



University Research Council
Faculty Research Proposal Guidelines

For Submitting Proposals for
Faculty Research, Artistic Endeavors,
and Creative Activities

Revised July 2018

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. Ten thousand dollars is the recommended limit on the size of a request for funds; however, most awards are more modest. If the project already has another source of funding, include a statement of how the request for URC funding differs and is independent of the current support. 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-recipient/>

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. URC funds are provided to enable faculty to conduct their research and student assistance should not be the focus of the proposal. Preference will be given to faculty who do not have previously awarded URC grants still underway. Once a project has received URC funding, subsequent requests for the same or similar research will receive lower priority.

Funds to travel for the 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

It is important to remember that URC is comprised of representatives from each of the colleges across campus. The proposal should be prepared for review by colleagues from this diverse group. Proposals should be prepared using the application forms which are contained within these guidelines. The forms are available to complete online. To access these online forms link to <http://uca.edu/urc/research-proposal-forms/>

Proposals should be prepared using a font size of 12 using Arial or Times New Roman styles and must be double-spaced. One-inch margins are to be used. There are limits to the number of pages for certain segments of the proposal. Please see the specific instructions in the Format section of this document.

Please adhere to the requested format. **Proposals not prepared with the proper formatting may be returned to the applicant without review.**

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. A copy of the IRB approval letter must be attached to the proposal. The Institutional Review Board's *Investigator's Handbook* can be obtained from the website (<http://www.uca.edu/sponsoredprograms/>). Investigators should contact the Sponsored Program office in a timely manner such that if a full review is required, approval may be obtained **prior** to submission of the proposal.

All laboratory research that involves vertebrate animals must be approved by the Institutional Animal Care and Use Committee (IACUC) **prior** to submission for funding. A copy of the IACUC approval letter must be attached to the proposal. An application for approval of the use of animals in teaching or research can be obtained from the website (<http://www.uca.edu/sponsoredprograms/>). Investigators should contact the Chair of the IACUC at the latest two months prior to the deadline for proposal submission to the college research committee.

All research that involves the use of a radioactive substance must be approved by the Radiation Safety Committee (RSC). A copy of the RSC approval letter must be attached to the proposal. Investigators should contact the chair of the RSC at the latest two months prior to the deadline for proposal submission to the college research committee.

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 the recommended proposals in ranked order to the College Dean. After review by the College Dean and any revisions recommended at all college levels of review are conducted, the original paper copy **with all the approval signatures completed** should be digitized (scanned to PDF file) and sent to the Chair of the University Research Council for consideration and ranking by the University Research Council. The PDF files (one file per proposal) should include all supporting documents, including vita and IRB/IACUC approval documentation.

Proposals received that do not conform to the formatting requirements (including the number of pages and font size), with errors in the budget, or without the required IRB/IACUC approvals will be returned without review.

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. A justification for every item in the budget shall be provided, including student help. 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 cannot receive both course credit and be paid from University research funds. The pay rates for undergraduate and graduate students are fixed at \$10 and \$12 per hour, respectively.

When travel for the 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.

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 at the back 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 at the back of these guidelines.

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. **The body of the proposal (C to E below) should not exceed 5 pages.** Proposals should be prepared using a font size of 12 using Arial or Times New Roman styles and must be double-spaced. One-inch margins are to be used. There are limits to the **number of pages for certain segments of the proposal.** Brief 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. Cover Page: use the cover page form provided @ uca.edu/urc/research-proposal-forms/

Include the title of the project, name of applicant and department, inclusive dates of the project, total budget request, a record of previous URC grants 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 the design, population and sample, data and instrumentation, and analysis. A timeline, to include specific dates, must be included with each proposal. 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

Provide justification for the personnel needs for the project, what they will do, and when they will be required in the project's timeline. This includes student (undergraduate and graduate) assistance. How will they be selected? Individuals to serve as consultants should also be identified.

J. Vita

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

I. Budget: [use the budget form provided @ uca.edu/urc/research-proposal-forms/](http://uca.edu/urc/research-proposal-forms/)

Outline the cost of the project, categorized by such items as travel, supplies/services, equipment or personnel, using the budget form provided on the URC website. Provide a brief justification for each budget item. **The budget total should correspond with the amount requested on the cover page.**

Travel essential to the research project is eligible for funding. Applications for matching funds to disseminate the research are to be submitted to your college dean.

FORMS

The forms required for completion of the proposal as well as reporting your progress and the final outcome of your research may be found on the following webpage:

uca.edu/urc/research-proposal-forms/

University Research Council
Faculty Research Proposal

Title of Project

Name(s) of Proposer(s)

Department(s)

Estimated project start date: Estimated project completion date:

Total amount of funding requested: Tenure status:

List current or possible sources of additional funding.

Identify how existing funding applies to the project and how the URC funds would be used differently.

If this project is fully funded by another source(s) before disbursement, it is expected that this URC award will be declined.

EXAMPLE

Previous URC funding:

Title of Research	Year Awarded	\$ Amount
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

!! Attach final reports for each project or a list of outcomes from prior funding.

IRB, IACUC, or Radiation Safety Committee approval memo MUST be attached or the proposal will not be considered.

