

2023 FACULTY RESEARCH GRANTS  
COLLEGE OF EDUCATION  
PROPOSAL GUIDELINES

SUBMISSION DEADLINE:

4:30 p.m., Friday, February 24, 2023

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# College of Education

## 2023 Faculty Research Grant Guidelines

### PURPOSE

The goals of the College of Education (COE) Faculty Research Grant Program (FRG) are to provide seed funds for (1) research projects that will produce pilot data for proposals that are intended to be submitted to external funding agencies; (2) faculty embarking on new research areas that are likely to lead to external funding or recognition of the faculty member, their department, the COE, and the University. *All faculty submitting an FRG application should do so based on an evaluation and understanding of potential future research sponsors and their individual missions and funding priorities to have a strategic vision for the proposed research. External Sponsors may include but are not limited to federal, state, and private entities, such as the National Science Foundation, the National Institutes of Health, the U.S. Department of Education, the State of Tennessee, and The Spencer Foundation.*

AWARD DESCRIPTION FRG grants may be funded up to a maximum of \$6,000 for travel (if allowed by university policy), equipment, supplies, faculty summer salary (up to \$4,000), stipends for student assistants (funds for tuition and fees are not permitted), and other expenses. FRG funding comes from indirect costs generated by externally sponsored contract and grant activity during the previous year. Therefore, it is expected that recipients of these grants will seek external funding within their discipline to continue their research. Continued and expanded grant activity will ensure the sustainability of the FRG program to support current and future COE faculty.

### FACULTY RESEARCH GRANT AREA REVIEW COMMITTEES

A FRG Review Committee will be appointed by the COE Associate Dean for Research in consultation with the Dean's Administrative Council to review proposals. FRG applicants or their partners may not serve on the FRG Review Committee, which is chaired by Associate Dean, Dr. Steve Zanskas.

### SELECTION PROCESS AND CRITERIA

The Dean of the College of Education will award FRGs based upon the recommendation of the FRG Review Committee. Criteria used to evaluate proposals include: the project's significance, design and methods, qualifications of the applicant for implementing the project, probability of achieving project objectives, appropriateness of the schedule to accomplish the project activities, and the budget and budget justification. All criteria will be evaluated in

terms of the likelihood that the project will result in the acquisition of future external funding and/or recognition for the faculty members, their department, the COE and the University.

#### PROPOSAL PROCESS AND SUBMISSION DEADLINE

Final proposals must be submitted electronically to Dr. Steve Zanskas, Associate Dean, at szanskas@memphis.edu by 4:30 p.m. Friday, February 24, 2023. It is the submitter's responsibility to ensure that all documentation is properly uploaded, and all information is correct. **THE DEAN'S OFFICE IS NOT RESPONSIBLE FOR LATE OR MISDIRECTED APPLICATIONS.** Prior approval must be sought or obtained if either human or animal subjects are used; the appropriate box on the Cover Page must be checked.

#### ELIGIBILITY

Individuals eligible for an award must be full-time tenure-track, or tenured faculty who intend to extend a prior line or develop a new line of research, or research faculty of in the COE at the time of proposal review.

Applications from faculty who have not submitted a final report on a previous FRG will not be considered. It is expected that the grant recipient will remain at The University of Memphis and in the COE for at least one year following the conclusion of the grant period. A faculty member will not be eligible for more than one grant within five years. Example: If you received an award for a project beginning July 1, 2020, or later you are not eligible this year.

**Faculty receiving funding for the proposed project from any other University of Memphis internal grant will not be eligible to receive an award from the COE FRG program.**

#### DURATION OF GRANT

FRGs are awarded for one fiscal year, beginning July 1, 2023, Expenditures must be consistent with the financial policies of the University of Memphis and in keeping with the University's fiscal year-end closing schedule. In the case of default situations, such as the applicant's inability to complete the project, unexpended funds will revert to the College of Education's FRG pool account or become subject to use by the university.

