GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)

2006 GRANT GUIDELINES AND APPLICATION

Deadline for Submittal to Department Chair or Director:

OCTOBER 7, 2005

University of Delaware
Office of the Vice Provost for Research
210 Hullihen Hall
831-4007

GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)

The budget of the University of Delaware provides for assistance to full-time faculty for individual research and professional development through General University Research grants. These merit-based grants are administered by the Vice Provost for Research, who is advised by the Research Committee of the Faculty Senate. The Research Committee recommends allocation of the funds available for the year, evaluates applications, and recommends those to be supported. **GUR grants are awarded primarily in the arts, humanities, and social sciences. Proposals involving interdisciplinary research are especially encouraged.**

The university's patent, copyright, and publication policies, which can be accessed through the OVPR Web page, apply to research conducted under a GUR grant. Other understandings concerning the GUR grant program are outlined in Attachment 1.

ELIGIBILITY

All full-time faculty members are eligible to apply for GUR grants. In evaluating proposals, the Faculty Senate Research Committee utilizes the following criteria and guidelines.

1.   **The first priority of the GUR program is to assist untenured, tenure-track, early career faculty members with research projects that are not sufficiently developed (in terms of the project or the reputation of the investigator) to justify support from outside sponsors.**

2.   Faculty seeking limited resources to work on projects for which there would be difficulty in obtaining outside support (e.g., due to the small budget or specialized nature of the work) or who require additional support to complete an ongoing project may also apply.

3.   Requests for funds to cover fees to attend research institutes or other formal research or study programs will also be considered by the committee. Support will vary according to the length of the institute and the amount of financial aid available to the applicant from the sponsor of the institute.

4.   Although there is no restriction on the number of awards an individual may receive over the years, all other factors being equal, preference will be given to faculty that have not received awards previously. An investigator will not be considered for a second or later award unless at least three years have elapsed since the most recent award. Also, in considering new applications from previous awardees, the committee will review the required project reports from their prior GUR awards (see Attachment 4) to determine whether past awards were used productively to benefit the applicant's research programs. Note: No additional awards will be made to applicants who have failed to complete the required project report for a previous award.

TYPES OF SUPPORT

Grants in varying amounts (maximum of $6,000) are approved on the basis of individual merit, and support such costs as technical assistance, equipment, supplies, travel, and graduate student salaries. The maximum budget allocation for salaries is $5,000. Project budgets should include appropriate fringe benefits for personnel. (NOTE: For tax purposes, stipends for principal investigators on GUR grants are considered to be fellowships rather than wages and are therefore not subject to FICA tax. These stipends are not charged fringe benefits and are not eligible for summer pension benefits.) Inclusion of matching faculty time or student research assistant stipends is encouraged. GUR grants may not be used to support or publish advanced-degree theses of the principal investigator.

In general, the committee is willing to consider a wide variety of specific budgetary requests as long as the budget items are adequately justified in relation to the proposed project and the applicant's research program. A budget justification for each listed item is required in the application (Attachment 2). The committee may choose to award a GUR grant at a level of funding different from the amount requested.

PROJECT PERIOD

GUR grants will be announced at the end of January. The grant period begins on June 1 and extends to May 31 of the following year. Recipients are expected to devote a large part of the summer period to the conduct of the proposed research. The award period is extended through the following academic year so that charges to the grant account can be covered for later expenses like publication or travel to meetings at which results will be presented.

The grant period may be extended by the Vice Provost for Research if unusual circumstances warrant, but recipients are encouraged to complete the research on schedule and then use the results as the basis of a proposal to an external agency or agencies.

PROCEDURE FOR SUBMITTING PROPOSALS

Use the application form (Attachment 2) to write a proposal of the specified length, adhering closely to the specified format. Please use 12-point type, and punch the standard three holes in the left margin of all copies. Applications are evaluated by reviewers from a wide range of disciplines; therefore, applicants are encouraged either to avoid the use of jargon and highly technical terms or to define key terms in their proposals (see "Suggestions for a successful GUR proposal submission on the last page of this packet). Information on the form, along with project reports from previous GUR awards, if any, will be used as the basis for evaluation. Applications not adhering to the specified format will not be evaluated.

