Faculty Research Council Grant Workshop

Application Deadline: November 15th

Application Process

Characteristics of funded proposals

Question and Answer

Faculty Research Council Grants

Amount: Up to $3000

Application Deadline: November 15th

Eligibility: Full-time faculty who teach at the undergrad or master's level and are on a renewable contract

Doctoral Faculty apply through their dean

Purpose of the grants:

- To enable faculty to conduct a pilot study as part of a larger research plan
- To encourage faculty to build a research agenda
- To provide money for research supplies and personnel not otherwise funded by your department

Faculty can apply for only one FRC grant and if previously funded must have completed a progress report with the FRC

Before You Apply

If your research involves clinical practice, classroom research, or conducting lab research with a class, please apply for a Creative Teaching Grant from the Faculty Development Council instead.

FRC grants do not cover capstone or thesis research conducted by students—they are for **YOU**!

Acceptance of funding means:

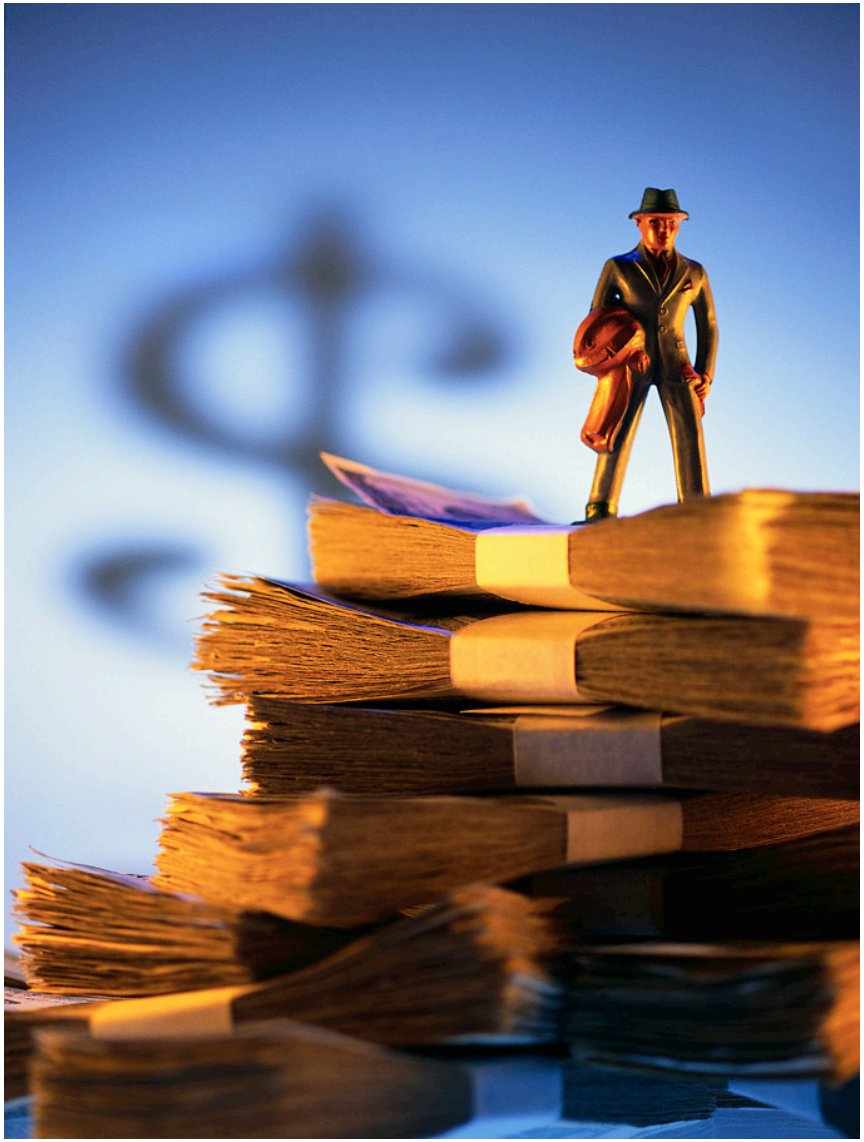
- You agree to present your findings at a conference or publish them in a refereed journal or book
- You agree to file a progress report with the FRC by January 15th of the year following the receipt of funding
- You agree to acknowledge the support of APU in any publications or presentations

What Can the Money Be Used For?

Personnel: Research assistants/ student workers, a transcriptionist, consultants, clerical assistance, or a stipend for yourself if you are on a 9-month contract

Travel: to collect data or interview subjects or conduct research, but ***not*** to disseminate the results

Supplies: software, chemicals, books, equipment



If you use student workers or grad interns

Document the benefit to the student

Use the hourly wage published in the Student Employee Handbook, based on their qualifications and undergrad/ grad status – don't guess!

