

Graduate School Faculty Research Fund

Application information: 2014-15

The Graduate School invites proposals to conduct research or engage in scholarly activity from any interested faculty currently in a term or a tenure-track position with a .5 FTE appointment or greater. Support for these proposals will be awarded from a fund provided by the Dean's Office, based on a review and recommendation by the Personnel Committee. The total value of the fund this year is \$8,000; individual awards generally fall in the \$500-\$1500 range. **Funds will be made available beginning 11/1/14 and must be expended by 5/31/15.** The final amount of each award will be determined in the review process. Faculty should submit no more than one proposal.

Funds may be used for the following research-related expenses:

- Travel to collect data (e.g. interviews, observations, primary source access, etc.)
- Workshop/class to acquire a specific research methodology or skill
- Software, hardware, and web-based support (e.g. website hosting, survey websites) related to research
- Services related to research, (e.g. transcription, data entry, translation, website development, research/statistical consultation). Students should be hired to provide these services when feasible.
- Materials, including food, for meetings with participants in research
- Mailing and photocopying
- Other research related expenses such as advertising for participants, incentives/payment for participation, purchase of mailing lists, purchase of copyrighted materials (e.g. tests, clinical methods)

Other requirements:

- All projects involving human subjects must be reviewed and approved by the Institutional Review Board (IRB) **prior** to beginning the project.
- Funds may be used only for the project approved by the Personnel Committee and Dean, and only for those items included in the project budget.
- Faculty who wish to make changes in the project for which they received funding may submit a request to the Dean.
- If a project cannot be completed for any reason, the faculty member receiving the funds should notify the Dean's Office as early as possible. Unused funds may be distributed to other faculty members, if circumstances allow.
- Faculty receiving research funds are required to submit a progress report to the Personnel Committee by January 31 of the award year.
- The faculty member receiving the award is responsible for keeping a record of the budget and funds expended in collaboration with the Director of Administrative Services.
- At the end of the funding period, the final expense report, copy of IRB approval, and a one page summary of the outcome of the project should be submitted to the Dean's Office.
- Recipients of faculty research awards may be asked to make a presentation on their work to the Graduate School community after the project's completion.

To request funding, please write a 2-3 page proposal containing the following:

- (1) A description of the project you are proposing to undertake.
- (2) A brief review of the existing literature pertaining to this project, written with a non-specialist audience in mind.
- (3) A rationale describing how this project will make a contribution to knowledge in the field, to teaching and learning in the Graduate School, and to your professional growth.
- (4) A description of the research design or scholarly activity.
- (5) A discussion of how the project is related to the mission of the Graduate School, especially with regard to issues of social justice and diversity.
- (6) A budget outlining all planned expenditures.

Proposals will be evaluated according to the following criteria. Proposals should be:

- (1) Clearly written and include all requested information.
- (2) Describe a project of reasonable scope and probable success.
- (3) Address a timely question in the field and/or contribute significantly to teaching and learning in the Graduate School.
- (4) Advance the mission of the Graduate School, especially with respect to issues of social justice and diversity.
- (5) Demonstrate fiscal responsibility and appropriate use of funds.

Pre-tenure faculty will receive priority in the review of proposals.

Please submit proposals to the Dean's Office by October 13, 2014.