

FACULTY RESEARCH FUND EXPENDITURE GRANT APPLICATION

(July, 1999)

**Application Deadline: Friday, October 1, 1999, 4:00 pm to OSP office
(no exceptions).**

Submit 20 copies. Copies must be collated and stapled.

Applications that are not properly prepared will be returned without review.

I. Applicant Information

NAME

DEPARTMENT/SCHOOL

ACADEMIC RANK

Prior receipt of University funds or External funds for research in the past 3 years:

DATE	Purpose	Amount
_____	_____	_____
_____	_____	_____

Describe briefly what was accomplished with your prior funding, if any.

Have you applied for any other University or External funds to support this project?
If so provide details about source and amount.

II. Project Information

Title: _____

Provide a brief description of Funds usage (attach no more than two pages). This should be a clear, non-technical discussion of your research or creative activity and project design, indicating the contribution this project will make to your field of study. Discuss the potential of the proposed research/creative scholarly activity for enhancing your academic reputation and the reputation of the University. Relate this project to your past stream of research/creative activity and to your research/creative capabilities. List the journal to which you plan to submit the completed work, if appropriate.

For what period is funding requested? _____

(continued on reverse side)

Budget (as applicable)

salary for student labor	_____
salary for labor (other than faculty salary) (specify)	_____
total salary	_____
fringe at 22.5% for appointed	_____
8.46% for non-appointed	
1.82% for students	
(include for all labor except work study)	
supplies and expense (specify)	_____
equipment (specify)	_____
travel (transportation <u>or</u> housing but not both)	
<i>Place a check mark by the item you are requesting.</i>	
transportation _____	_____
housing _____	_____
publication expense (specify)	_____
other (specify)	_____
Total Faculty Research Fund request (not to exceed \$2500)	_____

What support is your academic unit providing for this effort? (secretarial support, graduate research assistant, departmental partial funding, reduction in other assignments, etc.)

Your department chair (or dean) must provide a statement (up to one page) as to the importance of the proposed research or creative scholarly activity. This statement should also explain why this project cannot be funded by normal departmental support. **Include 20 copies of this statement attached to your application.**

Signatures:

_____ (applicant) _____ (date)

_____ (chair/dean) _____ (date)

Priorities for Funding

Priorities are as follows:

1. Higher for areas in which external funding is rare or nonexistent.
2. Higher for applicants who have not been funded recently, especially for the same project.
3. Higher for newer and more junior faculty.
4. Higher for research than publication. Subventions are to be repaid by royalties during the first two years following publication, up to the amount provided.
5. Lower for applications that appear to have student funding as the driving purpose.
6. Lower for faculty from departments that have substantial alternative funds for research, such as flowback funds.
7. Lower for Evans Professors.
8. In no case will a total of more than \$2500 be awarded for the same project for single or multiple applications.

Funding will be based on:

1. the overall quality of the proposed work;
2. the potential for enhancing the reputation of the faculty member and the University of Denver;
3. the likelihood of publication of the work, and,
4. the importance of the proposed work to the faculty member's academic program, as attested to by the department chair or dean.

These funds are for enrichment beyond normal departmental support and are not intended to relieve departmental budgets.

Requirements

Applications must:

1. be made on the attached form, and requested funds must appear on the budget page;
2. include a clear rationale for the project and a discussion why it is important;
3. present a conceptual development of the research issue; and,
4. **discuss specifically what will be done and a rationale for each budget item requested. If justification for item is not specific, the item will be deducted from the budget.**

Do not include appendices or vitas, and limit the text of the application to two pages.

Application Process

The attached application form must be completed and sent to the Office of Sponsored Programs. Attach a brief proposal (limit of two pages). The Academic Planning Committee of the Faculty Senate will evaluate all proposals consulting with the Vice Provost for Research. **INCLUDE 20 COPIES OF THE APPLICATION FORM, THE PROPOSAL, AND YOUR CHAIR'S OR DEAN'S (FOR CHAIRS) STATEMENT. THIS MUST BE COLLATED AND STAPELED AS A COMPLETE PACKET. APPLICATIONS THAT ARE NOT PROPERLY PREPARED WILL BE RETURNED WITHOUT REVIEW.**

Report

A brief written report must be submitted to the Vice Provost for Research as soon as possible after the close of the project period but no later than twelve months after receipt of the grant award. This report should compare progress with the actual proposal. The report is required before the applicant is eligible for additional funding.

FACULTY RESEARCH FUND

Established by the Provost

Administered by the Faculty Senate's Academic Planning Committee

Purpose

The purpose of the Faculty Research Fund is to stimulate active faculty pursuit of research and creative scholarly activity through expenditure grants not to exceed \$2500 each to help cover actual costs of research endeavors.

Eligibility

All qualified regular full-time appointed faculty may apply. Exceptions will be considered on an individual basis, taking into consideration factors such as demonstrated commitment to the University and whether the research or creative activity is an integral part of the applicant's university responsibilities.

Only faculty who participate in the Community of Science (COS) faculty research database are eligible to apply.

Guidelines

The type of activity that could be supported includes travel if an integral and essential part of the research (or housing expenses but not both), costs of duplicating and mailing questionnaires, publication page charges, and specialized equipment if an integral part of the project.

Items not fundable include faculty salary, curriculum development, conference attendance, or routine operating costs such as photocopying. Seed money for external grant applications and living expenses other than housing are also not funded.

If in doubt about whether your activity meets the guideline for funding, please contact the Vice Provost for Research, Sarah Nelson, x2682

If your budget includes student labor, fringe at 1.82% must be added for DU students (except for work-study).

(continued on other side)