Proposal Cover Page
Faculty Research Support Grant FY21 (July 1, 2020 – June 30, 2021)

Applications must be submitted by **January 27, 2020** by 9am EST. Late submissions will not be accepted.

Project Title_____

Principal Investigator(s): _____

Contact Email _____   Department, College/School _____

Total amount Requested_____

Does the proposal involve:	Yes	No
Research with human participants?		
If yes, has the protocol been submitted with IRS?		
If the protocol has been approved or exempt, list the protocol number:		
Research with animals		
If yes, has the protocol been submitted with IACUC?		
If the protocol has been approved or exempt, list the protocol number:		
Research with rDNA		
If yes, has the protocol been submitted with IBC?		
If the protocol has been approved or exempt, list the protocol number:		

Signatures

_____
Applicant(s)   Date

_____
Department/Teaching Unit Chair(s)   Date

_____
Dean or Designee   Date

Digital signatures must be collected sequentially and one at a time. For more information, please visit
http://www.american.edu/provost/grad/pdfforms.cfm

APPLICATION
GUIDELINES
(July 1, 2020 - June 30, 2021)

The Office of the Provost provides competitive intramural research grants to support faculty research, scholarship, professional and creative activities. This support mechanism provides University support for the direct costs of pilot studies to increase their research productivity faculty in all units at American. Research is defined as creative works, experimental investigations, professional projects, archival studies, and other scholarly endeavors that advance knowledge in the applicant's discipline, field, or profession. The grant review process is managed by the Vice Provost for Research (VPR). The goal of this initiative is to make AU faculty more competitive in applications for external funds.

FOR APPLICATION FORMS AND INSTRUCTIONS
(https://www.american.edu/research/facultygrants.cfm)

	Faculty Research Support Grants
Deadline	Monday January 27, 2020 at 9am
Funding period	July 1, 2020 to June 30, 2021
Budget limit	$10,000 for projects from a single faculty member <u>OR</u> $25,000 for projects from a faculty work group composed of three or more members.
Eligibility	All full-time tenure-line and term faculty are eligible to submit proposals.

APPLICATIONS NEED TO BE SUBMITTED ELECTRONICALLY TO BULBULIA@AMERICAN.EDU BY MONDAY, January 27, 2020 by 9am
LATE PROPOSALS WILL NOT BE ACCEPTED

General Guidelines
- Proposals may be submitted by faculty who:

  - Are full-time tenure-line and term faculty.
  - Completed and submitted a final report for all previous Faculty Research Support Grants.

- While all grants will be evaluated on merit, innovation and fit with the current strategy of the University priority will be given to applicants that meet the following criteria.
  - To applicants who have not received a Faculty Research Support Grant during the last five years.
  - Proposals that <u>clearly explain how the proposed project will lead to additional applications for external funding</u>.
  - Proposals that demonstrate a commitment to AU's Inclusive Excellence Plan's second goal of developing a campus climate and culture where all community members feel safe and feel a sense of belong and satisfaction. Examples include but are not limited to:
    - Providing formal mentoring that fosters deeper connections and builds meaningful relationships between faculty, staff, administrators, and students, especially those who are members of historically underrepresented minority

groups at AU.
- Proposals that involve direct collaboration across departments and student organization, to showcase innovative diversity and build a sense of community.
- More information on the plan can be found at: https://www.american.edu/president/diversity/inclusive-excellence/
  - o Proposals that demonstrate a commitment to collaboration with students that pushes the University towards fulfilling our strategic plan for scholarship. This priority complements the University's established interest in diverse and interdisciplinary work, while also providing concrete incentives for faculty to embody the scholar-teacher ideal.
- The funding period for proposed projects is one AU fiscal year, i.e., from July 1 to June 30. Requests to extend this period will not be approved. If desired, the funds from the Faculty Research Support Award can support a portion of a larger project. If this is the intent of the applicant, the proposal should carefully delineate the portion of the larger project that can be completed during the funding period.
- Budget items may include: graduate student or undergraduate student support during the summer and/or the academic year; travel to off-campus sites to conduct research; equipment or supplies; or other expenses related directly to the proposed research.
- Awarded funds will be transferred to a research account specifically created for the recipient of the funds. Award recipients are responsible for managing this account, in accordance with all appropriate AU policies and procedures. They should work with the appropriate budget officer in their school or college to manage this account.
- Faculty may use awarded funds in conjunction with funds from their Dean or another university office if more than the maximum funding amount is needed to complete a proposed project. Support from other sources is not required for submission of a proposal and does not improve the competitiveness of a proposal.
- All communication about proposals and their review is considered confidential. Information about funding of specific proposals can be communicated only from the VPR.

