

Faculty Research Enhancement Program Guidelines

Purpose: The University Research & Creative Activities Advisory Committee awards to tenure/tenure track faculty research enhancement grants for each academic year. Request for proposals for the Faculty Research Enhancement Program is announced every spring semester for the following academic year. Research funds can be used for hiring adjuncts, graduate assistants or students; purchasing equipment and supplies; gathering research data; and other legitimate research expenditures.

Abstract: (200-word limit) Provide a concise abstract in a language that will be understood by reviewers outside your discipline and will be informative to the general audience. This description should include the research theme, significance of the project and the expected outcome.

Project description: (1000-word limit) This section must be readable and well-organized, and give sufficient details about what the project intends to accomplish, procedures for accomplishing the goal(s), clear statement of rationale for these procedures, realistic budget information, and clear time lines for completing the project. The proposed project should demonstrate intellectual merit, that is, it should advance knowledge in one or more disciplines, and is innovative or will substantially contribute to artistic, or scholarly, or literary creativity. This description must contain sufficient details to allow the reviewers to assess the scholarly merit of the project.

Clear objectives for the proposed work and its expected significance; relationship to the present state of knowledge and to work in progress in the field must be demonstrated. Also, include a description of the general plan of the work, including experimental methods and analysis and, if appropriate, plans for archival materials or data-sharing.

Preference will be given to new faculty or to faculty members starting in a new area of research.

Budget

Please use the budget page (excel file) to submit your budget. The budget file is located at <http://www.tamu-commerce.edu/gradschool/research/enhancebudget.xls>.

Student research assistance for research grants: Faculty requesting student assistance for internal research should use the following amounts (additional funds will be added if stipends are increased):

Graduate Assistants:

Master's, 9 months, full-time	\$ 8,000
Master's, 9 months, half-time	\$ 4,000
Master's, 12 months, full-time	\$10,666
Master's, 3 months (summer), full-time	\$ 2,666
Doctoral, 9 months, full-time	\$10,000
Doctoral, 9 months, half-time	\$ 5,000
Doctoral, 12 months, full-time	\$13,333
Doctoral, 3 months (summer), full	\$ 3,333

Hourly wages for undergraduate students

\$7.25 per hour

Graduate Assistants (GAs) employed through the Faculty Research Enhancement Program should benefit from their work experience in that they are better prepared for their professional careers. The University Research and Creative Activities Advisory Committee have established the following guidelines for all GAs employed through the Faculty Research Enhancement Program.

- Faculty mentors should ensure that GAs are being prepared professionally to meet their career goals.
- Faculty mentors should expose GAs to the extramural funding process by including them in the proposal writing process and expose them to possible sources of funding for research.
- Faculty mentors should involve GAs in research processes, ranging from activities such as writing research proposals to data collection and analysis.
- The tasks of GAs should be integrated into research projects, and it is expected that the results gained as a result of working on a research project should form the basis for the students' thesis or dissertation when possible.
- Faculty mentors should help their GAs identify and attend appropriate conferences and professional meetings to present their research results and to diligently work with them on publishing manuscripts based on their research, including their work for theses and dissertations.
- GAs should be given opportunities to become involved in writing research reports and publications of papers, proceedings and books. All publications and presentations that result from this research should include GAs as co-authors (senior authors if GAs take the lead in writing and junior/secondary authors if not).
- Faculty mentors should continue to work with their GAs to ensure that they are on track to graduate in a timely manner.

Adjunct Funds: Funds are available for hiring an adjunct(s) to cover a course(s) for the Principal Investigator and approval from the department head and academic dean is required.

Budget Justification: Applications must include a budget justification. Clearly indicate the exact use of each set of funds requested and the relationship of the expenditure to the research project.

- A. Principal Investigator. Identify and justify duties to be performed. Where co-investigators are involved, provide breakdown of responsibilities.
- B. Research Assistants. Clearly identify and justify duties to be performed.
- C. Adjunct Salary.

- D. **Supplies & Equipment.** Justify the need and indicate the nature of departmental contributions, if any. Indicate how any equipment purchased for this project will be utilized by the department(s) after the grant is terminated. Clearly identify the relationship of supplies and equipment to the success of the project.
- E. **Travel.** Indicate the purpose(s) of each trip requested and the benefit(s) applicable to the project. **Travel to professional meetings/conferences is not an allowable cost.**
- F. **Others.** Justify any other budget items requested.

Current Vita (CV): Provide a bibliographical essay or bibliographic information. Include activities and publications that support your expertise to carry out the proposed work. Limit CV to two pages, which contains appropriate information to demonstrate your qualifications to complete your research.

Responsible Conduct in Research & Scholarship Training: Current training in the Responsible Conduct in Research and Scholarship is required. Information and instructions for the training is available at:
<http://www.tamu-commerce.edu/gradschool/research/ethics.asp>

Institutional Review Board approval: Institution Review Board (Human Subjects) approval is required before submission of proposal. Information and instructions for the Institution Review Board approval process can be found at:
<http://web.tamu-commerce.edu/academics/graduateSchool/faculty/humanSubjectsIRB/humanSubjectsProtection.aspx>

Animal Care and Use approval: Institution Animal Care and Use approval is required before submission of proposal. Information and instructions for the Animal Care & Use Committee approval process can be found at:
http://www.tamu-commerce.edu/gradschool/research/animal_care.asp

Conditions of awards: If funded, an acknowledgment that the study was supported by a Texas A&M University-Commerce Research Grant will be included in all publications and reports resulting from this project. A copy of all published material resulting from this research effort will be forwarded to the Office of Sponsored Programs where it will become a part of the faculty member's project file.

Grants will be funded for the academic year (fall, spring and summer.) Grants will only be available to tenure/tenure track faculty at A&M-Commerce. Grant funds will not be used for travel to professional meetings.

Checklist: All Faculty Research Enhancement Proposals must include the following documents in the order listed:

- 1) Application for Faculty Research Enhancement Program
- 2) Project Abstract
- 3) Project Description
- 4) Budget
- 5) Budget Justification
- 6) Current Vita
- 7) Responsible Conduct in Research & Scholarship Training (current)
- 8) Institutional Review Board Approval

9) Institutional Animal Care & Use Committee Approval

Deadline: Submit by 5:00 p.m., 3rd Monday of February, to the Office of Sponsored Programs

Contact Information: Please direct any questions to Ms. Natalie Henderson, 903/886-5161 or natalie_henderson@tamu-commerce.edu.

Proposal Evaluation: The research committee will use the following factors in the evaluation process, and proposals should address these factors.

- The proposal is readable and well organized, giving sufficient details about what the project intends to accomplish, procedures for accomplishing the goal(s), clear statement of rationale for these procedures, realistic budget information, and clear time lines for completing the project.
- The proposed project has intellectual merit, that is, it advances knowledge in one or more disciplines, and is innovative or will substantially contribute to artistic, scholarly or literary creativity.
- Project falls within an area that shows promise of ultimately attracting external funding.
- The researcher possesses demonstrated ability or potential for completing the project (demonstrated by the applicant's record of research/creative activities; relevant academic preparation or experience; broad and current knowledge in the area, history of successful completion of funded projects in the past, etc.)
- The likelihood that the project will result in a tangible and substantial product (external grant, peer-reviewed publication, creative work, usable product, public attention that can impact public policy, etc.)

Final Report: A report of activities conducted under this grant must be submitted to the Dean of Graduate Studies and Research in the Office of Sponsored Programs by first Monday of October.