APPLICATION PROCEDURES FOR FACULTY RESEARCH COUNCIL GRANTS
Undergraduate and Masters Faculty
2011-12 ACADEMIC YEAR

Background Information and Instructions:

Applications for a Faculty Research Grant are due October 17, 2011. 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 December, 2011. 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 undergraduate and/or master’s 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.

Two categories of awards are available: (1) up to $3,000 awards for pilot studies or one-time research projects/scholarly activities, and (2) up to $5,000 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—Humanities/Theology/Biblical Studies. Three reviewers rate each application; the ratings are averaged and then placed in rank order within each area 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 3 single-spaced 12-point font typed pages)
4. A budget for the project, using the attached form, including an academic internship/research assistant application, if desired
5. A biographical sketch of all researchers involved in the proposed project (no more than 1 page per researcher)
6. Appendices, including an Institutional Review Board or Animal Subjects Review proposal that has been submitted (if needed), 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 in the APU Microsoft Exchange folder system under APU Public Folders/Faculty Research Council. Sample of funded proposals from prior years are also available on that site.

**Grant Eligibility**

- Faculty applicants for FRC grants must be full-time faculty teaching at the undergraduate and/or master’s level on a renewable contract.
- Only one grant application per faculty member is permitted in any calendar year.
- Doctoral faculty should submit requests for research funding through the Faculty Research Council with the appropriate application on January 17, 2012.
- Those requesting a grant award for classroom, lab, or clinical teaching should apply for a Creative Teaching Grant awarded by the Faculty Development Council.
- Faculty recipients of FRC grants from previous years must have a completed progress report from their latest project on file in order to be eligible for another FRC grant.

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

- to present the results of the project at a faculty colloquium and/or to otherwise disseminate the results of the study
- 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 October 15, 2012. All progress reports should include a list of itemized expenses paid for
by 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 (Natural Sciences), Laurie Schreiner (Social/Behavioral Sciences), Ramon Barreras (Education), Jim Fujitani (Humanities), and Sue Aspley (Humanities, 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, all FRC grant proposals that involve human subjects must contain an IRB proposal that has been submitted to the university. 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 in public folders under “Institutional Review Board.”
• The Institutional Animal Care and Use Committee (IACUC) must approve research projects that involve animals. Accordingly, all FRC grant proposals that involve animals must contain an IACUC proposal that has been submitted to the university. 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 in public folders under “Animal Care and Use.”

Guidelines for the Use of Faculty Research Council Funds
• Equipment, books, 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.
• Faculty can request stipends with justification. FRC does not fund release time. Additional release time must be negotiated independently with your 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 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.
• FRC grant funding is not intended to support the research interest or thesis of graduate students working under the direction of APU faculty.
• Funding for student worker or graduate intern wages must comply with the wage schedule published in the Student Employee Handbook.
Research Grant Proposal – Cover Sheet
Maximum Award is $5,000 (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
   Contract length (9, 10, 11 or 12 mos) _______
   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
   □ 10 month contract, with 10th month for research
   □ units for research (state how many: _________________________)
   □ course release for research (state how much: _____________)

4. Have you received an APU Faculty Research Council Grant in the past three
   years? □ Yes □ No
   If yes, note the year each grant was awarded and include the project titles(s) and
   amount(s):
   ________________________________________________________________
   ________________________________________________________________

5. Have you secured or are you seeking additional funds from an external
   source? □ Yes □ No
   If yes, please specify:
   ________________________________________________________________

6. This grant should be reviewed using the criteria for (choose one)
   □ A. Social and Natural Sciences, Professional, and Related Projects
   □ B. Humanities, 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 October 17, 2011. Please limit the narrative on items III through VI to no more than three 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 non-specialist reader (please avoid technical jargon) 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 is filling in. This section also addresses the potential contribution of your proposed study to a significant problem in your field. (5 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 measures. This section may be adapted as needed for the type of research proposed; please note any adaptations and explain any requirements that do not apply to this project. (10 points)

VI. Brief statement regarding how the proposed study fits into the applicant’s long range program of research and plans to apply for external funding. Include how the results of this study will be disseminated. Also include a statement on which of the FRC funding priorities, if any, will be addressed by this study and in what specific ways. (3 points for grants below $3000; 8 points for grants above $3000)

VII. Budget. Complete and attach the itemized budget form. If this grant will supplement other funds, integrate all funds into the budget and specify the source(s). When calculating the payment schedule for research assistants, base it on the current APU hourly student wage. Please include a brief justification of all items on the budget form.
Also include an APU secured account number or state that a secured account needs to be created for funding transfer if awarded (2 points)

**VIII. Biographical Sketches of Research Team.** Please include a biographical sketch for the principal investigator(s), co-investigators, and consultant(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, but do not include manuscripts that are in process. (5 points)

**IX. Human Subjects Review (attach if applicable).** The Institutional Review Board (IRB) monitors all research projects that involve human subjects in order to protect the rights and welfare of the subjects involved. You may request an expedited review in many cases. Awarded funds will not be released by the council until written IRB approval of the project is received.