Proposal Review Process
- All proposals submitted to the Faculty Research Support Grants competition are reviewed by the Ad Hoc Advisory Committee on Centers and Research. Feedback will be provided to all applicants who submit a complete proposal package.

Commitment on Receipt of a Faculty Research Support Grant: *Upon acceptance of a Faculty Research Support Grant, recipients agree to:*

- Submit a final report, including a final expense statement, to the VPR form by September 1, 2021).
- Follow all AU purchasing, travel, and personnel guidelines, working with the appropriate budget officer in their school or college. Purchasing guidelines can be found at https://www.american.edu/finance/controller/university-accounting-policies-procedures-and-guidelines.cfm
- Include an acknowledgement of research support from AU on any publication or presentation of work funded fully or in part from a Faculty Research Support Grant.
- Acknowledge that all equipment, manuscripts, microfilms, research apparatus, and other research materials purchased with grant funds are the property of AU.
- Reimburse AU for any expenditure in excess of the total awarded budget, for charges not allowed, or for expenditures made beyond the grant expiration date.
- Inform the VPR if the award recipient terminates employment at American University during the funding period (FY2021).
- Return to AU during AY2021. If employment at AU is terminated before the end of the funding period, the recipient agrees to repay AU all spent funds.
- Present project results at an appropriate university event, if requested.

FACULTY RESEARCH SUPPORT GRANTS

INSTRUCTIONS FOR PREPARING A PROPOSAL

Applications must include all five of the following required components, submitted in the following order. Note the points allocated to each component and allocate attention to each accordingly. Please label each section with the headings listed below and number all pages, starting with the cover page as page one. Submit the final application as one PDF document to Jeannine Bulbulia, bulbulia@american.edu.

1. COVER PAGE (5 POINTS)

·   Complete the Cover page completely, sign it yourself. Then collect department or teaching unit head and Dean (or dean's designee) signatures.
·   If appropriate, provide proper information about approval to work with human participants or animals. Research with human participants or animals requires an approved protocol from the appropriate research review committee (i.e., the IRB or IACUC) prior to receiving funding. Applicants may wait until funding decisions are made to submit their protocol to the IRB or IACUC for approval. Please indicate whether the protocol has been submitted, approved, or will be submitted if the project is funded on the application cover page.
·   Research with rDNA requires approval by the Institutional Biosafety Committee (IBC). If applicable, please indicate whether the protocol has been submitted, approved, or will be submitted if the project is funded on the application cover page.

2. PR OPOSAL NARRATIVE (UP TO 65 POINTS + 10 COMPETITIVE POINTS)

3-page total Limit, excluding references

The text of the proposal is limited to three pages. Proposals are reviewed by faculty from many different disciplines. Therefore, it is important for applicants to write their proposals clearly, concisely and in a way that they can be understood by people who are non- specialists. The emphasis in the proposal should be on the description of the actionable elements of the project that will be undertaken during the period of the grant, described in a way that any educated reader can evaluate the likelihood that the project goals will be able to be met and that the planned work is likely to lead to future external funding for the applicant.

There are four parts mandatory and one optional section to the proposal narrative. Please label each section with the headings used below.

A. Non-technical summary (10 points)
The summary presents an argument for the value and significance of the project and conveys the place of this project in the applicant's overall program of scholarship. Please include in the summary a description of the goals of the project, the contributions of the project to the applicant's program of research and to their field of study more broadly. There should be a clear statement included regarding how the proposed work is foundational to a future submission for external sponsored research funding or an externally funded fellowship.

B. Background and significance (15 points)

In this section, the applicant explains the importance of the project by using a selective literature review to clarify how the proposed research contributes to the discipline and to the applicant's program of scholarship. In-text citations are to be used when appropriate. This section should include a clear statement of the specific aims or objectives of the project and an explanation of the contribution that the work would make when completed.

C. Project design and procedures (25 points)

This section presents a clear plan of work that is achievable within the timeframe of the grant period, including what will be done, how it will be accomplished, and in the case of faculty-student collaborations how the work will be divided. The methods must be described in a way that can be understood by scholars from other disciplines.

Particular considerations in this section for specific disciplines include the following.

