

APPLICATION PROCEDURES FOR FACULTY RESEARCH COUNCIL GRANTS
Doctoral Faculty
2011-12 ACADEMIC YEAR

Background Information and Instructions:

Applications for a Faculty Research Grant are due January 17, 2012. **An electronic copy of your proposal should be submitted to Dr. Joshua Morris, Chair of the Faculty Research Council (jmorris@apu.edu).** Final awards will be announced in March, 2012. The purpose of this type of Faculty Research Grant is to support the ongoing research and scholarly activities of current full-time APU faculty who teach at the doctoral level. Such grants are intended to fund:

- (1) Pilot studies that may lead to a larger study or to external funding,
- (2) Research or scholarly activity that fits a faculty member's ongoing research agenda but is not currently financed by any other source, or
- (3) Research or scholarly activity that will be the beginning of a more comprehensive research agenda for that faculty member.

Three categories of awards are available: (1) up to \$3,000 awards for pilot studies or one-time research projects/scholarly activities, (2) up to \$5,000 awards for short-term research or scholarly activities that are part of an established research agenda, and (3) up to \$10,000 awards for research or scholarly activities that are longitudinal in nature and part of an established research agenda.

Research is defined according to federal guidelines as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge” (§ 45 CFR. 46.102 [d]). Scholarly activity is defined by APU's Comprehensive Faculty Evaluation Process as any discipline-specific or interdisciplinary activity “which ultimately results in the dissemination of knowledge, techniques, or applications so that others within the discipline can be more effective.”

The Faculty Research Council is committed to funding high-quality research and scholarship on any topic. However, high-quality proposals that also address at least one of the four funding priorities of the FRC will receive additional consideration by the raters:

1. Congruence with the university mission
2. Student involvement
3. Collaboration across disciplines
4. Influences the teaching/learning process

Grant proposals are divided into two areas for review: Form A—Social/Natural Sciences/Professional Studies, and Form B—Theology/Biblical Studies. Three reviewers rate each application: One doctoral faculty member with expertise in the specific discipline of the grant, one doctoral faculty member from a similar discipline, and an undergrad/master's faculty member from a related discipline. One of the reviewers must

be a current member of the FRC. The ratings are averaged and then the proposals are placed in rank order for determination of final funding. The full FRC determines the final funding for each proposal.

Each grant application must contain the following items, each of which is described in greater detail within the attached guidelines:

1. A completed cover sheet
2. A title and abstract (no more than 300 words) that clearly describes the purpose and activities of the study
3. A narrative addressing each aspect of the outline provided within these guidelines (no more than four single-spaced 12-point font typed pages)
4. A budget for the project, using the attached form
5. A biographical sketch of all researchers involved in the proposed project
6. Appendices, including copies of measures or instruments to be used in the study, letters of agreement for any site other than APU, and letters of support if so desired

FRC materials, including this application and the grants progress report, can be found on the APU Website under Faculty Research Council.

Grant Eligibility

- Faculty applicants for FRC grants must be full-time faculty whose workload is at least 50% in doctoral programs.
- Only one grant application per faculty member is permitted in any calendar year.
- Those requesting a grant award for classroom, lab, or clinical teaching should apply for a Creative Teaching Grant awarded by the Faculty Development Council.

Acceptance of FRC funding indicates that the recipient agrees to the following:

- To disseminate the results in a peer-reviewed venue
- To acknowledge all grant awards, institutions, and the participation of colleagues in presentations and publications of any kind. (e.g. “This study was partially funded by the Azusa Pacific University Faculty Research Council.”). Recipients of FRC grants may make the results of their studies available to the public without restriction. They should, however, acknowledge APU support when they disseminate the results of their study to audiences other than students (e.g., other faculty, professional organizations, the general public). When an essay, article, peer reviewed publication, or book eventually results from a Faculty Research Grant, recipients should send a copy to the Director of the Office of Research.
- To file a grant progress report with the Faculty Research Council by December 15, 2012. **All progress reports should include a list of itemized expenses paid with grant funds.**

If you need assistance in clarifying guideline requirements or in writing the narrative section of the proposal, there is assistance from the Office of Research (Dr. Carole Lambert) and the Office of Sponsored Research and Grants (Dr. Lou Hughes). Select

members of the Faculty Research Council are available to answer questions as well: Josh Morris and Cahleen Shrier (Natural Sciences), Laurie Schreiner (Social/Behavioral Sciences), Ramon Barreras (Education), Jim Fujitani (Humanities), Kimasi Browne (Music), Jau-Lian Jeng (Business and Management), Bonnie Huiskes (Nursing), Sue Aspley (Humanities, Theology), and Dennis Okholm (Theology).

