

# RESEARCH PROPOSAL GUIDELINES

Revised October 26, 2015

## 1.0. DEFINITION / PURPOSE

The Faculty Research Fund was established to provide funding for faculty, professional and support staff for research projects that have a significant impact upon the researcher, the profession, the university, or other audience.

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### ***THEORETICAL RESEARCH***

1.1. *Theoretical* research (i.e. abstract, basic, fundamental) is an activity/process designed and carried out to produce increased understanding, new information, or a creative work.

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### ***APPLIED RESEARCH***

1.1. *Applied* research is any activity that seeks to utilize, synthesize, or apply existing knowledge, information, or resources to the resolution of a specified problem, question, or issue. Projects in this category should have an application component.

1.2. Specific endeavors to be supported should yield one or more of the following outcomes:

- 1.2.1. result in technology applied to enhance learning in and/or outside of the classroom;
- 1.2.2. foster cooperative research projects between the university and area businesses, industry, educational institutions, and government; or
- 1.2.3. request funds to use as match for grant proposals submitted to outside agencies.

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### ***Dissemination of Research***

1.1 Applications can be submitted to the Faculty Research Fund to support the cost of disseminating the results, most notably travel to a conference or costs associated with publication.

1.2 Applications for support of the dissemination for research will only be considered 1.2.1 for a research project previously funded by the Committee.

1.2.2 after completion of the research and submission of an abstract.

1.3 The Committee will consider financial support for only one form of research dissemination (e.g., conference *or* publication).

1.4 Travel Grant: The Committee will consider travel to one conference. Typically, only one researcher will be funded for travel. Meals will not be funded.

1.5 Publication Fees: The Committee will consider requests to support publication costs (e.g., journal page fees), according to the stipulations given in 1.2 and 1.3

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## **2.0. STANDARDS FOR PROPOSALS**

2.1. Feasibility of the proposed research in terms of funds, resources, facilities available, and probability of bringing the undertaking to a successful conclusion.

2.2. Appropriateness of the problem to be investigated and merit of the problem as a scholarly/creative endeavor.

2.3. *Theoretical* - Promise of contribution to existing knowledge or interpretation of the subject, or the accomplishment of a significant, permanent piece of creative work.

*Applied* – Promise of ability to measure impact on student learning, extent of contribution to existing knowledge or interpretation of the subject, or the accomplishment of a significant, permanent piece of creative work or re-creative work required.

## **3.0 POLICY GUIDELINES**

3.1. Submission Deadline: Announcement of a fall call for proposals will be made the prior spring. The closing date for submitting proposals will be set by the Faculty Research Committee chair early in the fall trimester, preferably on or before October 15.

3.2. Fiscal-Year Grant Cycle: All projects must begin during the fiscal year in which the applications are approved. No projects will be approved for a subsequent fiscal year.

3.3. Grant Eligibility and Validity:

3.3.1 All employees of the university are eligible to apply for a theoretical research, applied research, or travel grant. No more than one research grant and one travel grant by a staff or faculty member will be funded in a

fiscal year. Researchers who are working as collaborators may be funded for an individual grant and as part of a team grant. Multiple grant requests may be considered depending upon available funding.