## PROPOSAL FORMAT

The FRG application contains the following elements:

1. Cover Page (see end of this form): Provide the requested information. In the event that the Department contributes academic-year release time, indicate the amount of release time (expressed in percent of time). Please note that any research involving human subjects requires IRB approval. Considering the short turnaround time for this proposal, an IRB review may be in process, but not yet completed at the time of submission. Final IRB approval must be obtained prior to being awarded the grant. Research involving animals must also be approved by the appropriate committees.
2. Abstract: Limited to 350 words
3. Budget Summary and Justification: All cost categories (travel, equipment, supplies, other expenses) requested should be clearly identified, justified, and include cost calculations. Equipment costs cannot exceed \$1,500. Requests may include faculty salaries during the summer months (\$4,000 maximum); stipends for undergraduate and graduate research assistants (tuition and fees may not be covered by FRG funds) or other technical personnel (salary); domestic or international travel necessary for the collection of data; specialized equipment required for the research project; supplies; other costs, such as library and technical services and publication costs. All proposals must include an internal budget template that has been developed with and approved by Janet Wiens, COE Pre-Award Coordinator. The totals from the approved internal budget should be input into the FRG Budget Summary, which follows below. Reviews may be delayed and/or adjustments required, if an approved internal budget is not on file. Please contact Janet Wiens for a copy of the budget template.
  - a. Summer Faculty Salary: The salary should be proportionate to the amount of effort required by the faculty member and should be indicated in terms of time and equivalent corresponding percent of effort up to a maximum of \$4,000 in summer salary compensation (not including fringe benefits). Faculty requesting summer salary must abide by university regulations on summer-term income. In addition, please note that summer salary funds are not authorized for expenditure until July 1. If a summer salary for the submitting faculty member or others employed on the project is requested, justification for these expenditures is required. Additionally, the Justification must include an explanation of why the effort must be expended during the summer academic term as opposed to effort expended as part of the fall and spring academic

responsibilities. If no justification is present, the submission will not be reviewed.

- b. Other Salaries: List individually and identify type of personnel. FRG funds may not be used to hire personnel.
- c. Faculty Travel: Faculty are strongly encouraged to consider proposals that do not require travel. Travel in the pursuit of scholarly and research activities should be thoroughly explained and clearly documented to justify its relationship to the project. Travel funds requested for collaboration must specifically address why collaboration cannot be done electronically or virtually. The location, anticipated dates, itinerary, and projected costs of the travel should be clearly stated.
- d. Supplies and Other Operating Expenses: All items should be listed, and costs shown. Up to \$1,500 may be used for non-capitalized equipment, such as a computer or printer. Cell phones cannot be included as a part of an FRG expense.
- e. Total FRG Project Budget Requested: This is the sum of all costs above.
- f. Funds from Other Sources (if applicable): The source(s) and the amount of any additional funds, including start-up funding, applied for, or awarded for this project must be identified and explained.
- g. **Expenditures Not Covered by FRGs:** Requests for funds to support the following will not be approved: academic-year faculty salaries; taking or developing courses; domestic or international travel to present papers; writing grant proposals; bridge grants; hiring personnel; development of book acquisition contracts; or general-purpose equipment. Funds to cover the cost of publications, CDs or other digital recordings or other items that are potentially available for sale, will not receive a high priority unless such funds are to be reimbursed from royalties or other sources or the publication is judged to offer the University an opportunity to obtain other external funds.

4. Project Description (not to exceed 5 pages):

- a. The description should be as complete as possible but limited to necessary and relevant material and written in a clear and straightforward style. The

proposals will be evaluated by a review committee composed of faculty who may not have technical expertise in the specific project area. Consequently, it is important that the text and materials be understandable to a lay audience. Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).

- b. The narrative must include a concise description of the research question to be addressed, the hypothesis to be tested, or the creative product or thesis to be developed. The outcome of the project must be specified, and the significance of the expected results clearly explained. The statement should include the applicants' qualifications to complete the project and the potential impact of the project on the applicant's career and future funding.
  - c. The narrative must include a clearly explicated methodology appropriate to the project. Where necessary, the analytic strategy should also be described. Descriptions of materials, equipment, staff, and participants required for the project should be included. Submitters must include a detailed work plan with start and end dates and the expected dates for all major milestones. The work plan must identify work to be completed between July 1, 2023, and June 30, 2024.
5. Appendices: All questionnaires, instructions to participants, scoring forms, etc., must be available in an appendix (not to exceed five pages). Technical explanations and bibliographies should be gathered into an optional appendix not to exceed five pages. Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).
  6. Summary Curriculum Vitae: Include educational background and a list of recent publications, presentations, and/or performances as appropriate for your discipline. Note those activities that resulted from a previous FRG, if applicable, and include a copy of the report(s) with this application. List all current funding, including start-up funds, and summarize efforts to obtain external funding for your work. Do not include your full Curriculum Vitae. The summary vitae should not exceed three pages plus reports of any previous FRGs.
  7. Follow-up Requirements: Indicate your agreement (on the Cover and Summary Sheet) with the following requirements:

- a. Report: The project director will provide the Dean's Office with a two- to three-page report within sixty days of the conclusion of the grant period (August 31, 2023, or within sixty days of project completion if a No Cost Extension is granted for the award. Applications from faculty who have not submitted a report on previous awards will not be considered. This report should explain briefly and in lay terms what work was done, whether milestones were met, what outcomes were obtained, what publications or presentations of the work are planned, what grant applications are planned and what benefit the faculty member and the University obtained from the completed research.
  
