

# **PROFESSIONAL RESEARCH OPPORTUNITIES FOR FACULTY (PROF)**

## **REQUEST FOR PROPOSALS**

**Submission Deadline: Monday, January 18, 2010, 3:00PM**

The PROF fund is a collaborative enterprise between the Senate, the Faculty, and the Associate Provost's Office. The organization of the program is grounded in a commitment to peer review as the strongest mechanism for assessing the merit of proposals across the diverse academic areas of the University. The goals of the fund are to support an increase in scholarly / creative activity by the faculty in a manner that strategically enhances the reputation of the University. Applications from single investigators for up to \$20,000 are welcomed. Interdisciplinary or collaborative applications from two or more investigators can request up to \$30,000.

### **Eligibility**

All appointed faculty members in the Professorial and Library series are eligible to apply. Proposals are reviewed on merit and no special priorities are established. Faculty cannot receive funding for more than one PROF grant at the same time.

### **Use of the Funds**

Most expenses for research and creative activity are eligible. Depending on division level policy, applicants may be able to use awards for buy-out from teaching or summer salary; however, no PROF funds can be used for overload during the academic year. Applications should address the production of scholarly work rather than the presentation of work that has already been completed. Projects may include work that is supplementary to projects funded by other sources, however PROF funds are intended to support free standing elements. PROF funds should be sufficient to accomplish the project and outcomes proposed; the project's success cannot be contingent on receipt of additional funding. Funds ordinarily must be spent within 24 months of the date of the grant award. If you have questions about whether your activity meets the guidelines for funding, please contact the Cathryn Potter, Associate Provost for Research, 303 871-2913, Cathryn.Potter@du.edu or Michael Levine-Clark, President, Faculty Senate, Michael.Levine-Clark@du.edu.

### **Selection Process**

Initial peer review of proposals will be by one of the following Area Review Groups. It is IMPORTANT to note that based on the research method/approach, applicants must specify only one review group to evaluate their application. In other words, applicants must make a determination as to which ARG is most appropriate to review their proposal.

## **Area Review Groups:**

**Scientific Methods:** Proposals submitted to this group use scientific methods to address natural science, engineering, and computer science research questions. Included here also are mathematical proposals.

**Social Science Methods:** Proposals submitted to this group use social science research methods (qualitative and quantitative) to gather data that address research questions in many fields, including the social science liberal arts and many professional schools.

**Creative Works:** Proposals submitted to this group are characterized by the generation of an artistic or creative work. Proposals might come from a number of fields, including, but not limited to, the arts and humanities and communication.

**Synthesis/Writing Projects:** Proposals submitted to this group are characterized by a final written product that presents a synthesis/analysis of research, argument, legal opinion, etc. Proposals reviewed by this group support writing books or academic journal articles, analyzing and/or synthesizing materials such as historical documents, economic data, sociological studies, legal cases and secondary legal authorities, business practices and models, and archives or library research. The request could either be for time to accomplish the writing, or for data collection, materials review, etc.

To the extent possible the membership of each Area Review Group will be composed of past PROF recipients. Each Area Review Group will evaluate its applications and provide summary comments that will be included in the Award or Decline letters. These materials will be forwarded to the Final Review Group that is composed of the chair from each Area Review Group, one Senate representative, and the Associate Provost for Research. The purpose of the Final Review Group is primarily to ensure that the most meritorious proposals are funded in the context of the funds available, and to monitor balance across disciplines over a multi-year period.

The Associate Provost in collaboration with the Senate will produce annual reports regarding current awards and completed projects. Abstracts from funded proposals will be made available on the Senate web page along with final reports.

The following time-line applies:

January 18, 2010	Proposals Due by 3 pm
April 5, 2010	Award and decline letters sent
July 1, 2010	Funds available for expenditure

## **Application Format**

Application narratives must not exceed 6 pages (double-spaced, 12 point font, 1 inch margins). Proposals that include narratives longer than 6 pages will not be evaluated. Project timeline, budget details, and budget justification are in addition to this limit, but must be presented in a clear and concise manner.

Do not attach an appendix to the proposal.

Proposals should also include a brief (2 page) vitae for each investigator.

The narrative should address the following:

1. An abstract ( $\approx$ 300 words) suitable for a general academic audience.
2. A description of the project, the research questions or the objectives of creative endeavors, and how the work will be carried out.
3. A statement outlining the expected scholarly / creative outcomes of the project and the form, outlets for presentation of results, and any plans for continuation of the research beyond the two year PROF funding period.
4. A description of how such outcomes will enhance the reputation of the individual within the strategic goals of the academic unit and the university.
5. For divisions/departments where external funding is a required element of successful scholarship, the application should clearly link the outcomes of the PROF project to a subsequent funded program of research.