Application Process

There are two different applications:

- Social and Natural Sciences, Professional, and Related Projects
- Humanities, Theology, Biblical Studies, and Related Projects

Five parts:

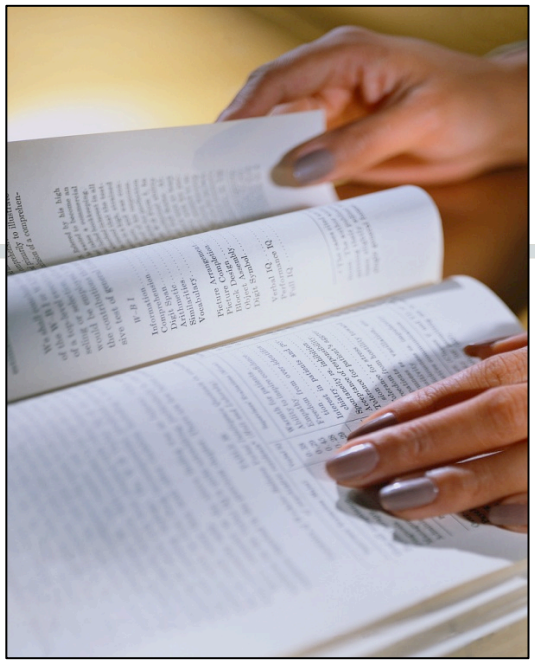
- Cover sheet
- Title and abstract (300 words)
- Narrative – max of 3 pages, single spaced, Times Roman 12-point font
- Budget
- Appendices—biographical sketch, instruments to be used, letters of agreement with study sites, letters of support

Humanities, Theology, Biblical Studies, and Related Projects

Title and Abstract

- Clear descriptive title
- Abstract of 300 words or less
  - Written to a non-specialist reader
  - Background and significance of the study
  - Purpose and aims
  - Brief description of the project and how it will be disseminated

Narrative



- Purpose (5 pts)
- Background and significance (5 pts)
- Description of the project (10 pts)
- Dissemination plan (3 pts)
- How the study fits your long-range program of research (3 pts)

Purpose

What do you hope to accomplish?

What specific goals do you have?

What research question will guide your study?

Background and Significance

- What is the significant problem in your field that your study intends to address? Document that this problem is worthy of study.
- Literature review
  - Provides context and rationale for your study
  - Conceptual or theoretical framework?
  - Links your proposed study to what is known about the problem you are addressing – identifies the GAP in the research that your study will fill
  - Discuss the significance of the contribution that your project will make not only to your specific field but to humanities, theology, and other areas of study generally

Description of the Project

How will your project be organized?

Include an outline of what you will do and a timeline that will be followed-- funds will be available in January, so timeline can run January 2011 through January 2012

What will you do?

When?

How?

Dissemination Plan

How will you disseminate your results?

To what audience and where?

What venue – conference presentation? Journal article? Book?

How This Proposal Fits

- How does this proposed study fit into your long-term research agenda?
- Any plans to apply for external funding?