- b. Acknowledgements: Any publication resulting from the research supported by a grant from the Faculty Research Grant Fund shall include the following statement: "This work was supported in full or in part by a grant from The University of Memphis College of Education Faculty Research Grant Fund. This support does not necessarily imply endorsement by the University of research conclusions.

## Cover and Summary Sheet

Principal Investigator Name: \_\_\_\_\_

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

E-mail: \_\_\_\_\_

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

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

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

Principal Investigator Status:

Tenured

Tenure Track

Research Faculty

Is this a new faculty research grant application or resubmission?

New faculty research grant application

Resubmission

Have you *ever* been awarded a Faculty Research Grant before?  Yes  No

If yes, when? \_\_\_\_\_

This proposal requires (check if applicable):

Use of potentially hazardous materials

Equipment, facilities, human resources, or services not currently available or budgeted herein.

Use of Human Subjects, approved by Institutional Review Board (IRB)

Approval Date: \_\_\_\_\_

Use of Human Subjects, submitted for Institutional Review Board (IRB)

Submitted for Review Date: \_\_\_\_\_

Use of Lab Animals, approved by Institutional Animal Care & Use Committee (IACUC)

Date: \_\_\_\_\_

Budget Summary

Salaries: (\*Salaries must be justified in terms of percent of potential summer salary [where applicable] for faculty or hours for classified staff. Total maximum for faculty salaries is \$4,000)

\*NOTE: Do not use commas

Faculty Salary:

Name \_\_\_\_\_ \$ \_\_\_\_\_

Name \_\_\_\_\_ \$ \_\_\_\_\_

Other Salaries:

Name \_\_\_\_\_ \$ \_\_\_\_\_

Select one:  GA  Student  Assistant Temporary Personnel

Name \_\_\_\_\_ \$ \_\_\_\_\_

Select one:  GA  Student  Assistant Temporary Personnel

Name \_\_\_\_\_ \$ \_\_\_\_\_

Select one:  GA  Student  Assistant Temporary Personnel

Travel \$ \_\_\_\_\_

Equipment: \$ \_\_\_\_\_

Supplies: \$ \_\_\_\_\_

Other Expenses: \$ \_\_\_\_\_

**TOTAL FROM FRG FUNDS (NOT TO EXCEED \$6,000) \$ \_\_\_\_\_**

Educational and Scholarly Implication of the project (check one):

New research area

"Seed" money to produce pilot data for external grant application

One-time creative or scholarly activity

Is space and necessary facilities available for this project:

Yes  No

Please indicate if student participation is planned for this research project.

Yes  No

If yes, give number \_\_\_\_\_ Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Postgraduate

Is external support for this work being sought elsewhere?

\_\_\_\_ Yes \_\_\_\_ No

If yes, name of potential sponsors and approximate dates when proposal for outside funds will be

submitted: \_\_\_\_\_

Does the proposed work involve international travel?

Yes  No

Please provide the information requested below, if applicable:

Funds from Other Sources (including start-up funds and tuition and fees):

\$ \_\_\_\_\_ -

Follow-up Requirements: Please indicate your agreement with the following requirements:

1. Report: The project director will provide the Dean's Office with a two to three-page report within sixty days of the conclusion of the grant period (August 31, 2024), or within sixty days of project completion if a No Cost Extension is granted. Applications from faculty who have not submitted a report on previous awards will not be considered. This report should explain briefly and in lay terms what work was done, whether milestones were met, what outcomes were obtained, what publications or presentations of the work are planned, and what grant applications are planned, and hat benefit the faculty member and the University obtained.
2. Acknowledgements: Any publication resulting from the research supported by a grant from the Faculty Research Grant Fund shall include the following statement: "This work was supported in full or in part by a grant from The University of Memphis College of Education Faculty Research Grant Fund. This support does not necessarily imply endorsement by the University of research conclusions." By signing below, I agree to comply with the publication requirements in the FRG grant guidelines as stated above

Complete this cover and summary sheet. Include all required information (cover/summary sheet, abstract, budget summary, project description, appendices, and summary CV) in one document (saved as .doc, docx., or .pdf and submit to Dr. Steve Zankas szankas@memphis.edu by the identified deadline.

\_\_\_\_\_  
Name Printed & Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Chair Name & Signature

\_\_\_\_\_  
Date