

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

## **REQUEST FOR PROPOSALS**

**Submission Deadline: January 22, 2007**

The PROF fund is a collaborative enterprise between the Senate and the 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 diverse divisions of the University. The goals of the fund are to support an increase in scholarly / creative activity by the faculty and to enhance the reputation of the University. Applications requesting up to \$15,000 are welcomed.

### **Eligibility**

All full-time appointed faculty members in the Professorial and Library series may apply. Respected faculty will evaluate proposals and feedback will be given to all applicants. Proposals are reviewed on merit and no special priorities are established. Once funded, faculty must submit a final report before they are eligible to apply for another PROF grant.

### **Use of the Funds**

Most expenses for research and creative activity are eligible. While applicants may be able to use awards for both time and expenses, requests for buy-out from teaching must be approved by the faculty member's departmental chair and dean. Course buyouts cannot exceed 2 courses at the unit's standard adjunct replacement rate. Salary requests during the summer may not exceed \$7,500 including fringe. Applicants should focus on 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 in doubt about whether your activity meets the guidelines for funding, please contact the Vice Provost for Graduate Studies and Research, James R. Moran, at X 12706 or [jmoran@du.edu](mailto:jmoran@du.edu) or the Past President of the Senate, Cathryn Potter at X 12913 or [cpotter@du.edu](mailto:cpotter@du.edu).

### **Selection Process**

The procedures for constituting the membership of the Peer Review Committee in each division were established by the members of the Faculty Senate from the divisions and approved by the Executive Committee of the Senate. In most cases the divisional review process has been ratified by the faculty. Each divisional review group will review and rank applications from their departments. These reviews will be forwarded to the Senate PROF committee, consisting of one Senator from each division, that Senator having been involved at the local review level. The purpose of the Senate review is primarily

to ensure that the most meritorious proposals are funded in the context of the funds available, and to monitor balance across divisions over a multi-year period. The Vice Provost for Graduate Studies and Research serves as a voting member of the PROF committee. The committee will provide award and decline letters that summarize comments from the peer review and senate review processes. The committee and VPGSR Office 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 22, 2006	Proposals Due
February 26, 2006	Divisional Peer Reviews complete
March 30, 2006	Senate Review Complete
April 16, 2006	Award and decline letters sent
July 1, 2006	Funds available for expenditure

### **Application Format**

Application narratives must not exceed 8 pages (double-spaced, 12 point font, 1 inch margins). Proposals that include narratives longer than 8 pages will not be evaluated. In addition, applicants may include an OPTIONAL statement of up to one page that explains how the applicant's discipline judges scholarship and creative activity (i.e. what are the factors involved in judgments about tenure and promotion?) This is intended to provide a framework for understanding the proposal in the context of the discipline. Please remember that the first review takes place in the academic division and the final review by a Senate Committee representing the broader university. Authors should tailor their use of professional language accordingly.

Project timeline, budget details, and budget justification must be presented in a clear and concise manner. Proposals should also include a brief (2 page) vitae.

Finally, please note that while the Departmental Chairs and Academic Deans do not need to send a support letter for each faculty application, they must send an email to [jmoran@du.edu](mailto:jmoran@du.edu) indicating their awareness of the request for funding. This email replaces the signatures that were required on the hard copy version of the application that was formerly used.

The narrative should address the following:

1. A brief summary of the project 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 and outlets for presentation of results.
4. A description of how such outcomes will enhance the reputation of the individual, the academic unit and the university.

Proposals will be evaluated on:

- 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, academic unit and university
- Appropriateness of the proposed budget and timeline.

### **Final Report**

A written report must be submitted to the Senate and to the Vice Provost for Graduate Studies and Research 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 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.
3. Analysis of any variance between the proposal and the accomplishments and the reason for such variance.
4. Description of the outcomes in terms of publication, exhibits, performance, etc..
5. Explanation of how the outcomes will enhance the reputation of the individual, the academic unit and the university.

**Proposal Deadline: January 22, 2007, 3:00 PM.**

Submit an **electronic copy** of the **COMPLETE APPLICATION** to Karen Fennell, Office of Graduate Studies - (email to [gfac@du.edu](mailto:gfac@du.edu)). **No hardcopies** will be accepted.

# PROF APPLICATION

NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

DIVISION \_\_\_\_\_

ACADEMIC RANK \_\_\_\_\_

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

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

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

Does the proposal involve course buy-out?      \_\_\_ YES      \_\_\_ NO

Has other funding been awarded or requested?      \_\_\_ 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.)

**NOTE:**      **Chairs and Deans must send an email to the Vice Provost for Graduate Studies and Research indicating that they have knowledge of this application for PROF funds. ([jmoran@du.edu](mailto:jmoran@du.edu)) In the case of proposed course-buyout, the Chair and Dean must indicate their approval in the email. This email replaces the signatures that were required formerly on the paper application.**

NARRATIVE (No more than 8 pages)

OPTIONAL STATEMENT REGARDING SCHOLARSHIP / CREATIVE ACTIVITY IN YOUR  
FIELD (1 Page or less)

## BUDGET AND BUDGET JUSTIFICATION

TWO PAGE VITAE