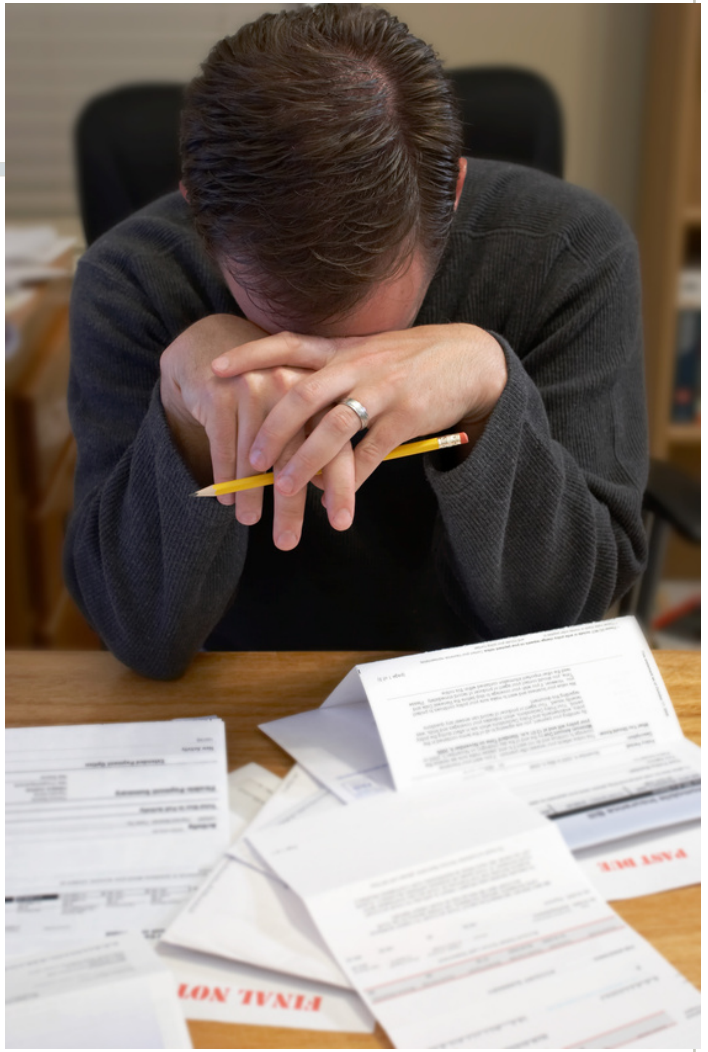
Human Subjects Research

If human subjects are involved and the study you propose is not exempt from IRB full review, include a copy of the IRB proposal with the grant proposal (no funds can be released without evidence of IRB approval)

Note that all IRB proposals now require evidence of the principal investigator's certification by the National Institute of Health: http://phrp.nihtraining.com

Budget

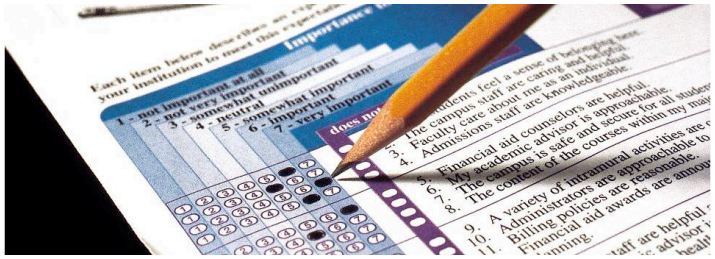
- Personnel
  - Principal investigator (you!) – if you do not get release time for research now
  - Consultants
  - Interns/research assistants
  - Clerical assistance
  - Transcriptionists
- Equipment
- Books, software, supplies
- Travel for data collection



Biographical Sketches

You and any other researchers involved in the project

- Goal is to show us that you are qualified to conduct this study well
- Don't just attach a CV! Create a brief CV or a page that contains the following:
  - Degrees earned
  - Positions held
  - Honors and awards
  - Any previous grant funding from ANY source
  - Recent publications and presentations that demonstrate your qualifications to conduct this research



Appendices

- Include copies of any instruments/measures you will use
- If you are conducting the research off-site, include a letter of agreement from the site
- Letters of support from consultants or co-investigators

Funded Proposals are….

- **Well-written**
  - Outlined according to the directions
  - Answers all the questions
  - Clear, coherent writing
  - Logical argument flow
  - Written in plain English, explaining any technical terms or concepts
  - No typos or grammatical errors
- **Well-documented**
  - Provide evidence of a significant problem you plan to address
  - Lit review includes appropriate citations and a theoretical model or conceptual framework that links your study to the problem you are addressing
  - The significance of the project is clear to the reader
- **Well-conceived**
  - Creative approach to a significant problem
- **Well-executed**
  - Your timeline, budget, and procedures all indicate the study can be completed within the year
  - Your biographical sketch demonstrates your expertise to conduct the study and disseminate it

In other words, proposals are judged by their…

- Intellectual quality
- Feasibility
- Impact

Our Advice!

1. Remember who will read the proposal
   - 3 readers – 1 in your discipline or a closely related field, 2 who are not but may have *some* knowledge of the research design you've chosen
2. Write so we clearly understand what you plan to do, why, when, and how.
3. Follow directions and answer all the questions – or tell us why you think the question doesn't apply to you ☺.

More Advice

Have someone in your department read the proposal for flow and design

Have your school's liaison to the FRC read the proposal for its thoroughness and attention to detail

Read samples of funded proposals from previous years (posted in Public Folders for the Faculty Research Council)

Submit the proposal electronically and on time

FRC Members

- **College of Liberal Arts and Sciences –** Jim Fujitani, Cahleen Shrier, or Joshua Morris
- **Library and Non-Classroom Faculty** – Sue Aspley
- **School of Behavioral and Applied Sciences –** Laurie Schreiner (chair)
- **School of Business** – Jau-Lian Jeng
- **School of Education –** Ramon Barreras
- **School of Music** – Kimasi Browne
- **School of Nursing –** Fely DelaCruz
- **School of Theology** – Bob Mullins
- **Ex Officio** – Carole Lambert, Lou Hughes, Kevin Huang, Paul Gray