



URC

University Research Council

Guidelines

For Submitting Proposals On
Faculty Research, Artistic Endeavors,
& Creative Activities



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GUIDELINES FOR SUBMITTING PROPOSALS ON FACULTY RESEARCH, ARTISTIC ENDEAVORS & CREATIVE ACTIVITIES UNIVERSITY RESEARCH COUNCIL

I. General Information

The goal of the University Research Council (URC) is to provide support to faculty members initiating a research project, artistic endeavor, or other form of creative activity within or among their disciplines. Faculty are encouraged to use research awards from the URC as seed money for long-term projects for which they will eventually seek outside funding; continuous funding of long term projects is not a goal of the URC. Although there is no established limit on the size of a request for funds, most awards are modest. For a current list of faculty who have received URC grants and the amounts of awards, consult the University Research Council link at <http://uca.edu/urc/previous-award-recipients/>

The URC does not provide faculty salaries. Funding for equipment will be made only in those circumstances where the equipment is an integral part of the proposed research and such equipment is not available on campus. Funding will not be provided for projects intended primarily for normal academic responsibilities in curriculum development or teaching activities. Funding will not be provided for the purpose of completing academic research toward a degree. Funding will not be provided for research initiated by a student, although student involvement in the faculty research is encouraged.

Funds to travel for dissemination of the research should not be made with the original proposal but may be requested later. Supplemental funds from the URC with a one-to-one match and no more than \$400 maximum each academic year are awarded by the College Research Committees.

II. Format

Proposals should be prepared using the application forms which appear on pages 9 to 11 of these guidelines. The forms are also available to complete online. To access these online forms link to <http://uca.edu/urc/research-proposal-forms/>

Please adhere as closely as possible to the requested format. Proposals not prepared in the proper form may be returned to the applicant without review. Contact the chair of your College Research Committee for additional information on format.

III. Proposal Submission

All research that involves human subjects must be presented to the Institutional Review Board (IRB) for review and approval **prior** to submission for funding. If required, the proposal title page (see page 9) must be signed by the IRB Chair indicating approval. A copy of the IRB approval letter attached to the proposal is helpful. The Institutional Review Board's *Investigator's Handbook* can be obtained from the website (<http://spo.uca.edu>). (Investigators should contact Tina Pilgreen, Compliance Coordinator (tinap@uca.edu) or 450-3451) at least one month prior to the deadline for submission.)

All laboratory research that involves vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) **prior** to submission for funding. If required, the proposal title page (see page 9) must be signed by the Chair of the IACUC, or the Assistant Director of Sponsored Programs, indicating approval. A copy of the IACUC approval letter attached to the proposal is helpful. An application for approval of use of animals in teaching or research can be obtained from the website (<http://spo.uca.edu>). Investigators should contact the Chair of the IACUC at least one month prior to the deadline for proposal submission.

All research that involves use of a radioactive substance must be approved by the Radiation Safety Committee (RSC). If required, the proposal title page (see page 9) must be signed by the Chair of the RSC indicating approval. A copy of the RSC approval letter attached to the proposal is helpful. Investigators should contact the chair of the RSC at least one month prior to the deadline for proposal submission.

The required number of completed applications should be presented to your Department Chair by the dates on the timeline. (Check with your College Research Committee to see how many copies will be needed for their review.) The Department Chair will forward applications to the Chair of the College's Research Committee. The Committee will forward recommended proposal in ranked order to the College Dean. After review by the Dean and any revisions recommended at all college levels of review are complete, proposals (10 copies and 1 original) will be sent to the Chair of the University Research Council for consideration and ranking by the University Research Council.

IV. Information for Expenditure of Research Council Funds

Research grants are typically awarded for up to a twenty-four month period. The researcher is asked to project an estimated time for completion of the project on the proposal title page.

An extension of this time period must be requested from the Chair of the University Research Council.

