

# PROFESSIONAL RESEARCH OPPORTUNITIES FOR FACULTY (PROF)

## REQUEST FOR PROPOSALS

**Submission Deadline: Tuesday, January 17, 2012, 3:00PM**

The PROF fund is a collaborative enterprise between the Senate, the Faculty, and the Office of the Associate Provost for Research. 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, and that supports increased external funding for research, scholarship and creative work. Applications from single investigators for up to \$20,000 are welcomed. Interdisciplinary or collaborative applications from two or more eligible 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. Review groups may not add additional criteria (support for students, preference for junior faculty, etc.) during the review process. Faculty members cannot receive funding for more than one PROF grant at the same time.

### Use of the Funds

Most expenses for research, scholarship and creative activity are eligible. Depending on division level policy, applicants may be able to use awards for buy-out from teaching or for 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 freestanding 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 Cathryn Potter, Associate Provost for Research, 303 871-2913, Cathryn.Potter@du.edu or Don McCubbrey, President, Faculty Senate, 303 871-2014, Don.McCubbrey@du.edu.

### Selection Process

Initial peer review of proposals will be by one of the following Area Review Groups (ARG). 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 sciences, liberal arts, and many professional areas. Social science secondary data analysis proposals are also included here.

**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, communications, emerging digital practices, etc.

**Synthesis/Writing Projects:** Proposals submitted to this group are characterized by a final written product that presents synthesis/analysis of research, argument, legal opinion, or other such materials. 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 membership of each Area Review Group will be composed of past PROF recipients and tenured faculty with strong scholarly records. 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.

During AY 2011-1012 the Associate Provost for research will be conducting a survey of all previous PROF recipients and will submit a report to the Provost's Office and the Senate on the outcomes of PROF investments.

The following time-line applies:

January 17, 2012	Proposals Due by 3 pm
April 13, 2012	Award and decline letters sent
July 1, 2012	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) CV for each investigator.

The narrative should contain the following:

1. An abstract (≈300 words) suitable for a general academic audience and for posting on the Faculty Senate website if the project is funded.
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 scholarship, the application should clearly link the projected 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.

### **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 website and also 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 for Research.
4. Discussion of how the outcomes enhance the reputation of the individual within the strategic goals of the academic unit and the university.

**Proposal Deadline: January 17, 2012, 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

Have your Department Chair and Dean have reviewed and approved the project budget? \_\_\_\_\_ YES \_\_\_\_\_ NO

Has other funding been awarded or requested for the 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 specifically 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 (See your Department/Division Administrator for help with this.)

Name(s)		Department(s)	
E-mail(s)		Division(s)	
Project Title			
<b>Salaries</b>	<b>Dates of work</b>	<b>Description</b>	<b>Amount</b>
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>			<b>\$</b>
<b>Fringe</b>	<b>Rate</b>	<b>Description</b>	<b>Amount</b>
Faculty Summer Salary	Typically 7.5%	Unless on greater than 9 month contract, then work with departmental administrator to determine correct fringe rate	\$
Student	1.5 %	If not registered as a student for quarters working, use Non-appointed	\$
Non-appointed	7.5 %	Non-student (or non-registered student)	\$
<b>Subtotal fringe</b>			<b>\$</b>
<b>Expenses</b>	<b>Dates or Description</b>	<b>Details</b>	<b>Amount</b>
<b>Course Buyout</b>		Qty =                      Replacement Rate =                      \$	\$
<b>Supplies &amp; Materials</b>		Purpose	\$
-copying, printing,		Purpose	\$
software ...		Purpose	\$
<b>Travel</b>		Location	\$
-airfare, hotel, meals,		Location	\$
transportation...		Location	\$
<b>Equipment</b>		Purpose	\$
		Purpose	\$
		Purpose	\$
<b>Outside services</b>		Purpose	\$
-includes contractual		Purpose	\$
services such as editing		Purpose	\$
<b>Other</b>		Purpose	\$
		Purpose	\$
<b>Subtotal</b>			<b>\$</b>
<b>Less amount covered by other sources of funding</b>			<b>\$(                      )</b>
<b>Total request</b>			<b>\$</b>

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

In the space below please provide a justification for each budget item requested. Also list support your academic unit may be providing for this effort (e.g. secretarial support, graduate research assistant, partial departmental funding, reduction in other assignments, etc.).

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