Research Grants

**Sponsored by the
Faculty Development Committee**

Objective of the Grants

The objective of the Research Grants is to encourage and assist faculty and professional staff members in starting, continuing, or redirecting their scholarly research.

Role of Faculty Development Committee

The Faculty Development Committee (FDC) reviews the proposals and submits its recommendations for funding to the Senior Vice Chancellor-Academic Affairs. The Chancellor authorizes funding. Grants are awarded on a competitive basis.

The FDC reserves the right to return proposals that are ineligible (See Eligibility) or incomplete (See Guidelines). Under certain circumstances, the Committee might request revisions and clarifications of proposals.

Eligibility

Regular teaching faculty of Troy University, with tenure or in tenure-track positions, are eligible to receive a Research Grant. Temporary, visiting, adjunct, or part-time faculty are not eligible, nor are teaching assistants.

Applicants are eligible to receive any number of grants during a three-year period with the maximum amount for any grant being $3000 and a total amount of $6000 during the three years. Applicants must list a complete grant history in the proposals (See Guidelines). An ineligible faculty member cannot restore eligibility by co-authoring a proposal with an eligible faculty member; the Committee will return the co-authored proposal.

Deadline

Proposals must be submitted prior to the commencement of the activity for which it is requesting funds. For the fall, applicants must complete and submit applications by the first Friday in September. For the spring, applicants must complete and submit applications by the first Friday in February. Incomplete proposals cannot be submitted as a method of meeting the deadline until the missing sections arrive.

Notification of Approval

Each applicant will receive a letter of approval. The Chair of FDC sends all letters of approval. Reviews generally require a minimum of seven to

ten days. The Committee will act on all proposals needing additional information in no less than one month following submission. Committee members are not permitted to discuss the status of proposals with applicants. Refer all questions to the chair.

Payment Information/Schedule

First, the applicant must sign and return the letter of approval. The Committee Chair will then set up an account for the grantee in the amount of the grant request up to $3,000. The grantee may either purchase items with their personal credit card and forward original receipts for reimbursement or send a check request to the Chair's office for payment of items ordered.

Original receipts must be sent with reimbursement forms. Requests for grant monies must be received no later than 30 days following expense to receive payment. In the event travel or expenses fall during the month of July or August the expense forms must be received no later than August 31.

Grantees should be aware that the Faculty Development Committee adheres to Troy University Travel Policies. These funds may be forfeited if the request for reimbursement does not follow Alabama law and Internal Revenue Service regulations. Please go to the following web address to read the policies regarding travel: http://www.troy.edu/epolicy/manuals/706.htm#706.

No additional funds will be given to co-authors; they will share the single sum of the grant amount. The University will not issue interim checks. In addition, be aware that the FDC will only reimburse the grantee. A department or college cannot be given FDC funds. Grantees may be required to cover expenses themselves initially before reimbursement. The grantee will be responsible for any applicable local, state, or federal taxes arising from this grant (if any).

Amount and Number of Grants

Individual grants are limited to a maximum of $3,000 per year. The number of grants awarded each year depends on the size of the grant budget and the number of competing proposals for other grants (Summer Research, and Paper Presentation). All proposals compete for funding from the same budget pool.

Criteria for Selection

The Committee will use the following four criteria to judge the merits of each proposal.

The proposal should:
  • Present a clear rationale and a set of well-defined research objectives;

- **Show that the project can be completed on time and on budget;**
- **Yield publishable results; and**
- **Serve to attract additional funding from other sources.**

Use of Grants

Funds from these grants may include some of the following:

- **Travel to conduct the research (destinations, mileage, lodging, meals);**
- **Books which cannot be borrowed on interlibrary loan; and**
- **Basic supplies needed to conduct the research.**
- **Limited support for hiring undergraduate and graduate students for short periods to perform specific and well defined tasks that are germane to the project.**

Letter of Support

The proposal must include one letter of support from the applicant's department chair. This letter should be included in the Appendix (See Guidelines). The letter must contain a statement agreeing to the limited teaching assignment during the semester in question. The letter of support must accompany the proposal and cannot be submitted later. For this reason, applicants are strongly advised to request the letter of support ahead of time to avoid missing deadlines. Both the chair and dean of the applicant's college must sign the Cover Page of proposal.

Limitations and Exclusions

- **The grantee may not use the funds to assist in the completion of a master's thesis or doctoral dissertation.**

- **The grantee may not use the funds for partial payment of salary; partial payment of salary is restricted exclusively to Summer Research Grants.**

- **The grantee may not use the funds to support research or development activities of graduate students. Grant funds are not intended to substitute for graduate assistantships.**

- **The grantee should not use project funds to purchase materials or services that are already available on campus, or are expected to be provided by departments. The Budget Page must justify such expenditures.**

- **The grantee must ensure that all funds and procedures related to the project comply with state and University standing policies. For example, monies for "contingencies" or "refreshments" are not considered appropriate and will not be supported.**

Guidelines for Preparing the Proposal

Format
      • Grant proposals are signed electronically and uploaded in Canvas.

      • Use 12-point type in standard fonts, such as New Times Roman, Arial, Helvetica, etc. Avoid unconventional or highly stylized fonts.

      • Set margins at one inch (1") throughout (top, bottom, left, and right).