Submit 14 copies of the proposal to the department chair or director by October 7, 2005, for review, comment, and forwarding to the appropriate dean. After review, and comment by the dean, the proposals are forwarded to the Vice Provost for Research who transmits them to the Research Committee of the Faculty Senate for review and ranking. The committee's review procedure is outlined in Attachment 3.

If you have submitted a proposal on the same topic or on a closely related topic to an external funding organization, one copy of that proposal must be appended to the packet of 14 proposal copies as extra support for the application to GUR. Other appended material (letters of recommendation, reprints, or other supporting material) will not be considered in the review of the proposal. Appended material supporting proposals for scholarly activity in the arts, however, may be submitted when necessary to illustrate and explain the project.

UNDERSTANDINGS CONCERNING GENERAL UNIVERSITY RESEARCH GRANTS

Recommendations for research grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings.

1.   The primary purpose of the research grant is to advance the scholarship of the recipient. Research projects that meet this goal and also provide graduate student support and training opportunities are considered most favorably.

2.   Research grants are awarded to faculty members of the university. Acceptance signifies intent to continue at the university for the duration of the grant.

3.   The University exercises no direction or supervision over the details of the research to be performed, but it does require adherence to the original objectives and purposes of the research. It also requires that a report on the project be submitted to the Office of the Vice Provost for Research no later than 90 days after the end date of the grant. A format for reports on General University Research is attached (Attachment 4). Each grantee is required to furnish one copy of any resulting papers, books, or other publications to the University Library through the Research Committee.

4.   Every publication directly resulting from a research grant must include an acknowledgment stating that the research was carried out with the support of the University of Delaware General University Research fund.

5.   Unless arrangements to the contrary have been included in the proposal as accepted, financial income derived from the project will be returned to the university, up to the amount of the award. This is not meant to conflict with university policies on patents, copyrights, and publications.

6.   It is expected that a recipient will devote a large part of the summer period to the purpose of the grant and that no other substantial effort, such as full-time teaching or sponsored research, will be undertaken during the summer period.

ATTACHMENT 1

2006 GENERAL UNIVERSITY RESEARCH (GUR) GRANT APPLICATION

Name (last, first, initial)	Department
Academic title (rank and date acquired)	UD Date of Hire

Project title (10-word limit)

Signatures   *Dates*

_____   _____
Principal Investigator

_____   _____
Department Chair

_____   _____
Dean

1.   Education (university degrees only)
        Institution/location   Degree   Year   Discipline

2.   Honors

3.   Applicant's relevant publications

4.   Professional and/or research experience (including postdoctoral)

5.   Significance of the proposed work (½-page maximum)

6.   Description of proposed research or scholarly activity (1½-page maximum)

7. Benefits expected (who would benefit, why, and when) Include specific reference to
    whether and how the research will contribute to the educational mission of the
    university (i.e., student involvement/theses, course development, etc.)

8.   Indicate plans for submission of this project to other funding sources

9.   Research support--current and pending (amount, agency, and dates)

10. Previous GUR grants (date, title, and amount) Previous grants resulting in either a publication or equivalent artistic work when appropriate, or leading to a successful application for external funding, will be considered most favorably in considering applications from past awardees. Please append any progress reports from prior GUR awards to this application.

