



Request for Proposals: The 2009 Faculty Research and Scholarship Fund

Proposal deadline: Sunday, November 16, 2008 at 11:59:59 pm

Project funding period: July 1, 2009 - June 30, 2010

Only electronic submissions will be accepted at smamburg@plymouth.edu

The Provost's office requests research development proposals from PSU faculty for the next competitive cycle of the Faculty Research and Scholarship Fund (FRSF). These dollars are intended to support *research, outreach, scholarship, and/or creative works, not classroom activities*. Proposals are expected to be funded in the range of \$2,000-\$10,000. With approximately \$30,000 available in this funding cycle, PIs should carefully document and justify the cost-effectiveness of the proposed project. Your proposal will be competing with others for a limited pool of funds.

Eligibility: only tenured, tenure-track, or research-track faculty are eligible to serve as the lead PI on a proposal. PSU faculty can be the lead Principal Investigator (PI) on only **one** proposal in any year. There is no limit on the number of proposals in which a person can collaborate, and no restrictions on who can serve as collaborators to help PSU build partnerships. Collaborative proposals with multiple collaborators are encouraged, including off-campus and non-academic collaborators. PIs are invited to contact the Chair of the Research Advisory Council, Mark Okrant (mokrant@plymouth.edu), to discuss the submission in advance of developing a proposal.

Categories of proposals: Proposals will be evaluated by the review committee in one of two categories: "research/outreach" or "scholarship/creative works". The PI must clearly identify the category for the proposal on the second line of the first page (see proposal outline template below). In general, "research/outreach" means scientific research, field monitoring, or engagement of audiences external to PSU. Because the difference between research and outreach at a regional university is often difficult to define, the category includes both. "Scholarship/creative works" typically refers to writing a book chapter or publishing a book related to an academic discipline or projects in the fine and performing arts. Each category of project will compete only with other projects in the same category.

Appropriate requests for funding: The FRSF is intended to support activity not already being supported with a grant, pay costs that do not have readily available alternative sources of funding, to provide seed funding to leverage additional resources in the current project, to provide pilot funding to facilitate future proposals, and to support scholarly activity. Proposals involving direct student participation are encouraged if it is appropriate for the activity described. Budget items may include: funding for release time to allow a faculty member to conduct research, write a grant proposal, or to finish a writing project such as a book, stipends or hourly pay for student assistants for research or proposal writing, research expenses not covered by another source of funding, equipment for research use, travel related to a proposed project. Summer salary is limited to \$1,000 or less per PI, and \$500 or less per collaborator. Tuition is not an acceptable budget item.

Professional development or conference travel will continue to be funded through the Provost's professional development fund, not through the Faculty Research and Scholarship Fund.

Time frame: Proposals will be submitted **no later than Sunday, November 16, 2008 at 11:59:59 pm**. Only those proposals submitted on time, and containing all required elements, will be reviewed by the Proposal Review Committee. The PRC will review all submissions before November 26, 2008, with results reported to the Provost by that date. The Provost will inform successful PIs of the Council's decision within 48 hours. The PRC membership will consist of the prior year Faculty Research and Scholarship Fund PIs, the chair of the Research Advisory Council, the director of Sponsored Programs, and other members of the Research Advisory Council as necessary to create a committee with disciplinary balance. Members of the PRC are not eligible to submit a proposal in the year of participation on the PRC. Lead PIs cannot be funded in two successive years by the FRSF. Otherwise, there are no restrictions on the frequency of proposal submission or cumulative funding that can be awarded to a PI. A member of the PRC is allowed to be a collaborator on a proposal submitted for review. In such an instance, appropriate conflict of interest procedures must be followed in consultation with the PRC.

Review criteria: The Proposal Review Committee will evaluate proposals based on 1) intellectual/creative merit; 2) impact: the expected contribution to the regional mission OR the faculty research direction OR the importance to a faculty member's scholarly work (such as completion of a book), 3) the potential for follow-on activity or funding, 4) presentation, logic, and readability of the proposal for a general audience (limit the jargon, please), and 5) level of student participation (for research and outreach projects).

Deliverables: A deliverable to the Research Advisory Council is required in order for the PIs and collaborators to be eligible for future funding. The reporting requirement may be met by numerous means. Successful PIs will communicate with the chair of the RAC to discuss options. It is the Council's recommendation that awardees present their work before a wide public gathering. The successful PIs from this year will serve on the Proposal Review Committee next year.

Required format (submitted electronically in MS Word to smamburg@plymouth.edu with this subject line in the email: "Faculty Research and Scholarship Fund proposal from [PI name]"). Proposal length is limited to two pages of text as described below, plus a half-page budget and half-page budget justification. Appendices may include references plus a 2-page CV for each PI and collaborator. **The required font is 12 point; margins must be 1 inch all around.** The proposal must be entirely self-contained and self-explanatory; *no cover letter please*. Incomplete proposals, or proposals not meeting these formatting requirements **WILL NOT BE REVIEWED.**

The following sections are required for ease of review by the panel, with the section headings to be displayed in **bold**.

Maximum of two pages for items below (12 font, 1 inch margins all around):

- Descriptive project **title**
- **Category** in which you wish the panel to review your proposal. Choose one: “research/outreach”, “scholarship/creative works”.
- **PIs** and affiliations
- Project **dates** (duration)
- The dollar amount of **funding** requested, including match being leveraged, if any
- Project **synopsis/abstract** (one short paragraph)
- **Introduction**
- **Rationale**
- **Objectives** (bulleted only)
- Outline of **methods**
- **Impact** of project (one short paragraph)
- Description of student involvement
- Expected **deliverables**
- Project **management** plan (who will do what when?)
- Investigators’ **qualifications** for the specific project proposed (one paragraph)
- [end of page 2]

One additional page:

- Budget justification (1/2 page paragraph). Explain every line item. Describe match or cost-sharing from collaborators.
- Budget outline in the following eight line format:
- [end of page 3]

Cost category	Requested funds
Salaries:	
Student wages:	
Fringe (include correct rate obtained from the grants office x3233):	
Expendables:	
Equipment:	
Travel:	
Other:	
Total Direct Costs:	

One additional page: references.

Additional pages for CVs: maximum allowable length of each CV is two pages