

GENERAL UNIVERSITY RESEARCH PROGRAM (GUR)

2011/2012 GRANT GUIDELINES

Deadline for Submittal to Department Chair or Director:

OCTOBER 7, 2011

Research Office
University of Delaware
210 HULLIHEN HALL Newark, DE 19716
Phone: (302) 831-7088 *Fax:* (302) 831-2828

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 Sr. 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 Research Office web page, apply to research conducted under a GUR grant. Other understandings concerning the GUR grant program are outlined in Attachment 4.

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 scholarly or creative projects.
2. Special consideration will be given to projects which:
 - a) Are not sufficiently developed (in terms of the project or the reputation of the investigator) to justify support from outside sponsors, where appropriate
 - b) Promises to expand scholarly endeavors and increase future productivity
 - c) Would have difficulty in obtaining outside support (e.g., due to the small budget or specialized nature of the work)
 - d) Require additional support to complete an ongoing project
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.

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 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 (typically maximum of \$6,000) but exceptionally well justified proposals could be considered at higher amounts 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 other than PI. 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. Budget justification should include the personnel line as well as the justification for funds requested for the principal investigator. The committee may choose to award a GUR grant at a level of funding different from the amount requested.

NOTE: For tax purposes, Stipends for principal investigators on GUR grants are considered to be fellowships rather than wages and are therefore exempt from FICA but no fellowship is exempt from Federal and State payroll taxes. For students paid on a fellowship, there is the expectation that some or all of the funds will be used for qualified educational expenses. It is assumed that a faculty member receiving fellowship funds will not have any qualified educational expenses and it is therefore incumbent upon our HR unit to tax the income at the time of disbursement.

PROJECT PERIOD

GUR grants will be announced in March. 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 Sr. Vice Provost for Research Development 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

Submit a proposal in PDF format (<http://www.researchoffice.udel.edu/gur>) of the specified length, adhering closely to the specified format. Please use 12-point type. 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. Information on the cover sheet and grant application 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. Junior Faculty members are encouraged to reach out to a faculty mentor prior to sending a second submission.

Submit one hard copy of the proposal and cover sheet to the department chair or director by due date listed (see Attachment 1) for review, comment and forwarding to the appropriate dean. Proposal information must also be entered on the UD Grants System by your department administrator (see staff directory: <http://www.udel.edu/research/researchers/index.html>) and a proposal approval summary webform routed to appropriate individuals as per standard UD operating procedures. This information will be used to generate the award, should the proposal be approved for funding.

The Dean then prepares the College Overview of Submissions sheet (see Attachment 2) adding comments on the relevance of the research in the field and an overall quality rating for each proposal. Attachment 2 is then forwarded to the Research Office.

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 uploaded to the GUR website 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

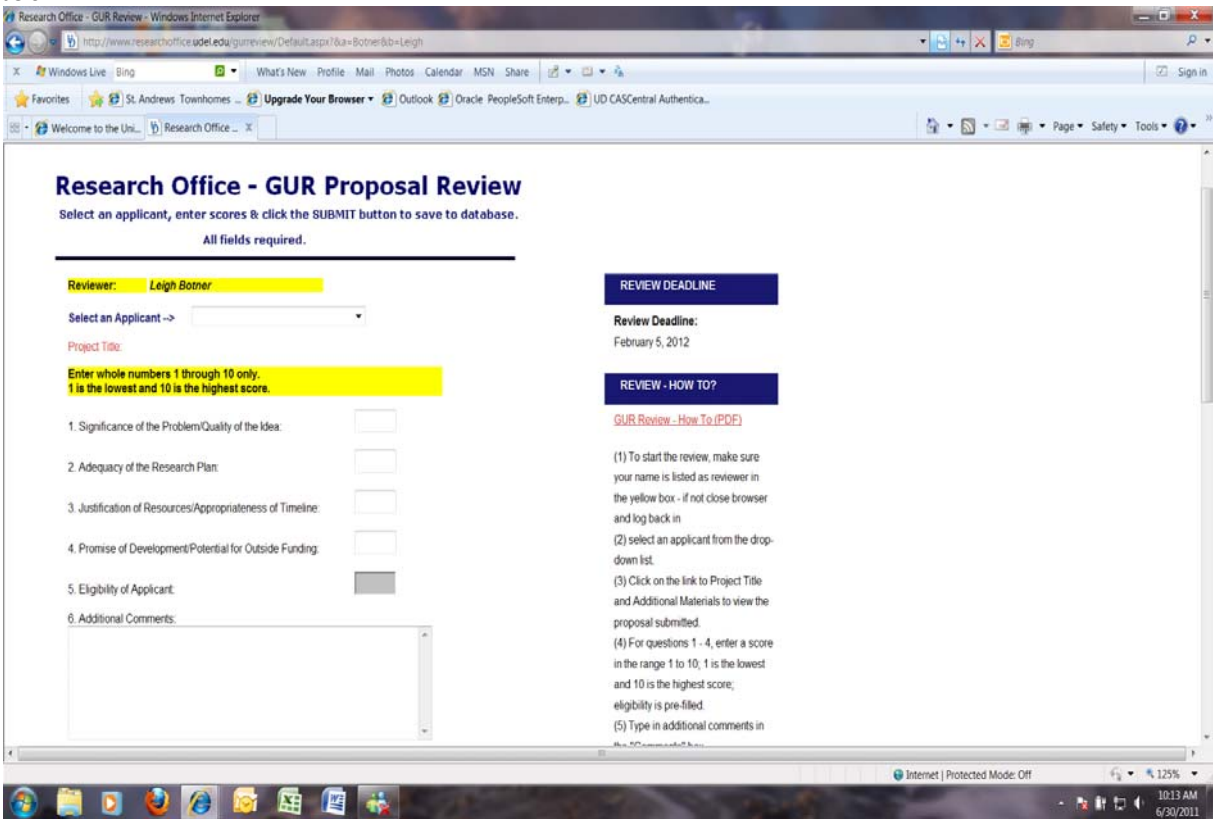
Recommendations for research grants are made with the following understandings. Acceptance of the award includes acceptance of these understandings.