11. Results obtained on previous GUR grants

12. Additional information in support of proposal (1-page maximum)

13.   Budget

Personnel (describe)

_____ $_____

_____   _____

_____   _____

Fringe Benefits   _____

Equipment (describe)

_____   _____

_____   _____

_____   _____

Supplies (list)

_____   _____

_____   _____

_____   _____

Other

_____   _____

_____   _____

_____   _____

                        TOTAL   _____

14.   Justification of budget items

ATTACHMENT 2

PROPOSAL REVIEW PROCEDURE

1. The program is announced to faculty in late summer.

2. Proposals are submitted to department chairs for review and comment in early October.

3. The department chairs forward the proposals along with their comments to the appropriate deans for their review and comment.

4. The deans submit the proposals and their comments, together with those of the chairs, to the Office of the Vice Provost for Research in November. The Research Office compiles the proposals and provides them (without the comments) to the members of the Research Committee of the Faculty Senate.

5. The committee members individually review and rate the proposals on the basis of merit.

6. The committee meets in January and discusses each proposal along with the scores assigned by each committee member. Based on their discussion, the committee compiles a list of fundable proposals, ranking those deemed worthy of support in priority order.

7. The committee submits the ranked list to the Vice Provost for Research. The Vice Provost for Research considers the comments of the chair and dean along with the ranking provided by the research committee in making a final determination of funding. The number of projects actually supported depends upon the size of the awards given and the funds available for the program during any given year. Should additional funds become available; the Vice Provost will make additional awards based on the rankings.

ATTACHMENT 3

FORMAT FOR REPORT ON GENERAL UNIVERSITY RESEARCH GRANTS

1. Project title

2. Name and department of person preparing report

3. Other personnel and departments cooperating on project

4. Amount of funds granted

5. Nature of research*

6. Principal results*

7. Publications or manuscripts prepared (one copy of any subsequent publication will be furnished to Research Committee for forwarding to the University Library.)

8. Signature of investigator

9. Date

*In making this report, please remember that committee members and others who may read it are not specialists in your field.

ATTACHMENT 4

Suggestions for a Successful GUR Proposal

- Remember that reviewers outside your discipline will be reading the proposal; therefore the significance section is critical. Define terminology and avoid jargon.
- Adhere strictly to page limits.
- Cite references, where appropriate.
- **Significance section**-
  - o Convince the reviewer why it is imperative that the project be funded.
  - o Appeal to the discipline, personal scholarly goals, practice of your art, and university mission.
  - o Be specific about your methodology.
  - o Argue the importance of your project, why it is unique, and why it should be funded. Discuss how the outcomes will impact your teaching, will be incorporated into your classes, and how this research continues to enhance your previous scholarly activities.
  - o Explain how the project fits into the larger disciplinary interests or lines of investigation and how your project will contribute to the knowledge base of the discipline.
- Be clear about how this funded proposal would contribute to your planned program of scholarship. Specify whether this is a pilot study, whether this research will generate data for future research proposals.
- Address any concurrent or future external funding plans.
- Identify the target publications for the proposed scholarship activities.
- Provide a timeline.
- Budget-justify with specific documentation. Keep request within budget guidelines. If budget exceeds GUR funding, discuss other potential funding sources or plans.
- **Empirical Research Proposals**
  - o Identify study design.
  - o Define population.
  - o Give sample size with rationale. Address sampling plan.
  - o Define variables and how they will be measured.
  - o Address any limitations or anticipated problems and plans for dealing with them, including the statistical modeling or any other methodological approach proposed.
  - o Briefly address data analysis plans.
- **Other Scholarly Proposals**
  - o Make a sound argument and clearly explain the activities you are contemplating pursuing, such as why you must travel to a certain location to carry out the project.

- o Address the audience of the scholarly endeavor. To whom would this endeavor appeal?
- o What will be the product of the proposed scholarly endeavor?
- o Book proposals-include a projected table of contents or give a description of possible chapters to be included. Address any preparatory work. If an anthology-discuss themes. Describe the book chapters and how they fit together.

Post-Award

Grants will be assigned a code number for future correspondence and report follow-up. Copies of resulting publications, exhibit notices, or outcomes from the grant should be forwarded to the Research Office with the grant code number clearly identified.