· **CREATIVE ARTISTS** must explain their plans and procedures and how these relate to ideas and/or studio and performance practices in their proposed works.
· **HUMANISTS** must identify the primary materials to be interpreted, where they will be obtained (i.e., from museum collections, libraries, archives, people, field sites, etc.), and how those materials will be used or interpreted.
· **PROFESSIONAL PROJECTS**, such as those from faculty in Kogod, must identify sources of data and how they will be collected. If new metrics or instruments are to be used, the applicant should explain why existing measures are not sufficient and how new measures will be validated. The applicant should describe how data will be analyzed, providing as much detail as possible. Those from the School of Communication should position themselves in the landscape of their fields, explain how this work will advance the field, make an innovative contribution to the field, and the impact of the project on its intended audiences, including strategy for distribution and promotion and evaluation.
· **PHYSICAL AND NATURAL SCIENTISTS/SOCIAL AND BEHAVIORAL SCIENTISTS** must identify the specific sources of data to be obtained (whether from human subjects, animals, or the physical world) and how those data will be collected. If particular measurements are being made, these should be described. The applicant should describe how data will be analyzed in as much detail as is possible and explain the process by which data will be reduced, integrated, or interpreted.

D. Project timeline (15 points)

Include enough detail to demonstrate that the project can be completed within the period of the grant. Usually, a quarterly timeline is adequate. Be sure the tasks described in the Project Design and Procedures section are included in the timeline.

E. Competitive Preferences (Up to 10 points total)

1: STATEMENT ON INCLUSIVE EXCELLENCE (UP TO 5 POINTS)

In this section, the applicant explains how their project contributes to the fulfillment of AU's Inclusive Excellence Plan with special attention paid to how the applicant's project helps develop (in the long or short term) a campus climate and culture where all community members feel a sense of safety, belonging, and satisfaction. Applicants are also expected to discuss how their project fits into the University's strategic scholarship plan to prioritize student-faculty collaboration on innovative and interdisciplinary scholarship.

2: FACULTY-STUDENT RESEARCH COLLABORATION (UP TO 5 POINTS)

In this optional section, the applicant(s) should describe how students will be involved in any aspect of the research project, from inception to dissemination. Applicants should address how expected to discuss how this project fits into the student's or student's long-term academic trajectory.

3. CURRENT AND PENDING SUPPORT (10 POINTS)

On this page, the applicant describes any other funding for this specific project or line of scholarship, as well as any past, current, and future projects. Please organize the information into the following three sections:

(a)   Prior internal support – provide a list of support from your academic unit, e.g., dean or department chair, and the Office of the Provost, including **Faculty Research Awards received in the last five years**. Include type of support, title of proposal, and dates of funding for each project.

(B)   Current and Pending external support – include the names of any funding agencies to which you plan to submit a proposal that is related to the project for which the Faculty Research Support Grant is sought, the planned submission dates (be specific), the anticipated title of the proposal, a brief (2-3 sentences) description of the content of the proposal, and an approximate budget amount. Note that applications to funding agencies for faculty fellowships are also considered external support. The guidelines for managing this can be found at http://www.american.edu/provost/osp/. It is helpful to explain how completion of the proposed internally funded project will make you more competitive for the external funds you will be seeking. Plans for seeking future external funding are required for each applicant.

(c)   Previous external support and grants submitted – include projects or fellowships currently funded from external sources, proposals submitted within the last three years but not funded, and proposals pending. For each proposal, include the investigators' names, funding agency, title of project, dates of funding received or requested and budget amount. Fellowships and travel grants are considered external funding, but awards and prizes for scholarly work are not.

4. BUDGET AND JUSTIFICATION (20 POINTS)

Faculty Research Support Grants require a budget and a budget justification for each item in the budget. Please use the budget summary form (a writable pdf form) provided in the application materials. On a separate page, headed Budget Justification, describe what is covered in the amount for each category and the purpose of each budget request. Break down the budget only to whole dollar amounts, rounding as needed. Be specific about budget requests, especially for personnel (explaining number of hours and hourly rate, if appropriate, as well as the nature of work to be performed) and travel (explaining the reason for the travel and breaking down the request into airfare, meals, and lodging rates). It is not necessary to itemize small amounts spent for supplies and materials.

All AU purchasing, travel, and personnel guidelines must be followed, working with the appropriate budget officer in your school or college. Purchasing guidelines can be found at https://www.american.edu/policies/upload/Procurement-and-Contracts-Policies-Procedures-Guidelines.pdf

Allowable expenses
·   Salary for non-AU employees or students only if AU employees or students are not available.
·   Wages for undergraduate and graduate students. These wages are based on the standard wage for the department unless the applicant justifies a higher rate.
·   Fringe benefits as required according to AU policies.
·   Travel expenses necessary for completion of the proposed work, including international travel – per diem and mileage rates must meet current AU guidelines.
·   Payment to study participants.