Proposals will be evaluated on the following criteria:

- Scholarly Question(s) and/or Creative Activities(s)
- Plan for carrying out the work
- Outcomes / Products, including enhancements of the academic reputation of the individual within the strategic goals of the academic unit and university
- Appropriateness of the proposed budget and timeline.
- When applicable, the strength of the link between PROF outcomes and subsequent external funding.
- Ranking of the proposal by the applicant's dean relative to other PROF proposals coming from the applicant's academic division. The deans' rankings of proposals will be based on how well the proposed work relates to the strategic goals of the academic unit and the university. They are one important element in the final decision, but are not determinative in and of themselves.

### **Final Report**

A written report must be submitted (Word document as an email attachment) to the Associate Provost for Research (facultygrant@du.edu) as soon as possible after the close of the project period, and no later than six months after the funds from the grant have been spent. The report should compare the project's outcome or progress against the plan laid out in the proposal. These reports will be available to the campus community on the Senate web page and used to describe the outcomes of the PROF program via the annual report to the campus community.

The final report should address the following elements:

1. Description of scholarly / creative activity.
2. Discussion of how the accomplishments relate to the funded proposal, including an analysis of any variance between the proposal and the accomplishments and the reason for such variance.

3. Description of the outcomes in terms of publication, exhibits, performance, etc. If outcomes (publication, exhibits, performance, etc.) occur after the final report is submitted, please provide an update to the Associate Provost
4. Explanation of how the outcomes enhance the reputation of the individual within the strategic goals of the academic unit and the university.

**Proposal Deadline: January 18, 2010, 3:00 PM.**

**Submit an electronic copy of the COMPLETE APPLICATION to  
facultygrant@du.edu.**

# PROF APPLICATION

## I. APPLICANT INFORMATION

NAME(s) \_\_\_\_\_

DEPARTMENT(s) \_\_\_\_\_

DIVISION(s) \_\_\_\_\_

ACADEMIC RANK(s) \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_

AREA REVIEW GROUP - You must check (  ) only one of these groups.

Scientific Methods \_\_\_\_\_

Social Science Methods \_\_\_\_\_

Creative Works \_\_\_\_\_

Synthesis/Writing Projects \_\_\_\_\_

Will this project be undertaken while you are on sabbatical? \_\_\_\_\_ YES \_\_\_\_\_ NO

If the proposal involves course buy-out, have you obtained approval from your Department Chair or Dean? \_\_\_\_\_ YES \_\_\_\_\_ NO

Your Department Chair and Dean have reviewed and approved the project budget \_\_\_\_\_ YES \_\_\_\_\_ NO

Has other funding been awarded or requested for your proposed project? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, make sure the proposal and budget clearly outlines how PROF funds will be spent and the activities and outcomes associated with the PROF funding.

Have you received prior PROF funds? \_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, have you submitted your PROF report(s)? \_\_\_\_\_ YES \_\_\_\_\_ NO

**II. NARRATIVE (No more than 6 pages)**

### III. BUDGET

Name(s)		Department(s)		
E-mail(s)		Division(s)		
Project Title				
Salaries	Dates of work	Description		Amount
Faculty Summer Salary				\$
Student		Must be registered as a student for quarters working		\$
Non-appointed		Non-student (or non-registered student) temporary hire		\$
<b>Subtotal salaries</b>				\$
Fringe	Rate	Description		Amount
Faculty Summer Salary	varies	Varies depending on appointed / non-appointed		\$
Student	1.7 %	If not registered as a student for quarters working, use Non-appointed		\$
Non-appointed	8.0 %	Non-student (or non-registered student)		\$
<b>Subtotal fringe</b>				\$
Expenses	Dates or Description	Details		Amount
Course Buyout		Qty =	Replacement Rate =	\$
Supplies & Materials		Purpose		\$
-copying, printing,		Purpose		\$
software ...		Purpose		\$
Travel		Location		\$
-airfare, hotel, meals,		Location		\$
transportation...		Location		\$
Equipment		Purpose		\$
		Purpose		\$
		Purpose		\$
Outside services		Purpose		\$
-includes contractual		Purpose		\$
services such as editing		Purpose		\$
Other		Purpose		\$
		Purpose		\$
<b>Subtotal</b>				\$
<b>Less amount covered by other sources of funding</b>				\$( )
<b>Total request</b>				\$

#### **IV. BUDGET JUSTIFICATION**

In the space below please provide a justification for each budget item requested. If justification for an item is not specific, the item will be deducted from the budget. Please list what support your academic unit is providing for this effort (e.g. secretarial support, graduate research assistant, partial departmental funding, reduction in other assignments, etc.).

**V. TWO PAGE CV(s)**