- 3.3.2 Committee members may submit proposals, but will have no vote in approval procedures for that request. Grants will be valid only during the time of the grantee's affiliation with the university.
- 3.3.3 Prior to submitting a proposal, the committee expects those submitting proposals to have the necessary professional preparation required to complete the project without additional training, licensing, or certification.
- 3.4. Clarification Process: Individuals may be requested to meet with the committee for clarification of their request, or the committee may contact researchers to clarify questions and concerns regarding proposals prior to the scheduled meeting of the committee. After the meeting, the chair will notify the applicant verbally of the results of the committee deliberations
- 3.5. Opening an Account: After a project is approved, the Chair of the Faculty Research Committee will notify the applicant in writing. The Vice Provost/Graduate Dean is the custodian of the funds. The Graduate Office will provide a list of procedures to the researcher identifying the process to follow to establish an account, originate purchase requests, travel reimbursements and other expenditures, and monitor their project budget.
- 3.6. Extension Requests: If the grantee finds that the project will continue past the termination date specified in the proposal request, the grantee must notify the Vice Provost/Graduate Dean in writing requesting one extension. Subsequent extension requests must be submitted in writing to the Faculty Research Committee for approval. If a letter requesting an extension of the project is not submitted within one month after the project ending date, all remaining funds will be returned automatically to the Faculty Research Fund for possible redistribution.
- 3.7. Approval of Other Committees: Proposals involving research with human subjects must be approved by the Institutional Review Board. Proposals involving animals must be approved by the Animal Welfare Committee. Approval forms must be attached to the application for Faculty Research Committee funds at the time of its submission or the application cannot be considered.
- 3.8. Travel Expenses: Travel expenses will be considered under the following guidelines: (a) Travel will be funded as is necessarily and justifiably applied to the research and requested in the proposal; (c) Meals will not be funded.
- 3.9. Technical Assistance: Costs for direct technical assistance, including student help, may be included in the proposal. In case student help is involved, the Student Employment Coordinator in the Human Resource Office should be contacted to determine whether the student is eligible to receive other funds for work performed.

However, students who are receiving course credit for the project (i.e., as an independent study or lab course) are not eligible to receive student labor wages. Under no circumstances will the researcher(s) be paid from the Faculty Research Fund for work on the project.

- 3.10. University Property: All books, materials, equipment, and supplies obtained with grant funds will belong to the university.
- 3.11. Equipment Requests: Requests for equipment unrelated to the research project will not be considered by the Faculty Research Committee. In the event that expensive equipment or procedures (relative to funding available) are involved in the proposed research, the Faculty Research Committee encourages the researchers to combine their application to the committee with applications for funds from other sources, including departmental or college funds.
- 3.12. Reimbursing the Committee: In cases in which financial support from the Faculty Research Fund has been a significant factor in the production of books, journals, computer programs, TV, or audio tapes, inventions or other items that have brought the applicant a significant financial return, applicants should be expected to reimburse the fund. All applicants are advised to consult the policy on publishing and copyrights described in the Employee Handbook.

#### **4.0. THE RESEARCH PROPOSAL**

- 4.1. An electronic copy of the Theoretical or Applied Research proposal must be submitted by e-mail to the Graduate Office at [gradsch@nwmissouri.edu](mailto:gradsch@nwmissouri.edu) on or before the published deadline. The electronic copy will be forwarded to committee members for review. Between the date of submission and the committee meeting at which funds are awarded, committee members are asked to forward questions or requests for clarification through the committee chair to the researcher. The researcher is asked to provide answers prior to the decision meeting date. This process eliminates the need for the researcher to appear before the committee and expedites the decision-making process.
- 4.2. All proposals must be submitted under the following format. Failure to do so will result in the proposal being returned. It is important to itemize expenses in sufficient detail for the committee to understand clearly the purposes of the proposed expenditures.

#### **RESEARCH PROPOSAL FORMAT**

1. Principal Researcher's Name, Title, Academic Rank (If not holding academic rank, statement of background):
2. Secondary Researcher's (s") Name(s), Title(s), Academic Rank(s) (If not holding academic rank, statement of background):

3. Department Name:

4. Campus Address, Telephone Number, E-mail Address:

5. Research Project Title:

6. Category Type (check those applicable)

\_\_\_\_\_ Theoretical Research

\_\_\_\_\_ Applied Research

\_\_\_ Result in technology applied to enhance learning in and/or outside of the classroom

\_\_\_ Foster cooperative research projects between the university and area businesses, industry, educational institutions, and government

\_\_\_ Request funds to use as match for grant proposals submitted to outside agencies

\_\_\_\_\_ Dissemination (of previously funded research; conference travel, page fees, etc.)

7. Duration of Project. (The project must commence during the fiscal year in which it is approved; it can be conducted beyond a year's duration, depending on the nature of the research.)