Proposal Guidelines
      The proposal for a Research Grant must include the following sections, arranged in the order presented:

      You will need to attach:

            • Institutional Research Board Approval (or exception statement)

            • Project Abstract (125-250 words)

            • Narrative (limited to 6 double-spaced pages)

            • Publication Plans

            • Publications and Presentations

            • Grant History (a listing of all previous Faculty Development Grants)

            • Appendix (one letter of support)

Included in Echosign:
Cover Page

      Prepare the Cover Page in accordance with the sample provided. The Cover Page requires the electronic signatures of the applicant(s), department chair, and dean.

Budget page
      A complete list of all items and resources needed for the project should immediately follow the Cover Page. Itemize and justify all proposed expenditures, including the following:

            1.Nonconsumable equipment.
            2.Consumable supplies
            3.Travel
            4.Books, reprints, microfilm, etc. (not available on interlibrary loan).
            5.Total amount requested.

Explanation of attachments:

Institutional Review Board Approval
      All researchers using living subjects are required to receive approval through the Troy Institutional Review Board (IRB) prior to conducting research. A copy of the approval letter from the IRB must be included for a proposal to be considered. Applicants conducting research which does not include living subjects may simply include an exemption statement to that effect with their proposal.

Project Abstract
      Include a summary (125-250 words) of the proposed Research Improvement project on a separate sheet following the Budget Page. Do not exceed word limit.

Narrative
      The narrative portion of the proposal should not exceed six double-spaced pages. Do not omit any subsections. Narrative should conform to the following outline:

1. **Project Rationale.** Present a clear statement of the problem that the project addresses and justify the proposed approach.
2. **Project Objectives.** Present a clear statement of the specific aims that the project intends to accomplish.
3. **Significance.** Explain the overall contribution of the research upon completion of the project.
4. **Long-term Benefits.** Demonstrate how the proposed project benefits the applicant, department, and University. Explain how the Research Grant will attract additional extramural funding, potential research collaborators, graduate students, etc.
5. **Project Time Schedule.** Describe and chart the sequence of major events occurring during implementation of the project.

Publication Plans
      Identify the journal(s), and/or book(s) in which the research will be published; and/or the conferences to which proposals will be submitted. Provide best estimates of when the manuscript(s) will be ready for submission and the expected date(s) of publication.

Grant History.
      Prepare a complete list of all previous Faculty Development Grants. Include the grant category(ies) (Paper Presentation, etc.), year(s) of award(s), grant title(s), amount(s) of grant(s), and coauthor(s), if any. If no proposals have been previously funded, the applicant should state this fact.
      However, the applicant does not need to list rejected proposals.

Publications and Presentations

> List all presentations and publications that have resulted from previous Faculty Development Grants. Identify the grant(s) that supported the research. If no publications have resulted, the applicant must state this fact. Even though first- time applicants might not be able to list any presentations or publications, they must still complete this section and state that their research is just beginning.

Appendix

> Include one brief letter of support as an appendix to the proposal from the applicant's department chair. The letter of support should indicate that the supervisor is aware of the submission of the proposal and supports the allocation of time that the faculty member will be devoting to the research project and possibly diverting from other departmental activities. The department chair and dean must also sign the Cover Page. When chairs submit proposals, they only need to submit a single letter of support from their immediate supervisor: the dean of the college. Since chairs cannot endorse their own proposals, they should write "N/A" or "Not Applicable" in place of the chair's signature on the Cover Page.

Submission of Proposal

There are two steps to the submission process:

First, file the proposal at the Faculty Development Webpage through Echosign (**https://trojan.troy.edu/employees/facultydevelopment/**). After you have completely filled it out and attached all required documents, click to sign and the document will go to your Chair and Dean for signature. Once all have signed your proposal, you will receive an email with the complete proposal attached. Download a copy to upload and forward a hard copy to the Chair of the Faculty Development Committee.

The Checklist is placed on top of the proposal. Incomplete and/or non- conforming proposals will be returned.

Second, the proposal must be uploaded to the Faculty Development Grant Submission course in Canvas. Do NOT submit two separate documents on-line. You will submit your proposal in the Assignments folder under the correct semester/year.

To do this:
1. Go to the Troy University home page (**www.troy.edu**)
2. Click on Student/Faculty & Staff drop down menu and Select Canvas.
3. This will take you to the Log In page. For "User ID" enter your username and password.
4. Go to your courses and select Faculty Development Grant Submissions.
5. Go to the assignments for this course and click on the current year's folder to upload your proposal.

Acknowledgments/Post Grant Responsibilities

> The grantee must acknowledge the financial assistance of Troy University in the introduction or other appropriate section in any publications or documents resulting from this Research Grant. In addition, grantees should make every effort to participate as requested in any planned faculty colloquia or brown bag luncheons.

Final Report

By accepting the award, each grantee agrees to submit a final report that summarizes the research accomplishments of the project. The grantee should also include copies of abstracts, manuscripts, publications that resulted from the Grant. The final report must be submitted to the FDC Chair by the first Friday in September of the academic year in which the grant was issued for payment of the remainder of the grant.

Failure to submit a final report or submitting a final report that does not meet accepted professional standards will disqualify the applicant for future funding. The Committee will notify the grantee's chair, dean, and Provost of this disqualification.

Disposition of Materials, Supplies, and Equipment

By accepting the award, the grantee agrees to transfer all materials, supplies, and small items of equipment at the conclusion of the project to the grantee's department or school. The department or school should return unwanted equipment to the FDC, which will use the equipment to support other projects.

Additional Questions

Direct additional questions to the FDC Chair.