**X. Animal Subjects Review (attach if applicable).** The Institutional Animal Care and Use Committee (IACUC) monitors all research projects that involve animal subjects in order to protect the rights and welfare of the animal subjects. Awarded funds for research involving animals will not be released by the Council until written IACUC approval of the project is received.

**XI. Appendices.** Copies of study instruments and Letters of Support from proposed study sites and co-investigators or consultants (if applicable).
Form B
Humanities, 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 October 17, 2011. Please limit the narrative on items III through VII to no more than three pages, single-spaced.

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

II. Title and Abstract. Please title your project proposal and write an abstract of 300 words or less, using Times New Roman 12 font. The abstract should be written to an educated non-specialist reader (please avoid technical jargon), but should address the significance of the study (including whether it addresses any of the four FRC funding priorities), its purpose, a brief description of the project, and how it will be disseminated. (5 points)

III. Purpose. Clearly describe the purpose of the scholarly project, including the precise research questions or fields of meaning to be addressed. (5 points)

IV. Background and Significance of the 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 is filling in. This section also addresses the potential contribution of your proposed study to a significant problem in your field. Discuss the significance of the contribution that the project will make to knowledge not only in your specific field but also to humanities, theology, biblical studies, or other areas of study generally. (5 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. (10 points)

VI. Dissemination. Describe the dissemination plan for the research project. (3 points)

VII. Brief statement regarding how the proposed study fits into the applicant's long range program of research and plans to apply for external funding. Also include a statement on which of the FRC funding priorities, if any, will be addressed by this study and in what specific ways. (3 points for grants below $3000; 8 points for grants above $3000)

VIII. Budget. Complete and attach the itemized budget form. If this grant will supplement other funds, integrate all funds into the budget and specify the source(s). When calculating the payment schedule for research assistants, base it on the current APU hourly wage. Please include a brief justification of all items on the budget form. (2
IX. Biographical Sketch. Please attach a biographical sketch or brief vita that supports your qualifications to conduct this project. 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 support your qualifications to conduct this project, but do not include manuscripts that are in process. (2 points)

X. Appendices. Copies of study instruments and Letters of Support from consultant and co-investigators, as well as proposed study sites (if applicable).
Application for an Internship/Research Assistant Grant (If applicable)

Name: ____________________________________________________________________
Department/School: ____________________________________________________________________
Phone Number(s) __________________________ E-mail address__________________________

1. Student’s Name (if known): ____________________________________________________________________

2. Student’s Major: ____________________________________________________________________

3. □ Graduate Student □ Undergraduate □ Full-Time Student? □ yes □ no

4. Intern/Research Assistant Estimated Total Working Hours: __________________

5. Amount of Internship Money Requested: (Calculate by using the hourly wages for either graduate or undergraduate students which can be found in the current student handbook)
   __________________________________________________________

6. Explain briefly but specifically what this intern/research assistant will do.

7. How will this particular internship enhance the intern/research assistant’s university education?
Proposal Budget Form
Maximum total award is $5,000.

Name(s): _______________________________________________________________

Proposal Title: __________________________________________________________

VII.  Budget

<table>
<thead>
<tr>
<th>Proposal Budget with Brief Justifications</th>
<th>Projected Cost</th>
<th>Hours Requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
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<tr>
<td>Investigator:</td>
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<tr>
<td>Consultant:</td>
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<tr>
<td>Intern(s)/ Research Assistant(s):</td>
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<td>Clerical Assistance:</td>
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<tr>
<td>Other (please specify):</td>
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<tr>
<td>Equipment (please specify; include only if not provided by APU)</td>
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<tr>
<td>Books, Software, and Other Computer Costs (please specify; include only if not provided by APU):</td>
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<td>Travel for data collection:</td>
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<td>Other (please specify):</td>
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Total of Research or Scholarly Project Proposal Request $