Signatures

Department Chair

Approval Date

College Research Committee Chair

Approval Date

Dean of the College

Approval Date

(If you require additional space, please attach another page)

URC Research Funds - Budget Form

Directions: Enter the requested information into the gray cells. Submit this budget form along with a budget justification and your proposal for URC Funds.

Faculty Information

Name UCA ID #

Project Title

Travel

Conference Registration	<input style="width: 80%;" type="text"/>				\$ -
Airfare	<input style="width: 80%;" type="text"/>				\$ -
Total Mileage (all trips)	<input style="width: 80%;" type="text"/>	x .42 per mile			\$ -
Meals* No. of days	<input style="width: 80%;" type="text"/>	Per diem rate**	<input style="width: 80%;" type="text"/>		\$ -
Lodging No. of nights	<input style="width: 80%;" type="text"/>	Estimated price per night (include hotel tax)	<input style="width: 80%;" type="text"/>		\$ -
Other (please describe)	<input style="width: 100%; height: 20px;" type="text"/>			Amount	\$ -
Subtotal					\$ -

Supplies

Item	Description	Price per unit	Quantity	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Equipment

Item	Description	Price per unit	Quantity	
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Subtotal				\$ -

Personnel

No. of Undergraduate Student Workers	<input style="width: 80%;" type="text"/>	No. of Hours	<input style="width: 80%;" type="text"/>	\$ -
No. of Graduate Student Workers	<input style="width: 80%;" type="text"/>	No. of Hours	<input style="width: 80%;" type="text"/>	\$ -
Other (please describe)	<input style="width: 100%; height: 20px;" type="text"/>		Amount	\$ -
Subtotal				\$ -

Total Requested Funds

	Total	\$ -
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* Estimated meal allowance is based on two days of travel.

** Per diem rates may be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Scoring Guidelines for URC Faculty Research Proposals

Eligibility Questions

- Yes or No** 1. Is the funding request for a project intended primarily for normal academic responsibilities in curriculum development or teaching activities?
- Yes or No** 2. Is the funding request for the purpose of completing academic research toward a degree?
- Yes or No** 3. Is the funding request for research initiated by a student?
- Yes or No** 4. Does the proposal fail to include all required sections (A through J)?

If the answer to any of these four questions is **Yes**, the proposal is **not** eligible for URC funding.

Priority Criteria

Criteria	2 pts.	1 pt.	Pts. Earned
Previous receipt of URC Research Grant Funding*	The applicant has never received URC funding.	The applicant has received URC funding, but it occurred more than two academic years ago.	
Tenure Status	The applicant is a tenure-track faculty member.	The applicant is a tenured faculty member.	
Other Funding Sources		The project has no other sources of funding to support the work.	

*URC Funding does not include awards for Summer Stipends.

Review Criteria

Criteria	5 – 6 pts.	3 – 4 pts.	0 – 2 pts.	Pts. Earned
Significance of the Project	Background literature is included that builds a convincing argument for the significance of the project.	Although background literature is included, it does not build a convincing argument regarding the significance of the project.	Little or no literature is cited in support of the project.	
Scholarly Contribution of the Project**	It is clear from the proposal that the project will make a strong contribution to the discipline and/or community.	The contribution of the project is made clear in the proposal, although it seems limited in scope/nature.	It is not clear from the proposal how the project will contribute to either the discipline or the community.	
Criteria	3 pts.	2 pts.	0 – 1 pt.	Pts. Earned
Readability	The proposal uses non-technical language, making it easily understood regardless of the reader's disciplinary background.	The readability of the proposal is disrupted on a few occasions due to the use of highly technical language.	The readability of the proposal is frequently disrupted due to the use of highly technical language.	
Proposal Format and Length	The proposal is double spaced with one-inch margins. The total document is 5 to 8 pages in length.		Either the proposal is not double spaced with one-inch margins OR its length does not fall within the range of 5 to 8 pages.	
Equipment	If funds are requested for purchasing equipment, the proposal builds a clear argument for the value of the equipment to UCA	The proposal includes a request for equipment but either only partially provides an argument regarding the value of the	The proposal includes a request for equipment but provides neither an argument regarding its value to UCA beyond the	

	<p>beyond the project. In addition, a plan is presented regarding where the equipment will be housed and how it will be maintained. Note that if no equipment is requested, then two points are awarded automatically for this criteria.</p>	<p>equipment to UCA beyond the project OR does not provide a plan for where and how the equipment will be maintained.</p>	<p>project NOR plan for where and how it will be maintained.</p>	
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**An argument for strong scholarly contribution might include: describing future plans for external funding; including students; connecting results with future research; and/or indicating the impact of results on the UCA/local community.

Budget Notes

In addition to the information in the URC Proposal Guidelines, the following notes are offered.

1. Publishing expenses are not considered an allowable expense.
2. The recommended upper cap on requested funds is \$10,000. In the event that the requested funds exceed this amount, the faculty member is strongly encouraged to seek additional funding sources to offset the expenses.
3. Undergraduate student workers should be paid \$10 per hour. Graduate student workers should be \$12 per hour.