Notice regarding protection of human and animal subjects:

- The Institutional Review Board (IRB) must approve research projects that involve human subjects. The IRB monitors all research projects that involve human subjects in order to protect the rights and welfare of the subjects involved. Accordingly, awarded funds will not be released by the Council until written IRB approval of the project is received. The IRB handbook and all required forms can be found on the APU website under “Institutional Review Board.”
- The Institutional Animal Care and Use Committee (IACUC) must approve research projects that involve animals. Accordingly, awarded funds will not be released by the Council until written IACUC approval of the project is received. The appropriate forms and instructions can be found on the APU website under “Institutional Animal Care and Use Committee.”

Guidelines for the Use of Faculty Research Council Funds

- Equipment, computer software, and residual funds supplied by the grant are the property of Azusa Pacific University and normally remain at the university when the grant recipient departs from APU.
- FRC funds are normally for research expenses and not for faculty stipends. Any request for release time must be substantiated in writing and have the written approval of your chair and dean.
- Travel expenses for the purpose of dissemination will not be funded by the FRC, although the FRC grants will fund travel for the purposes of data collection, research team meetings, or historical research.
- It is expected that grant money will be used in the manner indicated by the grant proposal budget form. **Significant** changes in project budget lines must receive prior approval of the Faculty Research Council.
- The Faculty Research Council makes grants available to full-time APU faculty members who are returning to the university in the next academic year. Should the faculty member not return to APU, the remaining funds are returned to the Faculty Research Council.
- Funding for research assistant or graduate intern wages must comply with the wage schedule published in the Student Employee Handbook.

Research Grant Proposal – Cover Sheet
Maximum Award is \$10,000 (including internship/research assistant)

Name(s): _____

Phone Number: _____ **E-mail Address:** _____

Department/School: _____

Proposal Title:

Amount Requested: _____

1. Are you a full-time faculty member? Yes No

Years of full-time employment at Azusa Pacific University _____

Are you considered doctoral faculty (at least 50% of your workload is designated to responsibilities within the doctoral programs of the university)? Yes No

2. Are you applying for a sabbatical or release time for this research? Yes No

3. Does your contract include research time? (check all that apply)

no

units for research (state how many: _____)

4. Have you secured or are you seeking additional funds from an external source?

Yes No

If yes, please specify:

5. This grant should be reviewed using the criteria for (choose one)

A. Social and Natural Sciences, Professional Programs, and Related Projects

B. Theology, Biblical Studies, and Related Projects

Form A
Social and Natural Sciences, Professional, and Related Projects
Guidelines for Faculty Research Grant Proposals
2011-2012 Academic Year

Please submit an electronic copy of your proposal to Dr. Joshua Morris, Chair of the Faculty Research Council (jmorris@apu.edu), by January 17, 2012. Please limit the narrative on items III through VII to no more than four pages, single-spaced.

I. *Cover Sheet.* Complete the attached cover sheet and submit it with your proposal.

II. *Title and Abstract.* Please title your research proposal and write a structured abstract of 300 words or less using Times New Roman, 12 font. The abstract should be written to an educated reader and must include: Background and Significance, Purpose/Aims, and Methods (design, setting, participants, intervention, measures, data collection, and data analysis).

III. *Purpose/Aims.* Clearly state the purpose of the study, including the specific aims to be addressed. **(5 points)**

IV. *Background and Significance of Study.* This section includes a literature review that provides the context and rationale for the study as well as any conceptual or theoretical models guiding the work. The literature review links your proposed study to what is known about the problem you are addressing and the gap that your study fills. This section also addresses the potential contribution of your proposed study to a significant problem in your field. **(10 points)**

V. *Methods.* This section details the plan of action to accomplish the specified aims. This should include the study's specific design, proposed procedures, plans for data analysis, and timelines. If applicable, the research design/methodology should include sample size and selection criteria, study setting, variables and how they will be measured, and psychometric properties of any instruments. **This section may be adapted as needed for the type of research proposed. (15 points)**

VI. *Statement regarding how the proposed study fits into the applicant's long-range program of research.* Include how the results of this study further the applicant's long-term research agenda. Also include a statement on which of the FRC funding priorities, if any, will be addressed by this study and in what specific ways. **(5 points for grants below \$3000; 10 points for grants below \$5000; 15 points above \$5000)**