1. The primary purpose of the research grant is to advance the scholarship or creativity activities of the recipient. Research projects or creative activities that meet this goal and also provide graduate student support and training opportunities are considered most favorably.
2. 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 or activities to be performed, but it does require adherence to the original objectives and purposes of the grant. It also requires that a report on the project be submitted to Research Office no later than ninety (90) days after the end date of the grant. A format for reports on General University Research is attached (Attachment 3). 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 grant must include an acknowledgment stating that the research or creative activity 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.

GUR SPENDING PROCEDURE

Purchases can be made using standard UD transaction processing. Typically the departmental administrator will be able to provide the necessary assistance for all expenses. Office supplies can be purchased through UD Mart, travel can be arranged through University Travel, and salary can be paid using an S-contract. If the departmental administrator is not sure how to proceed, the Dean's office for the college should be able to provide guidance.

ATTACHMENT 1: Proposal Review Procedure and Timeline

September 2011	<ul style="list-style-type: none"> Program is announced early in the month Interested faculty are asked to complete a brief online eligibility test Eligible faculty will be directed to the online GUR Cover Sheet, Grant Application, & Grant Guidelines
Due to Chair October 7, 2011	<ul style="list-style-type: none"> Faculty should prepare proposals as directed in the guidelines, print a copy for college routing purposes, upload a PDF version to the GUR website, complete the online cover sheet, click submit & print Cover sheet & proposal should be routed to chair for review & comments Work with departmental administrator to enter the proposal information into the UD Grants System
Due to Dean October 21, 2011	<ul style="list-style-type: none"> Cover sheet with department chair signature & comments due to appropriate dean
Due to Research November 11, 2011	<ul style="list-style-type: none"> College dean submits Attachment 2: College Overview of Submissions
Research Office Review November-December 2011	<ul style="list-style-type: none"> Research office administratively reviews proposals for adherence to guidelines Proposals not adhering to guidelines will be rejected without review Research office creates "default" eligibility rankings within the reviewer database <ul style="list-style-type: none"> Untenured tenure track Assistant Professors = 10 Senior faculty projects = 6
Faculty Senate Research Committee Review February 2012	<ul style="list-style-type: none"> Faculty Senate Research Committee reviews the PDF version of the proposal & any attachments (see screen shot below) by February 5, 2011 The college & departmental recommendations are shared with the committee & used to determine relevance to field & overall quality Research Committee meets later in the month to discuss each proposal along with the scores assigned by each member Research Committee compiles a list of fundable proposals, ranking those deemed worthy of support in priority order & submits to Sr. Vice Provost (VP) for Research for final determination of funding availability & notice of award <p><u>Review Committee Composition</u></p> <ul style="list-style-type: none"> Research Committee consists of the VP for Research & eight faculty members (one of whom serves as the chair) Membership is restricted to established & active researchers Four members are chosen from the arts, humanities, & social sciences & four from the natural sciences, engineering & mathematics <p><u>Review Criteria and Scoring</u></p> <p>Committee is instructed to enter a score in the range of 1 to 10 (10 being the highest) for each of the four questions listed below.</p> 
Awards Announced March 2012	<ul style="list-style-type: none"> GUR grants announced Grant period= June 1, 2012- May 31, 2013

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-**
 - Convince the reviewer why it is imperative that the project be funded.
 - Appeal to the discipline, personal scholarly goals, practice of your art, and university mission.
 - Be specific about your methodology.
 - 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.
 - 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**
 - Identify study design.
 - Define population.
 - Give sample size with rationale. Address sampling plan.
 - Define variables and how they will be measured.
 - Address any limitations or anticipated problems and plans for dealing with them, including the statistical modeling or any other methodological approach proposed.
 - Briefly address data analysis plans.
- Other Scholarly Proposals**
 - 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.
 - Address the audience of the scholarly endeavor. To whom would this endeavor appeal?
 - What will be the product of the proposed scholarly endeavor?
 - 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.