- Supplies and equipment necessary to complete the project and that are not readily available on campus or through the applicant's department.
- Software necessary to complete the project that is not available on campus.

Expenses not allowed
- Course release for faculty.
- Summer salary support for faculty.
- Travel to a professional meeting or conference.
- Travel that is not essential to completion of the research (i.e., travel to consult with a colleague or mentor is generally not considered essential and would need to be well justified to be supported).
- Graduate or undergraduate wages or assistantships that are not directly related to the project.
- Subcontracts to other universities or organizations.
- Materials or equipment already available on campus or generally provided by departments or via inter-library loan.
- Software normally provided on campus.

Recipients requesting a change in an approved budget must submit a revised budget and budget justification to the VPR for review and approval. **Changes in the budget up to $500 do not require VPR review and approval.**

5. INCLUSION OF SUPPORTING DOCUMENTS

Curriculum Vitae (3 pages maximum)
Each member of the research team (including students) should submit a CV that includes the applicant's education, employment history, and a bibliography of recent and/or relevant publications or creative works or activities. **Each CV is limited to three pages**.

Reference list
Include only references or works cited in the proposal narrative, and list references on a separate numbered page following the narrative.

SUBMISSION PROCESS

Submit the full proposal electronically by January 27, 2020 at 9am to bulbulia@american.edu. Include any supporting documents considered essential for reviewers to understand the proposal. If supporting items cannot be emailed or posted on a website, please send copies via campus mail to:

Jeannine Bulbulia,
Administrative Coordinator, Office of Research
Vice Provost for Research
4801 Massachusetts Ave, NW, Suite 309, Campus Zip Code 8075

Additional materials in support of grant applications are discouraged. Reviewers have limited time and expect all necessary information to be included in the proposal itself. The only supporting materials considered necessary are letters from cooperating agencies where the applicant plans to recruit research participants or letters from museums or libraries where access is restricted.

Please do **NOT** include CDs, DVDs, photographs, or artwork unless they are absolutely essential to understanding the proposed project. Letters of support from department chairs, colleagues, or experts are not to be included and will be removed from the application prior to review. All necessary details of methods and procedures and other information regarding the work to be done should be incorporated into the body of the proposal and not included as an appendix. Appendices, other than letters verifying access to research participants or materials and support letter from the Dean, will be removed from the application prior to review.

FINAL REPORT

A final report, a writable pdf form, including a final expense statement, is due to the VPR by September 1 in the year following the award (ie September 1, 2021). The format for the final report is at https://www.american.edu/research/facultygrants.cfm

FACULTY RESEARCH SUPPORT GRANTS

BUDGET SUMMARY

Applicant Name: _____

Funds from the Faculty Research Support Grants will be transferred to the faculty member's research account. The faculty member assumes the responsibility of managing this account following appropriate AU procedures. A narrative justification for each item in the budget must be provided. On a separate page, titled Budget Justification, describe what is covered in the amount for each category and the purpose of each budget request. Break down the budget only to whole dollar amounts, rounding as needed. Be specific about budget requests, especially for personnel (explaining number of hours and hourly rate, if appropriate, as well as the nature of work to be performed) and travel (explaining the reason for the travel and breaking down the request into airfare, meals, and lodging rates). It is not necessary to itemize small amounts spent for supplies and materials. All AU purchasing, travel, and personnel guidelines must be followed, working with the appropriate budget officer in your school or college. Purchasing guidelines can be found at: https://www.american.edu/finance/controller/university-accounting-policies-procedures-and-guidelines.cfm

If a project is funded, major changes to the budget must be approved by the VPR. Changes up to $500 do not require VPR-DGS review and approval.

Brief Itemization	Amount	Awarded
Personnel (AU staff or students and fringe benefits as needed)		
Supplies and Materials (Including films, tapes or DVDs, books, access to databases, specialized software, photocopying, printing, art materials, scientific and laboratory supplies)		
Contracted Services (Payments to independent contractors – non-AU employees – who provide specific services related to the research; cash or check payments to research participants)		
Travel (Use current AU guidelines for mileage and per diem; include dates, destinations, and purposes of all travel in budget narrative)		
Purchased Services (Including printing and binding, freight, advertising)		
Other Expenses (Non-cash incentives to research participants, refreshments for focus groups, parking fees for research participants)		
Total		

For more information about writable pdf forms and digital signatures, please visit http://www.american.edu/provost/grad/pdfforms.cfm