Cover Sheet
Faculty Research Proposal

Date Submitted _____   Application for: _____

Title of Project

PI Name _____   Rank/Tenure Status _____

Department _____   Box No. _____

    PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Additional Approvals (for collaborative projects)
NOTE: If PI is an Instructor or Lecturer, at least one tenured faculty member must be listed below.

Co-PI/Collaborator Name _____   Tenure Status _____

Department _____   Box No. _____

    Co-PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Co-PI/Collaborator Name _____   Tenure Status _____

Department _____   Box No. _____

    Co-PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Additional Approvals (for collaborative projects)
Attachment to Faculty Research Proposal Cover Sheet

Co-PI/Collaborator Name _____ Tenure Status _____

Department _____ Box No. _____

    Co-PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Co-PI/Collaborator Name _____ Tenure Status _____

Department _____ Box No. _____

    Co-PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Co-PI/Collaborator Name _____ Tenure Status _____

Department _____ Box No. _____

    Co-PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Co-PI/Collaborator Name _____ Tenure Status _____

Department _____ Box No. _____

    Co-PI Signature: _____

    Approval of **Departmental Chairperson**: _____

    Approval of **College/School Dean or Designee**: _____

Budget Summary
Faculty Research Proposal

Application for: ❑ Track I (maximum budget is $3,000)   -or-   ❑ Track II (maximum budget is $10,000)

Provide the amount requested for each expense category in the table below. Use the space beneath each category line to justify and itemize the expenses for that category as needed.

61200	Release Time (Reduction of Teaching Load)	$
61400	Student Salaries	$
73000	Travel	$
74000	Supplies and Operating Expenses	$
78000	Equipment	$
	TOTAL	$

All funds must be expended in accordance with established Tennessee Tech policies and procedures.

Summary of Previous Assistance Received
from the Faculty Research Program

1. Is this project an extension of work previously funded by the Faculty Research Committee?
   ❑ No   ❑ Yes*
   If yes, justify the additional merit below. Otherwise, the proposal is not eligible for funding.

2. List any proposals submitted to the Faculty Research Program in the last five years.

Title of Project	Year Submitted	Funded?	Track

3. List any 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 in the last five years.

Title of Publication	Date or Year	Dissemination

4. **Track II applications only** – Awardees of Track II projects are required to submit a proposal to an outside agency within one year of completion of the project. Faculty are not eligible for a subsequent Track II award if this requirement is not met.

    If applicable, list all proposals submitted for funding to external sources that were based on work previously supported by a Track II award.

Title of Proposal	Agency	Funding Status

Instructions for Preparation of the Narrative

The narrative and references must be double-spaced with one-inch margins at the top, bottom, and on each side. The narrative must not exceed four single-sided pages, plus an 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' inabilities to read text easily will adversely impact review.

Required Headings

1. **<u>Description of Project:</u>** Provide a description of your proposed project. Include a clear statement of the problem, question, or activity you wish to investigate; a justification of the research considering deficiencies in the existing knowledge base; other evidence of the need for the research, and references to the literature cited.

2. **<u>Significance/Merit</u>**: Discuss the contribution to knowledge in the field that you expect your project to make.

3. **<u>Plan of Action</u>**: 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. Discuss 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. **<u>Personal Qualifications</u>**: Describe the experience and knowledge you possess regarding the project area.

5. **<u>Dissemination of Results</u>**: 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? List prospective agencies to which your proposal will be submitted.

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.

Rating System for Faculty Research Grant Proposals

When evaluating proposals, Committee members rate each eligible proposal in the following six areas. The maximum number of points that can be awarded in each area is indicated in parentheses.

To rank eligible proposals, the totals of all evaluators' ratings are averaged. Any evaluator perceiving a conflict of interest relative to any proposal will not submit a rating of that proposal. Funding proceeds from the highest to lowest until available funds are expended.

1. Description of Project (25 points)

- A clear statement of the problem or activity is contained in the proposal.
- There is adequate justification for the project.
- There is an adequate review of the literature or other evidence to support the need for the project.
- There are adequate and appropriate references.

2. Significance of the Project and Intellectual Merit (25 points)

- The project is of significance and clearly demonstrates intellectual merit.
- The project is of significance and clearly demonstrates broader impact.

3. Plan of Action (25 points)

- An effective plan of management is in place that ensures proper and efficient administration of the project.
- The step-by-step plan will ensure that the objectives are met.
- There are adequate measures to ensure compliance with human subjects and laboratory animals committees.
- The plan of action is adequate as applied to such factors as data gathering and analysis.

4. Personal Qualifications of Investigator (5 points)

- The PI is qualified to conduct the project.
- Co-PIs and other personnel (if applicable) are appropriate and adequate.

5. Dissemination Plan (10 points)

- The dissemination plan is adequate and appropriate.
- There are possibilities for publication or presentation of project results, or the possibilities of preparing a proposal for external support are discussed.

6. Budget (10 points)

- The budget for the project is adequate to support the activities.
- Costs are reasonable and appropriate in relation to the objectives.

Proposal Checklist
Faculty Research Proposal

Completeness of Proposal

Required Materials:

❑ **Cover Page**
- PI's name and contact information is provided
- Track I or II specified
- Signed by PI and Co-PIs (if collaborative), Department Chair(s), and Dean(s)

❑ **Budget Summary**
- Expense categories are itemized, and items are within University guidelines
- <u>Track I Proposals</u>: Budget totals $3,000 or less
- <u>Track II Proposals</u>: Budget totals $10,000 or less

❑ **Summary of Previous Assistance Received**
- <u>Track I Proposals</u>: PI is limited to two Track I awards while on tenure-track
- <u>Track II Proposals</u>: Any previous Track II awards must have been submitted to an outside agency within one year of completion

❑ **Narrative Proposal (and optional references)**
- Must be completely anonymous: name(s) of PI/collaborators are <u>not included</u> in the narrative
- Max four single-sided pages for narrative
- Max one single-sided page for references (optional)
- All pages double-spaced
- One-inch margins all around
- Legible 12-point font
- Spacing 10.0 -14.0 characters per inch, including spaces and punctuation
- All required headings are included:
  - ⇒ Description of Project
  - ⇒ Significance/Merit
  - ⇒ Plan of Action
  - ⇒ Personal Qualifications
  - ⇒ Dissemination of Results

Basic Eligibility Requirements

❑ Project has not received external funding

❑ PI's name should be excluded throughout the proposal, with the exception of the Cover Page.

❑ **Cover Page, Budget Summary, Summary of Previous Assistance Received, and Narrative are received by the Office of Research by noon on the deadline date.**
- Materials may be submitted electronically to nclark@tntech.edu, OR
- Hard copies delivered to Derryberry Hall, Room 155 (Box 5164)