VII. *Plans for dissemination and to apply for external funding.* Include information on how the results of this study will be disseminated and a timeline for dissemination. Also include a statement on plans for external funding and how the research proposed will contribute to that goal. **(10 points)**

VIII. Budget. Complete and attach the itemized budget form. When calculating the payment schedule for research assistants, base it on the current APU hourly doctoral student wage. Please include a brief justification of all items on the budget form. Also include an APU secured account number or state that that a secured account needs to be created for funding transfer if awarded (**5 points**)

IX. Biographical Sketch. Please include a biographical sketch for the principal investigator(s), Include degrees earned, positions held, honors and awards, and any previous grant funding from any source. Provide a list of recent publications and presentations that indicate your qualifications to conduct this project. (**5 points**)

X. Appendices. Copies of study instruments, interview protocols, and Letters of Support from proposed study sites (if applicable).

Form B
Theology, Biblical Studies, and Related Projects
Guidelines for Faculty Research Grant Proposals
2011-12 Academic Year

Please submit an electronic copy of your proposal to Dr. Joshua Morris, Chair of the Faculty Research Council (jmorris@apu.edu), by January 17, 2012. Please limit the narrative on items III through VII to no more than four pages, single-spaced.

I. Cover Sheet. Complete the attached cover sheet and submit it with your proposal.

II. Title and Abstract. Please title your research proposal and write a structured abstract of 300 words or less using Times New Roman, 12 font. The abstract should be written to an educated reader and must include: Background and Significance, Purpose/Aims, and description of the scholarly project and its intended outcomes.

III. Purpose/Aims. Clearly state the purpose of the study, including the specific aims to be addressed. **(5 points)**

IV. Background and Significance of Project. This section includes a literature review that provides the context and rationale for the study as well as any conceptual or theoretical models guiding the work. The literature review links your proposed study to what is known about the problem you are addressing and the gap that your study fills. This section also addresses the potential contribution of your proposed study to a significant issue in your field. **(10 points)**

V. Description of the Scholarly Project. Describe how the project will be organized. Include an outline and a timeline that will be followed during the grant period. Reviewers will consider the quality of the conception, definition, organization, and description of the project and the applicant's clarity of expression. **This section may be adapted as needed for the type of research proposed. (15 points)**

VI. Statement regarding how the proposed study fits into the applicant's long-range program of research. Include how the results of this study further the applicant's long-term research agenda. Also include a statement on which of the FRC funding priorities, if any, will be addressed by this study and in what specific ways. **(5 points for grants below \$3000; 10 points for grants below \$5000; 15 points above \$5000)**

VII. Plans for dissemination and to apply for external funding. Include information on how the results of this study will be disseminated and a timeline for dissemination. Also include a statement on plans for external funding and how the proposed study will contribute to that goal. **(10 points)**

VIII. Budget. Complete and attach the itemized budget form. When calculating the payment schedule for research assistants, base it on the current APU hourly doctoral student wage. Please include a brief justification of all items on the budget form. Also

include an APU secured account number or state that that a secured account needs to be created for funding transfer if awarded **(5 points)**

IX. Biographical Sketches of Research Team. Please include a biographical sketch for the principal investigator(s), Include degrees earned, positions held, honors and awards, and any previous grant funding from any source. Provide a list of recent publications and presentations that indicate your qualifications to conduct this project. **(5 points)**

X. Appendices. Copies of study instruments and Letters of Support from proposed study sites (if applicable).

Proposal Budget Form
Maximum total award is \$10,000.

Name(s): _____

Proposal Title:

VIII. Budget

Proposal Budget with Brief Justifications		
	Projected Cost	Hours Requested
Personnel		
Consultant:	\$	
Intern(s)/ Research Assistant(s):	\$	
Clerical Assistance:	\$	
Other (please specify):	\$	
Equipment (please specify; include only if not provided by APU)	\$	
Books, Software, and Other Computer Costs (please specify; include only if not provided by APU):	\$	
Other Related Expenses:		
Travel for data collection or research team meetings:	\$	
Other (please specify):	\$	
<i>Total of Research or Scholarly Project Proposal Request</i>		\$

Do you need a secured account to be created for fund dispersal (If awarded)? Yes No
 If answered "No" above - Current secured account number for fund dispersal (If awarded):