All purchasing should follow outlined University policy. All individual purchase requisitions must be approved by your chair and dean. All purchases remain the property of the University of Central Arkansas. Purchasing guidelines can be found at <http://www.uca.edu/purchasing/>

The University is restricted by guidelines regarding payment to personnel already on its payroll. For classified personnel, this restriction is due to the provisions of the Fair Labor Standards Act. In addition, other personnel may be affected by the maximum line item. Prior contact must be made with the Personnel Office before considering UCA employees for typing and/or clerical duties. Further, the Ethics Law of the State of Arkansas prohibits a faculty member from hiring his/her spouse, child or relative.

Students may be hired to assist faculty with research. However, a student should not receive both course credit and be paid from University research funds.

When travel for collection of data is to be reimbursed from a Research Grant, all the usual rules and regulations governing travel are in force. It is still necessary to file a Travel Request, to gain the appropriate signatures, and to process the request in the usual manner. This includes requests to exceed the usual per diem, when applicable. Travel guidelines can be found at <http://www.uca.edu/divisions/admin/finserv/ap/index.asp>

V. Reporting Research Results - Progress Reports

An annual progress report is to be submitted to the Chair of the University Research Council if the research is not completed by June 30th. The report should follow the format of the report form, which appears on page 10 of these guidelines.

No later than **thirty (30) days** after the conclusion of the project, a final report is to be submitted to the Chair of the Research Council. The report should follow the format of the report form which appears on page 11 of these guidelines. The form is also available to complete online.

All publications resulting from this project must acknowledge the assistance provided by the University Research Council, University of Central Arkansas. An offprint of a published article or book should be submitted upon publication.

FORMAT FOR RESEARCH PROPOSALS

Proposals should be written in as non-technical language as possible for the benefit of faculty in other disciplines. It is recommended that the body of the proposal (C to E below) not exceed 5 pages. Supporting documentation may be put in appendices. Below are the specific sections to be included in the proposal as well as what should be contained in each section.

A. Title Page

Include the title of the project, name of applicant and department, inclusive dates of project, total budget request, and appropriate signatures (see page 9).

B. Non-technical Summary/Overview

Provide a 200 word summary of the proposed project written in non-technical language for the benefit of faculty in other disciplines.

C. Problem Statement (or Statement of Need) and Review of Related Research

Provide a clear and precise statement of the problem to be addressed and the need for its solution. This should establish timeliness, generalizability, and contribution of the project. References to previous research or earlier works should be cited to establish the significance and relevance of the project. Innovativeness of the proposed methodology may also be substantiated. Include any statistical data that describe the need, if applicable.

D. Objectives/Hypotheses/Questions

Include a very specific indication of the proposed outcomes of the project stated as objectives, hypotheses, and/or questions. Statements should flow logically from the identified needs/problems.

E. Methodology

Describe how the objectives will be met or hypotheses/questions tested. This section may start with a description of the overall approach and then details about methodology, participants, organization, and timeliness. For example, a project involving survey research should describe design, population and sample, data and instrumentation, analysis, and time schedule. The section should end with clear identification of both short-term and long-term end-products expected.

F. Evaluation/Dissemination

State the means by which the researcher and the University Research Council will know the project has accomplished its objectives. When applicable, evaluative criteria should be provided for each objective. This section should discuss where and how research results might be presented and the possibility of publishing research results.

G. Facilities and Equipment

Describe the facilities and equipment required and how these will be provided. This section may also describe any unique equipment or facilities available to the researcher which will facilitate the project.

H. Personnel

List the personnel needs for the project and what they will do? How will they be selected? Individuals to serve as consultants should also be identified.

I. Budget

Outline the cost of the project, categorized by such items as personnel, supplies and materials, travel, data processing, facilities or equipment (see sample budget on page 8). Provide a brief justification of budget items. Hourly salaries and typing rates must be justified. Travel essential to the research project will be funded. Applications for matching funds to disseminate the research are to be submitted at a later date.

