



Guidelines

For Submitting
Summer Stipend
Proposals



University of
Central Arkansas

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GUIDELINES FOR SUBMITTING SUMMER STIPEND RESEARCH PROPOSALS

I. General Information

A faculty member requesting summer stipend research support for the summer should prepare the application following the format and procedures outlined below. Stipends will be for \$3,000 (less applicable tax deductions) to be awarded before the end of the fiscal year. Faculty members awarded a stipend will be assigned no more than one additional course during the summer term spent working on the project.

Funding will not be provided for projects intended primarily for normal academic responsibilities in curriculum development or teaching activities.

Other factors being equal, preference will be given to faculty who has not previously received summer stipends.

The purpose of a UCA Summer Stipend is to support increasing a faculty member's knowledge to benefit future UCA students. A faculty member receiving a summer stipend must be an employee of the University of Central Arkansas. If the faculty member does not return to UCA in the fall semester, the summer stipend must be repaid.

II. Format

Proposals should be prepared according to the format of the forms that appear on pages 8 and 9 of these guidelines.

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

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 must be signed by the Chair of the IRB or the Research Compliance Coordinator, indicating approval. A copy of the IRB approval letter attached to the application is helpful. 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.

If required, the proposal title page must be signed by the Chair of the IACUC or the Research Compliance Coordinator, indicating approval. A copy of the IACUC approval letter attached to the application is helpful. An application for approval of 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 one month prior to the deadline for proposal submission to the department chair.

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

The required number of completed applications should be presented to the Department Chair (see deadline timeline). The Department Chair will forward the application to the Chair of the College Research Committee who will forward it to the College Dean for approval. The College Research Committee will rank the proposals within the College. 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 (URC) for consideration and ranking by the committee members. The PDF files (one file per proposal) should include all supporting documents, including vita and IRB/IACUC approval documentation.

IV. Award Notification

Letters of notification are sent by the Chair of the University Research Council informing the applicants of the final decision regarding the application. Copies of the letters to faculty who were awarded stipends are also sent to respective chairs and deans.

The Chair of the URC will notify the Office of Human Resources and complete the required Personnel Action Form. All recipients will be awarded by the fiscal year end on June 30th.

V. Reporting Research Results - Progress Reports

Each recipient will submit a report to the Chair of the URC (Associate Provost/Graduate Dean) at the completion of the summer term in which the stipend was received.

The report should follow the format of the report form on page 9 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 FOR SUMMER STIPENDS

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. Cover Page

Complete the form summarizing previous summer stipends, reassigned time, and sabbatical leave. Attach it to the front of the proposal (See attached form).

B. Title Page

Include the title of the project, name of applicant and college, summer term for which stipend is requested, and appropriate signatures. Individuals who are funded or seeking funds from sources other than the University of Central Arkansas should list, by name, those possible funding sources (See attached title page).

C. Non-technical Summary/Overview

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

D. 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.

E. 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.

F. Methodology

Describe how the objectives will be met or the 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.

G. 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 results.

H. 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.

I. Vita

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

Faculty Research Summer Stipend Leave History Form

History of Sabbatical Leave, Reassigned Time and Summer Stipends

Name of Faculty Member

Department

Phone number

UCA email address

1. Have you received a sabbatical leave in the past while employed at UCA?

Yes No

2. If yes, indicate all time periods (fall, spring, academic year, summer) of all sabbatical leaves?

Fall (Year)	Summer (Year)	Spring (Year)	Academic Year

3. Have you previously received reassigned time while at UCA? Yes No

4. If yes, indicate dates in the spaces provided.

Fall (Year)	Summer (Year)	Spring (Year)

5. Have you previously received a summer stipend while at UCA? Yes No

6. If yes, indicate the summer terms below.

TITLE PAGE
FACULTY RESEARCH SUMMER STIPEND REQUEST
University Research Council
University of Central Arkansas

Title of Project

Name of faculty member

Department

Stipend is for the gross amount of \$3,000.00 and is subject to applicable taxes/income deductions.

Current or possible sources of additional funding. Complete if the funding source is in addition to or exclusive of UCA. Examples: grants for which you have or will apply, or contracts for which you are receiving compensation.

Department Chair

Date

College Research Committee Chair

Date

Dean of the College

Date

If Applicable

Institutional Review Board, Chair
or Research Compliance Coordinator

Approval Date

Animal Care and Use Committee, Chair
or Research Compliance Coordinator

Approval Date

Radiation Safety Committee, Chair

Approval Date

SUMMER STIPEND RESEARCH PROGRESS REPORT
(To be submitted at the completion of the summer terms)

DATE: _____

NAME: _____

TITLE OF RESEARCH/PROJECT: _____

1. Briefly describe project and accomplishments:

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

2020 SUMMER STIPEND PROPOSAL SUBMISSION DUE DATES

To Institutional Review Board or, Institutional Animal Care & Use Committee, or Radiation Safety Committee (If appropriate)	To Department Chair	To Chair of College Research Committee	To College Dean	To Graduate Dean *	To URC Members	URC Meeting
Prior to submission for funding	09-23-19	09-30-19	10-04-19	10-21-19	11-04-19	11-19-19