request an extension of the award period for no more than an additional three months. A request for an extension must be submitted in writing to the chair of the Committee no later than 30 days prior to the end of the grant period. The request must also include an interim report on the current status the project.
- V, ***Final report***: A final report must be submitted within three months of the ending date of the award period or, if any, its extension to the Office of the Academic Senate and the chair of the Committee. Failure to comply will preclude the faculty member from applying for a period of one year from the date of submission of the final report. Reports submitted one year or more after the ending date of the grant period would preclude the faculty member for two years.

The report must be succinct and directed at a non-expert audience. It should include the following:

- A cover page (Title of project, applicant's name and affiliation, and grant period).
- A detailed description of no more than two pages of the completed activities and the impact of them on the professional development and competence of the grantee.
- List of and publications or presentations, completed or in process, that resulted from the project.
- A plan for future activities resulting from completing the project.