



## Faculty Research Program (FRP)

Office of Research

Deadline: Thursday, October 2, 2008

The Office of Research is pleased to announce the Faculty Research Program for FY 2009. Grants of up to \$10,000 are available through this program.

### **PROGRAM PURPOSE**

- To provide seed funds to faculty initiating new research projects
- To encourage and broaden faculty participation in research and other scholarly and creative pursuits through financial support of selected activities which, in their current state, are not likely to receive support from extramural sources
- To assist new faculty beginning their research programs
- To assist more established faculty if they are initiating new research programs likely to attract extramural support for further study

### **PROGRAM PRIORITIES**

- Projects of basic research or creative activity appropriate to the applicant's background and academic appointment
- Projects for which departmental or other research funds are not available

### **ELIGIBLE APPLICANTS**

- Full-time, regular members of the Notre Dame faculty are eligible to apply; however,
- Faculty receiving funding from the Program during the previous fiscal year may not apply
- Faculty may not receive more than two grants from the Program during their time at Notre Dame

### **ELIGIBLE PROJECT REQUESTS**

- Summer salary for faculty – up to one-ninth of academic year salary per month/maximum of 1 month
- Graduate research assistant summer stipends
- Undergraduate student wages
- Supplies and equipment necessary to the research
- Research travel

### **INELIGIBLE PROJECT REQUESTS**

- Projects in the final stages of completion
- Ongoing research projects funded by any other sponsor
- Attendance at conventions
- Book publication costs

- Academic year salary for the principal investigator(s), or salary for post-doctoral research associates, secretaries, technicians and any other staff position
- Salary for faculty on sabbatical leave
- Travel for the purpose of presenting research results

#### GRANT PERIOD

- One year. A one year, no-cost extension may be approved if there has been satisfactory progress or growth of the project
- Awards will be effective on January 31, 2009

#### ACCEPTANCE CONDITIONS

- In accepting an award from the Faculty Research Program, a member of the faculty agrees to:
  - Conform to established practices and procedures concerning sponsored program activity
  - Act in accord with the policy that all permanent equipment purchased under the Faculty Research Program becomes the property of the department of the grant recipient immediately following the termination of the grant period unless otherwise specified when the grant is approved.
  - Submit a final report to the Office of Research no later than four months after the end date of the award (~May 31, 2010). The report should include:
    - Any publications or manuscripts resulting from the award
    - Reference to any subsequent proposals resulting from the Faculty Research Program award to any outside agency or foundation

#### PROPOSAL SUBMISSION

Proposal deadline to the Office of Research is **Thursday, October 2, 2008 by 5:00 p.m.**

**ALL proposals must be submitted via email to Erin Ytterberg: [Ytterberg@nd.edu](mailto:Ytterberg@nd.edu)**

Please attach your proposal materials in Word or PDF format to the email and copy your Chair and Associate Dean of Research. ***Proposal will only be accepted if the appropriate Chair and Dean are both copied.*** If your appointment is within a Center, please copy the Director.

Associate Deans of Research:

College of Arts & Letters, Dan Myers

College of Engineering, Peter Kogge

College of Science, Joe O'Tousa

Law School, Margaret Brinig

Mendoza College of Business, Roger Huang

School of Architecture, John Stamper

**PROPOSAL FORMAT** – *PROPOSALS THAT DO NOT FOLLOW THE BELOW FORMAT MAY BE RETURNED WITHOUT REVIEW*

- Each proposal must include the following items in the order listed:
  1. **Cover page** (one page) including proposal title, PI/Co-PI(s) name, title, department/center/institute affiliation, phone number and email
  2. **Abstract** of the proposed project (one page maximum)

3. **Description** of the proposed project (three page maximum)
  - a. What is the current state of knowledge?
  - b. What are the specific objectives and methods to be employed
  - c. Where will project be executed?
  - d. What is the anticipated time schedule?
  - e. Are there results from previous work on this subject?
4. **Discussion** of how grant support from the FRP would enhance the long-term prospects of the research effort (one page maximum)
  - a. What are the anticipated contributions or value of the project (scientific, creative, scholarly, and/or practical significance)?
  - b. What are your plans for publication of research results?
  - c. What are your plans for preparing a formal proposal to an outside agency based on the results of this work?
5. **Budget** (one page maximum)
  - a. List major expenditures by category: Salary & Wages, Fringe Benefits, and itemized expendable supplies.
  - b. Fully itemize and justify equipment purchase necessary to the project
  - c. Fully justify any proposal travel
6. **Current and Pending** (one page per investigator)
  - a. List current and pending proposals to other sources for this and any other project
  - b. If applicable, indicate capitalization funds to each principal investigator
7. **Curriculum Vitae** – (2 page maximum) for each faculty listed on the cover sheet as principal or co-principal investigators

#### **PROPOSAL WRITING**

- Write your proposal in clear, non-technical language. The Faculty Research Program review committee will contain a broad representation from across the University. As the committee may or may not contain reviewers with expertise in your area, it is essential that you craft your proposal for a general audience

***SPECIAL NOTE*** for proposals involving the use of live vertebrate animals, recombinant DNA molecules, or human subjects:

- These proposals must be reviewed by the appropriate University committee prior to submission
- Please obtain guidelines and policies affecting these types of projects from the Director of Compliance in the Office of Research

*Award notifications will be sent out by January 15, 2009 via email. Chairs, Deans and Center/Institute Directors will be copied.*

*Questions? Please contact Erin Ytterberg: [Ytterberg@nd.edu](mailto:Ytterberg@nd.edu), or 1-1789.*