**SAU Faculty Research Grant and Fellowship Application Procedures, Awards & Guidelines**

Application Periods

1. Fall September 15-October 15
2. Winter January 15- February 15
3. Spring March 15-April 15

Fiscal Periods

The fiscal year runs from July 1 through June 30. Generally, the Research Committee reviews applications for funds to be spent during both the current fiscal period and the next. Applications for grants and fellowships to be paid from budgets from the current and next fiscal years are considered in all application periods until the budgets are exhausted. For example, a faculty member may apply as early as October, 2012 for a grant or fellowship that he or she would receive between July 1, 2013 and June 30, 2014. However, except in the rarest of circumstances, individuals may apply for grants and fellowships to be spent during only one fiscal period. That is, a faculty member cannot apply for funds to buy equipment in May 2012 and travel to work in an archive in August 2012 because those expenditures would cut across two fiscal periods.

Types of Awards

There are two types of awards for which faculty with a minimum of fifty percent (50%) teaching duties may apply to support their research: grants or fellowships. Faculty may apply for both a fellowship and a grant to be used during the same fiscal period.

Research Grants

Mini-Research Grant: Faculty can apply for funds to support On-Line Database searches necessary to prepare bibliographies prior to applying for a standard Research Grant. Applicants may apply for $100 twice a year.

Research Grant: Faculty can apply for up to $4000 to purchase research materials and supplies, to pay for services related to a research project, and to pay for travel necessary to conduct the research. An applicant must submit a detailed, itemized budget showing how he or she plans to allocate funds for materials, supplies, services, and travel necessary to conduct the research.

Grant applications may include requests for funds to present the results of grant-supported research at an academic conference. However, the purpose of the research budget is to support the research process itself, as opposed to the presentation of its results. Thus, a funding request for travel to deliver a presentation at an academic conference originating from an SAU research award may not exceed $750 for a research project. This maximum amount per project can be divided among a team of researchers No more than a one grant request per project will be awarded to support attendance at an academic conference.

Fellowships: There are two types of Fellowships for which faculty may apply.

Fellowship for Research: A Fellowship for Research consists of a $4000 stipend that is intended to support research effort equivalent to full-time work for one summer term. Research Fellowships are generally paid in monthly installments through the end of the fiscal period in which they are awarded.

Fellowship for Release Time: A Fellowship for Release Time allows a faculty member one-quarter release time from teaching for up to two consecutive semesters with no salary loss. Teaching release is subject to the approval of the faculty member’s Chair and Dean.

Recipient Accountability

Written reports are required of all recipients of research funds within one year of the award. In addition, recipients are required to demonstrate accountability by presenting their research at an SAU Research Conference or at an academic conference, or publishing the work in a peer-reviewed scholarly journal or book.

Consecutive Applications for Funding

Faculty who have received research funding for four consecutive years will not have their applications for upcoming projects considered by the Committee until the third application period. Following a one-year period of delayed consideration, an applicant may submit proposals to the Committee during any application period for four consecutive years. This provision will apply to any applicant regardless of whether they are included in a team of researchers that includes members who have not gained research funding in successive years.

Role of Research Committee

Applications are evaluated by the Research Committee. The mission of the committee is to review, recommend, and/or propose research activity which is of interest to Southern Arkansas University. Membership consists of a chair, appointed by the president from the committee membership, four faculty (one from each college), and two students. Ex officio (non-voting) members include the Director of Continuing Education, the Dean of the School of Graduate Studies, a liaison to Faculty Senate and a liaison to Staff Senate. The committee encourages faculty, undergraduate, and graduate researchers. It also publishes a Research Newsletter and sponsors a Faculty Research Conference.

Role of Vice President for Academic Affairs

The Vice President for Academic Affairs receives recommendations from the Research Committee and approves/disapproves funding of research projects.

Appeals

Researchers whose applications are not approved may request a meeting with the Research Committee for the purpose of appealing. Applicants may subsequently appeal to the Vice President for Academic Affairs and afterwards to the President.

**Research Committee Guidelines for Evaluation**

1. SAU support for research is available for basic or “pure” research, whose primary purpose is to increase knowledge or contribute to scholarly dialogue, and for applied research, whose primary purpose is to help solve specific problems related to the economic and educational needs of southwest Arkansas. Such proposals may include projects dealing with the problems of schools, businesses, industries, farms, etc. of the area served by the University.

2. Allowable expenditures include minor items of equipment, expendable supplies, travel necessary for the conduct of research, postage expenses, xerography, microfilming, computer costs, inter-library loan charges, library materials not available on inter-library loan or through departmental purchase, secretarial-research assistance, faculty stipends and release-time, and publication subventions. Funding for travel to present papers originating from an SAU research award is limited to out-of-state meetings.

3. Proposals that are designed to research the general techniques of improved teaching and that will be submitted for publication or presentation at scholarly meetings or implemented in public schools in southwest Arkansas are eligible for funding. Proposals that are designed specifically to improve teaching in SAU classrooms only and are not intended for wider presentation, publication, or application are not eligible for funding.

4. Proposals designed specifically to complete research requirement of a terminal degree program are not eligible for funding.

5. Proposals designed to provide direct support to commercial ventures, such as textbook publishing, patenting of inventions, etc. from which faculty would immediately profit are not eligible for funding. Scholarly publication of original research is not to be considered a commercial venture.

6. Members of the Research Committee are eligible to receive funding for their research proposals, but they must recuse themselves from the evaluation process and meetings of the committee in which their applications are considered.

