

PROPOSAL FOR FACULTY RESEARCH ASSISTANCE

Cover Sheet

PLEASE SUBMIT THE ORIGINAL COVER SHEET (APPENDIX A) ALONG WITH ONE ORIGINAL OF APPENDIX B, APPENDIX C, THE FOUR-PAGE NARRATIVE, AND APPENDIX G.

Name _____ Date _____
Rank _____ Tenure Status (at date of application) _____
Department _____ Box No. _____
Title of Project _____

Check one: Research Development Research Initiation

Narrative

Refer to Appendix D, “Instructions for Preparation of the Narrative.” The narrative should be appended to the Budget Summary (Appendix B) and Summary of Previous Assistance Received from the Faculty Research Committee (Appendix C) and transmitted to your departmental chairperson for further processing.

Approvals

In-kind or in-cash match (required for Research Initiation grants):
Impact of the proposed activity to the unit’s research program:

Approval and/or comments of Departmental Chairperson (refer to Handbook for TTU Faculty Research on types of research programs):

Approval and/or comments of College/School Dean or Designee:

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Budget Summary

The maximum budget for the proposal project is limited to \$5,000. All funds must be expended in accordance with the University Policies and Procedures Manual.

61244 Reduction of Teaching Load*	\$ _____
61311 Clerical and Supporting Salaries**	_____
61410 Student Salaries**	_____
73000 Travel**	_____
74000 Supplies and Expenses**	_____
78000 Equipment**	_____
TOTAL	\$ _____

*Reduction in teaching load: _____ hours per semester for _____ semesters beginning _____ (Fall and/or Spring) semester of _____ (year)

NOTE: The reduction (a) may range from one course for one semester to one course per semester for two semesters depending upon the magnitude of the project. Conversion factor: one semester hour reduction for one semester equals \$750.

**Itemize as appropriate below including special justification for any computer hardware (see section IV.A.3.). Identify each category with its corresponding object number, as 61311 is Clerical and Supporting Salaries, etc.

Eligibility

Does this proposal meet the eligibility requirements as stated in Section II. Item G.?

_____ Yes _____ No

**Summary of Previous Assistance Received from the
Faculty Research Committee**

1. Check the appropriate box:

This project is _____ an extension of work previously funded by the Faculty Research Committee. Please justify the additional merit below. Otherwise, the proposal will not be eligible for funding (see Section II. Item G.3.).

This project is not _____ an extension of work previously funded by the Faculty Research Committee.

2. For the last five years, list any proposals submitted to the Faculty Research Program. Include title of proposal, year submitted, and whether funded. _____ N/A

3. For the last five years, list all papers, monographs, or books published or accepted for publication and papers presented or accepted for presentation at professional meetings that were based on work funded by the Faculty Research Program. _____ N/A

4. For the last five years, list all proposals submitted for funding to external sources that were based on work previously supported by the Faculty Research Program. Include title or proposal, agency, and funding status. _____ N/A

INSTRUCTIONS FOR PREPARATION OF THE NARRATIVE

The narrative must be double-spaced with one-inch margins at the top, bottom, and on each side; must not exceed four pages printed on one side only plus an additional, optional one page for references; and must include each of the headings listed below. The type must be clear, readily legible, and of 12-point size. Spacing should be between 10.0 and 14.0 characters per inch, including spaces and punctuation marks.

Adherence to the above line spacing, margin, page limitation, and type size requirements is necessary for several reasons. First, no applicant should have the advantage, by using small type characteristics or more pages, of providing more text in his/her application than other applicants. Second, small or excessively large type may make it difficult for reviewers to read the application. Third, reviewers' inability to read text easily will impact adversely on the adequacy of the peer review process, thereby doing a disservice to the applicant.

1. Description of Project: Provide a description of your proposed project. Include the following: a clear statement of the problem, question, or activity you wish to investigate; a justification of the research in light of deficiencies in the existing knowledge base; other evidence of the need for the research; and references to the literature cited.
2. Significance: Discuss the contribution to knowledge in the field that you expect your project to make.
3. Plan of Action: Describe step by step each stage of your plan including the gathering of data by sampling or whatever means, the preparation of the data for analysis, and the method of analysis. Also cover in this section steps being taken to protect the rights of human subjects and laboratory animals, if such are involved, and the preservation of the confidentiality of information relating to the former. If feasible, include a time schedule for the completion of the various steps of the research.
4. Personal Qualifications: Describe the experience and knowledge you possess relating to the subject of the project.
5. Dissemination of Results: Describe your plans for facilitating the utilization of the results of the project by interested and appropriate audiences. What are the possibilities for publication or other dissemination? If the research will result in an article, list the periodicals that may be interested in publishing it. What are the possibilities of preparing a proposal for external support?

ALL THE ABOVE REQUIREMENTS MUST BE MET OR THE PROPOSAL WILL BE REJECTED. Please **do not** attach a bio, vitae, or resume to the proposal.

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Proposal Checklist

THIS FORM MUST BE COMPLETED AND SUBMITTED ALONG WITH THE COVER SHEET, APPENDIX B, APPENDIX C, AND THE FOUR-PAGE NARRATIVE.

- Appendix A - Cover Page
 - Research Development or Research Initiation specified?
 - If Research Initiation, in-kind or in-cash match specified?
 - Departmental Chairperson approval?
 - College/School Dean approval?

- Appendix B – Budget Summary
 - Does not include author’s name?
 - Budget itemized?
 - Budget items within guidelines?

- Appendix C – Summary of Previous Assistance Received from the Faculty Research Committee
 - Does not include author’s name?
 - Have not received funding for the past two (2) consecutive years?

- Narrative
 - Adherence to double spacing, margin, page limitation, and type size requirements?
 - Appropriate headings included?
 - References limited to one page?

- Author’s name should be excluded throughout the proposal with the exception of Appendix A.

- One original of Appendix A, B, C, Narrative, and Appendix G (do not staple the proposal)?

- Submitted and signed in at the Office of Research by noon on due date?

ANY PROPOSAL NOT ADHERING TO THE GUIDELINES REPRESENTED IN THE CHECKLIST WILL BE EXCLUDED. CLARIFICATION OF POINTS IN THE CHECKLIST CAN BE FOUND IN THE *HANDBOOK*.