8. Approvals/Permits:

\_\_\_\_\_ Institutional Review Board approval:

\_\_\_ Not applicable

\_\_\_ Pending approval

\_\_\_ IRB Approved: Number \_\_\_\_\_

\_\_\_\_\_ Animal Welfare Committee:

\_\_\_ Not applicable

\_\_\_ Pending approval

\_\_\_ Animal Welfare Committee Approved: Number \_\_\_\_\_

\_\_\_\_\_ Necessary permits/licenses have been obtained from the appropriate agency:

\_\_\_ Not applicable

\_\_\_ Pending approval

\_\_\_ Approved by \_\_\_\_\_

9. Problem Statement – including a research hypothesis or objectives/research question:

10. Background and Significance – brief summary:

11. Research design. Method of addressing the research question or hypothesis (including activities to accomplish research objective):

12. Projected length of time for completion of the project. The project must commence during the fiscal year in which it is approved:
13. *Theoretical* – Value to the profession, university, or other audience:
- Applied* – Procedure to Measure (Evaluate) Success of the Project (include value to the population served for collaborative projects):
14. Outside Funding:
- \_\_\_\_\_ Not applicable
- \_\_\_\_\_ Outside Agency-Name \_\_\_\_\_ \$ \_\_\_\_\_
15. Dissemination (e.g. conference, journals, presentations, final report).
16. Funds Requested – projected itemization and total expenses to be incurred by the project. Specify funds from other campus sources and what the funds will be used for. Areas to be itemized include: (a) equipment acquisitions, (b) supplies, (c) technical assistance (student labor), (d) travel (if any), and (e) other.
17. Other information deemed by the researcher to be of value to the Faculty Research Committee in evaluation of the request (if necessary).
18. Proposals should not exceed five pages, excluding the budget.
19. One (1) Research Proposal Review Routing Form must be signed by the researcher's(s') department chair/administrative director and academic dean/next level supervisor and forwarded along with the proposal (see form below). Research proposals without this fully executed form will not be considered for funding by the committee.

## **5.0. FINAL WRITTEN REPORT**

- 5.1. A final written report in the form of an abstract of 300 words or less is to be filed electronically with Vice Provost/Graduate Dean, the budget custodian of the Faculty Research Funds, within 90 days of the project. For examples, please see the Model Abstracts linked to the Faculty Research Committee web page, at the Faculty Senate web site.
- 5.2. An itemized list of expenses incurred is to be attached to the report.
- 5.3. Subsequent applications will not be approved from researchers who do not comply with the Faculty Research C Proposal Guidelines (e.g. failure to submit an abstract and expense report).

# RESEARCH FUND PROPOSAL REVIEW ROUTING FORM

Faculty Research Funds are available for grant projects submitted by faculty, professional and support staff members. Because the Faculty Research Committee does not have authority over the allocation of a university employee's time, departmental space and/or other resources to conduct research, this form was created to verify that university supervisors support the employee's(s') involvement in the proposed project.

**Researcher(s):** \_\_\_\_\_

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

**Research Type (check those that apply):**

- Theoretical**
- Applied**
- Technology Applied to Enhance Learning**
- Cooperative Research Project**
- Match to Grant Submitted Externally**
  
- Travel**

**Duration of Project:** [Beginning month/year & ending month/year] \_\_\_\_\_

**Match is not required.** Acknowledgement of support from supervisory administrators, however, is requested. Please sign and forward on to next level supervisor. If the department or college plans to provide financial support, indicate the amount in the space provided.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/ \$ \_\_\_\_\_  
Department Chair-Administrative Director / Date / (if applicable)

Comments:

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\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/ \$ \_\_\_\_\_  
Academic Dean-Next Level Supervisor / Date / (if applicable)

Comments:

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When this form has been completed, please forward to the Faculty Research Committee (Graduate Office, 257 Administration Building) for funding consideration.

APPROVED:

\_\_\_\_\_/\_\_\_\_\_

Faculty Research Committee Chair

Date