7. No more than one research proposal may be submitted during each application period. No more than one proposal may be funded in any fiscal year, except in cases where the research previously funded in that year has been completed and a final report has been submitted to the Research Committee.

8. A single research proposal is eligible for funding for no more than four consecutive years. After a two-year period of ineligibility, the same research proposal may be resubmitted for funding.

9. Funding from non-SAU sources for a project receiving an SAU research award must not duplicate SAU funding nor provide a combined Non-SAU/SAU salary stipend greater than the recipient’s current SAU academic year rate of salary calculated monthly.

10. Faculty receiving a Fellowship for Research grant will be restricted to no more than one term of teaching or other compensated work for the University during the summer.

11. SAU faculty research awards are for the purpose of supporting research by SAU faculty, not students. Faculty proposals designed to support research primarily by students are not eligible for funding. However, research assistants who are students may be employed using SAU research funding. Student researchers are eligible for separate undergraduate and graduate research awards.

12. Applications must be complete in all sections, including such elements as a bibliography of similar research and a fully-developed survey instrument for proposals gathering opinion data. It is expected that applicants will have undertaken prior work on their research project before applying for funds, and that a complete application will reflect that prior work. Incomplete applications will be returned by the committee to the applicant.

13. Failure of research award recipients to comply with Research Committee policies and procedure, especially those related to reporting requirements, may result in future ineligibility to receive funding for research.

**Sau Faculty Research Grant, Fellowship, and Teaching Release Application Form**

Submit an original hard copy of the application with signatures and one digital copy via email to the Research Committee Chair by the deadline**. Please do not include the guidelines for applications with your submissions.** Signatures are not required on the emailed copy. Alter the application form as needed for spacing answers, but please duplicate the form’s format and language.

1. Applicant’s Name and Department:
2. Research Title:
3. Description of Research: Include specific objectives.
4. Research Rationale: Include research relationship to, and a selected bibliography of, similar research.
5. Research Design: Include how objectives are to be attained, the procedures of implementation, and citation of professional reference sources for the research design to be used.
6. Preliminary Data for Research: Include previous findings.
7. Expected Results: Include name of specific journal, scholarly meeting, or institution of implementation in which research results will appear.
8. Time Schedule: Provide a detailed schedule of work, including projected completion date of research.
9. Researcher’s Qualifications: Attach curriculum vitae listing previous publications and grants received, if any.
10. Other Research Sponsors: Include names of other sponsors to which this proposal has been or will be submitted and indicate specifically how it will not receive duplicating funds and/or will not provide a combined salary stipend from SAU and other sources greater than the applicant’s current academic year salary rate calculated monthly.
11. Consecutive Funding. List the years and projects that the Research Committee awarded the applicant(s) funding for the past five years.
12. Detailed Budget

**Budget Category Explanation of Cost Per Item**

Totals

I. Release-Time Fellowship Fall Semester $\_\_\_\_\_\_\_

Spring Semester $\_\_\_\_\_\_\_

II. Fellowship for Research: This is a $4000 stipend. In point 8 above provide a calendar schedule of planned work equal to one full-time summer term. Recipients may teach only one summer term or half-time for both summer terms. $\_\_\_\_\_\_\_\_

III. Travel, Equipment, Supplies, and/or Services: Explain each item requested in detail.

A. Travel: Provide details pertaining to mileage, form of transport, etc. (Please contact the Research Committee Chair for the current rates for reimbursement of mileage expenses, meal allowances etc.) Estimated costs of plane tickets, hotel, car rental, etc should be included here.

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B. Minor Equipment

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C. Expendable Supplies

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D. Xerography/Microfilming

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E. Publication Subvention

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F. Computer Costs

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G. Inter-Library Loan

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H. Library Materials

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1. Secretarial Support

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J. Postage

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SUB-TOTAL COST OF RESEARCH GRANT $\_\_\_\_\_\_\_\_\_

TOTAL COST OF RESEARCH APPLICATION: (Grant +Fellowships)

$\_\_\_\_\_\_\_\_\_

12. Signature of Applicant:

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Name Date

13. Signatures of Department Head and Dean of Applicant’s College: The requirement to obtain signatures of these administrators is not to secure their approval, but merely to inform them of the applications.

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Department Head Date

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College Dean Date

14. Research Committee Recommendation: Ex officio members do not vote.

APPROVE: \_\_\_\_\_\_\_ DISAPPROVE: \_\_\_\_\_\_\_

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chair

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

15. Vice President for Academic Affairs:

APPROVE: \_\_\_\_\_\_\_ DISAPPROVE: \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Name of VPAA Date

**Priority Ranking System for Research and Fellowship Applications**

**\*Faculty applications will be given priority over student applications.**

**Tier I**

* Highest priority will be given to previously approved, but not funded, applications that have been resubmitted. These applications will be automatically approved before consideration of any other applications.
* High priority will be given to tenure track faculty.

**Tier II**

**Total Points Possible: 70**

|  |  |  |  |
| --- | --- | --- | --- |
| **Evaluation Criteria** | **Score Possible** | **Score** | **Comments** |
| Applicants who have never received a grant or fellowship. | **0 or 10 (yes or no)** |  |  |
| Applicants with a proven record of meeting research and publication predictions made previously in grant applications. | **0-10** |  |  |
| Potential for contribution to widest public recognition of scholarship at SAU. | **0-10** |  |  |
| Awareness of published literature and contribution to existing scholarship in the field. | **0-20** |  |  |
| Feasibility of attaining objectives during life of proposed research. | **0-10** |  |  |
| Justification of budget support requested in relation to objectives and procedures. | **0-10** |  |  |
| Total Score | **70** |  |  |