

## **UM-ST. LOUIS RESEARCH AWARDS GUIDELINES AND FORMAT**

**Purpose:** These awards strengthen faculty research and creative activities. A significant portion of the funds available for faculty research support is based on facilities and administration cost recovery from externally funded grants and contracts. In order to perpetuate the fund, one purpose of the Research Awards is to support faculty whose competitive position for external funding will be improved by such assistance. Awards also are given to help faculty in all disciplines maintain an active research program, even if external funding is difficult to obtain. Special consideration, particularly for summer research support, will be given to junior faculty to assist them in establishing a strong research record. Generally, tenured faculty will not be awarded summer salary support.

### Funding may be requested for the following:

- Research assistants, equipment, supplies, travel to research locations, and salary support for course reductions, research leaves, and summer research. Funds will not be awarded for domestic travel to conferences, but will be awarded for travel to international conferences in conjunction with research-related travel.

The Research Committee will fund proposals in the range of \$1,000 to \$12,500. Requests in excess of \$12,500 are more suitable for submission to the UM Research Board. The Committee will consider the appropriateness of the budget and may award less than the requested amount.

The Committee encourages applicants to meet with faculty from their unit who have formerly served on the Senate Committee on Research (see the Senate web page for a listing). This consultation is particularly important for first-time applicants. Some successful applications from prior competitions may be available in the Office of Research Administration. Please check with the ORA staff.

### **Eligibility and General Guidelines:**

- Eligible applicants are full-time, benefits eligible faculty, who will remain employed by the University for one full year following the end of the award period.
- Non-tenure-track faculty and professional staff must hold a terminal degree.
- Postdoctoral associates may be supported by their faculty mentors' awards.
- Faculty with active Research Awards may apply only if the newly proposed project will begin after submission of the final report and closure of the current award account.
- Prior recipients of University research funding, including Research Board funding, must have submitted an external funding application subsequent to the most recent internal funding award, or must be submitting such an application simultaneously with this internal funding application, or must provide a compelling argument as to why a submission has been delayed.
- Applications will not be accepted from faculty who have final reports outstanding from previous University research funding.
- Only one application from a faculty member as principal investigator or co-principal investigator is allowed per proposal deadline.
- Applicants may request research leave for one semester or summer salary support, but not both and not research leave for two semesters. Recipients of research leave or summer research support cannot receive other University-funded salary support during the period of the award. Summer research support recipients may teach no more than one course during one four-week summer session. Generally, faculty will not receive more than two summer salary awards from this fund prior to receiving tenure at UM-St. Louis.
- Graduate students cannot be supported on a research award if they simultaneously hold a Dissertation Fellowship, a Graduate School Fellowship, or a Graduate Student Summer Research Fellowship.
- Any recipient who receives external or Research Board funding for essentially the same project must return the Research Award funds to the extent of the overlap.

## APPLICATION FORMAT

All pages of the proposal, starting with the Proposal Summary, must be numbered consecutively. The committee recognizes the educational value of preparing a proposal in the style used in the discipline and at a level appropriate for evaluation by disciplinary colleagues

**1. Completed Application Form** (includes itemized budget).

[http://www.umsl.edu/services/ora/assets/Research\\_Award\\_AppForm.doc](http://www.umsl.edu/services/ora/assets/Research_Award_AppForm.doc)

**2. Proposal Summary** (Limited to **three double-spaced** pages, 12 pt Font)

\*Summarize the objective and significance of the research or creative activity for which Research Award funding is sought. This summary must be written in a manner that is understandable to colleagues in all disciplines. The last paragraph of the Proposal Summary should be a description of how this project fits within, and contributes to, your overall research agenda.

**3. Proposal narrative** (Limited to **seven double-spaced** pages, 12 pt Font)

\*Please include the following:

- ✓ Objectives and significance of the proposed research or creative activity.
- ✓ Relevant previous work by you and others.
- ✓ Plans for accomplishing the objectives including methods, research design, the roles of all personnel involved and plans for access to any special resources.
- ✓ Tasks to be assigned to any research assistants and the qualifications required.
- ✓ Proposals and manuscripts expected from this project.
- ✓ Preferred starting date (explain if timing is critical).
- ✓ Explicit justification for each budget item. Specific justification for any teaching replacement costs requested.
- ✓ An explanation of why Research Award funding is required.
- ✓ Other support available or being pursued for this project, including support from the department, school or college, campus or external sponsors (matching funds will strengthen the application).
- ✓ Other supporting material you wish to include (within the seven page limit)

**4. Literature cited** (Limited to **one single-spaced** page, 12 pt Font)

\*Provide bibliographic references for literature cited in the narrative.

**5. Support letters**

\*Letters are required from research leave institutions and for matching commitments from departments. No other letters are allowed.

**6. Accomplishments** (Limited to **two single spaced** pages each for the PI and any Co-PIs, 12 pt Font)

*Research and professional experience:* List in reverse chronological order with dates: academic history; current position; previous employment; honors; awards; and creative works. Also, list in reverse chronological order the titles and complete references to representative publications pertinent to this application. Any publications that are a direct result of prior internal funding should be preceded by an asterisk [\*].

*Previous or pending University support:* List all internal research support (Research Awards, Research Board, Research Leave, Small Grants) received or applied for in the last five years. For each entry include the following information in this sequence: project title; funding source; co-principal investigators; amount requested; amount awarded (if pending, state so here); support time period.

*Previous or pending external support:* List all external research support received or applied for in the past five years. For each entry, include the following information in this sequence: project title; funding source; co-principal investigators; amount requested; amount awarded (if pending, state so here); support time period. Precede project title with an asterisk [\*], if this funding was a direct result of prior internal support. Prior recipients of University research funds should identify scholarly productivity and external funding resulting from previous support.

If, during the past five years, external support was received for research or creative activities for which you were a co-investigator, or the funds were awarded directly to you and not administered by the University, please give the details for each such award.

## **CRITERIA FOR EVALUATION:**

The proposal will be evaluated on the following:

- Clarity and persuasiveness of the Summary. The proposal need not be written for a general audience, but the Summary describing the objective and significance must be written in a manner understandable by non-disciplinary colleagues.
- Quality of work, especially the research design, which must be clearly communicated in the proposal. Significance of the work to the field and to the applicant's career.
- Feasibility of the project.
- Anticipated improvement of the applicant's position for competitive external funds.
- Scholarly productivity of the applicant relative to academic rank.
- Results from prior University support.
- Proposals and manuscripts to which the requested funds will contribute.
- Strict adherence to application format. The Senate Committee on Research has asked the Office of Research Administration not to forward for consideration any proposals that do not conform to the guidelines given here or are not on the application form.

## **SUBMISSION:**

Review your application. Check to be sure you included all of the items listed for the Proposal Narrative, that you have followed the Application Format, and that you have thoroughly addressed the criteria for evaluation.

Once you have completed the Application Form (with all the signatures) and the Proposal, make **13 copies of everything**. Please staple together each copy.

Submit the Original Application Form with the Proposal plus the additional 13 copies to ORA, 341 Woods Hall, **by 5:00 p.m.** on the deadline date.