J. Vita

Submit a two-page vita with proposal. Vita should include relevant and recent (last 5 years) experiences, activities and outputs.

SAMPLE RESEARCH PROPOSAL BUDGET

A. Salaries:

1.	Undergraduate Student Assistant (10 hrs. @ \$5.15/hour)	\$ 51.50
2.	Graduate Student Assistant (10 hrs. @ \$7.00/hour)	\$ 70.00
3.	Clerical (10 hrs. @ \$5.15/hour)	\$ 51.50
4.	Typing (100 pages @ \$1.50/page)	<u>\$150.00</u>
	Subtotal	<u>\$323.00</u>

[Hourly salaries and typing rates must be justified.]

B. Travel:

1.	Professor Charisma Round trip by auto to Little Rock for (specify purpose). 31 miles each way x 45¢	\$ 27.90
2.	Professor Charisma Trip to National University for (Specify purpose). Plane fare est. at \$300.00. Round trip by auto to Little Rock airport, 35 miles each way x 29¢/mile \$20.30. Per diem *\$65.00 for two (2) days	
	Subtotal	<u>\$461.50</u>
		<u>\$489.40</u>

[Travel essential to the research project will be funded. Funds for dissemination of the results may be applied for at a later date.]

C. Supplies:

1.	Research (tests and data collection)	\$600.00
2.	Office supplies (paper, etc.)	\$500.00
3.	Communications (telephone, mail, etc.) \$25.00 per month for 12 months	\$300.00
4.	Photocopying	<u>\$100.00</u>
	Subtotal	\$1,500.00

D. Equipment:

1.	Gas Regulator	\$135.00
2.	Switches	<u>\$ 40.00</u>
	Subtotal	\$175.00

Total \$2,466.28

*Consult current Travel Procedures Manual for out-of-state lodging and meals per diem (varies per state).

NOTE: Check with University's travel agent concerning airfare, hotel, car rentals, etc. at:

<http://www.uca.edu/divisions/admin/finserv/ap/index.asp>

**TITLE PAGE
FACULTY RESEARCH PROPOSAL
University Research Council**

Title of Project _____

Name(s) of Proposer(s) _____

Department(s) _____

College(s) _____

Campus Address(es) _____

Estimated project start date: _____ Estimated project completion date: _____

Total amount of funding requested: _____

Possible sources of additional funding (complete only if the funding source is in addition to or exclusive of UCA, i.e. grant for which you have or will apply): _____

Previous URC funding:

Title of Research	Year Awarded	Amount of Award
_____	_____	_____
_____	_____	_____
_____	_____	_____

(Attach final reports of previous URC research or list outcomes of funding)

Signatures

Department Chair _____
Date

College Research Committee Chair _____
Approval Date

Dean of the College _____
Date

If Applicable

Institutional Review Board, Chair
or Research Compliance Coordinator _____
Approved Date

Animal Care and Use Committee, Chair
or Research Compliance Coordinator _____
Approved Date

Radiation Safety Committee _____
Approved Date

ANNUAL RESEARCH PROGRESS REPORT
(If project is not complete by June 30th.)

BANNER NUMBER _____ **DATE OF REPORT** _____

NAME _____

CAMPUS ADDRESS _____

COLLEGE _____ **DEPARTMENT** _____

TITLE OF RESEARCH _____

1. Briefly describe progress to date:

2. Briefly describe what remains to be done before project is completed:

3. List any obstacles you have encountered in completing your study:

4. Anticipated completion date:

FINAL RESEARCH REPORT
(To be submitted within 30 days of completion of research.)

BANNER NUMBER _____ **DATE OF REPORT** _____

NAME _____

CAMPUS ADDRESS _____

COLLEGE _____ **DEPARTMENT** _____

TITLE OF RESEARCH _____

1. Briefly describe the results of the research project:

2. Were the objectives of the project completed? If not, why not?

3. How/Where have the results of your research been disseminated?

4. Date of completion: