Florida A&M University
Graduate Studies and Research

Faculty Research Awards Program
2015-2016 Grant Proposal Guidelines

Funding Period: September 1, 2015 through July 31, 2016

SUBMISSION DEADLINE: 5 p.m. March 31, 2015
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Grant Proposal Guidelines

I. Introduction
The Faculty Research Awards Program (FRAP) will offer small grants for faculty to conduct research in their respective fields of study. The goal of the FRAP is to provide grant writing experience to faculty and to promote the conduct research or creative work, which can be the foundation for addressing and solving local, regional, state and national problems. **The total budget must not exceed $10,000.**

II. Eligibility Requirements
Only full-time, tenured or tenure-track members of the faculty at FAMU are eligible to submit a proposal for the FRAP. Priority will be given to newly hired, junior faculty members, who have not been previously funded by the FRAP. Research that is currently funded by a federal, state or private source will not be supported by FRAP. Proposals may be written in collaboration with another faculty member.

III. Proposal Submission Requirements (via Blackboard only)
Proposals must be uploaded into Blackboard by the stated deadline. If you are not familiar with this process, then please try to make a submission a week or so before the proposal deadline to ensure that you are able to make the submission.

**The deadline for submission is 5 p.m. on March 31, 2015.** Applications received after this date and time will not be reviewed.

IV. Acknowledgement of Proposal Receipt
Receipt of all proposals will be acknowledged electronically.

V. Proposal Preparation Instructions
The proposal should be typed and double spaced on standard (81/2” x 11”) paper, with one (1) inch margins, in a type no smaller than a 12 point font in Arial, Calibri or Times Roman. The document should include the following sections:

A. FRAP Proposal Title Page
The FRAP Proposal Title Page should serve as the cover page of the grant application. This form is provided on page 9 of these Guidelines.

B. Project Summary
The proposal must contain a summary of the proposed research or creative project. The summary, which **should not exceed 200 words**, should be written in the third person. It must include:

- a statement of the Principal Investigator’s (PI) objectives,
- research question,
- methodology,
- the method of analysis,
- the expected outcomes,
- the intellectual merit or creative value of the proposed project, and
the expected impact resulting from the proposed project or the proposed outcomes.

C. Table of Contents

The Table of Contents should list all proposal headings and their page numbers.

D. Project Description

The main body of the proposal should provide a clear statement of the research or creative work that will be undertaken. It must include:

- an introduction;
- a review of relevant literature, which should include a discussion of the relationship of the proposed work to the present state of knowledge in the field;
- the objectives for the period of the proposed work;
- the significance of the proposed work; and
- the research plan, experimental design or creative framework and the expected outcomes.

The proposal should indicate how the results of the project will be disseminated locally, nationally and globally, where appropriate, to enhance the scientific, technological, and creative understanding. **The specific journals, presses or other reputable citations where the outcome of the research will be submitted for publication (as defined by the academic discipline) should also be provided.**

The Project Description/Narrative must not exceed 5 pages in length. **The Reviewers will stop reading after page 5.**

Visual material, including charts, graphs, maps, photographs and other pictorial documents may be added up to a maximum length of 8 pages. **The page limitation will be strictly enforced.**

NOTE: The Project Description/Narrative should be written with the Evaluation Criteria (see Section VII) in mind.

E. References Cited

All references cited must be listed, using the style or format for references that is required in the field of study.

**Biographical Sketch**

The biographical sketch of the PI and other key project personnel must be included. Each sketch must be limited to one page and must include:

- a list of the applicant’s undergraduate/graduate/post-doctoral training, including the institutions, majors, degrees and the years the degrees were conferred;
- a list of all academic and professional appointments, beginning with the current appointment;
- a list of publications and papers most closely related to the proposed project; and
- a list of all grant applications, submitted and funded, not funded or pending funding. For collaborative proposals, each key applicant must submit a biographical sketch.
F. Budget and Budget Justification
Each proposal must contain the attached budget application form for the period of support requested; the total budget must not exceed $10,000. A budget justification, of not more than two pages, must be provided in addition to the form. The budget justification is not included in the 5-page narrative requirement. The following items may be requested in the budget:

1. Equipment
A PI can request funds to purchase small equipment/software (e.g. required to conduct scientific or creative research). It is important to note that a small grant cannot absorb the cost of major equipment.

2. Supplies
A PI can request funds to purchase supplies for scientific or creative projects, including computer software, art materials, books, and laboratory supplies.

3. Travel for PI(s)
Funds for travel by the P.I. to collect data for research and to present at conferences on research directly related to the proposal may be requested.

4. Salary
A request for funds to hire a student researcher to assist the P.I. with the research project may be requested.

G. Facilities, Equipment and Other Required Resources
The PI must provide evidence that the facilities and equipment needed to conduct the proposed research or creative effort are available through university resources, or that they can be provided with funds from a small grant.

H. Dean and Departmental Chair Approvals
The PI must submit the FRAP Proposal Title Page, which indicates approval of the project by the PI's department chairperson and dean. The FRAP Proposal Title Page must be uploaded with the completed application in Blackboard on or before 5 p.m. on March 31, 2015. Hand delivered copies will not be accepted. An applicant’s file will be incomplete if this form is not submitted on or before the due date. Incomplete files will not be considered by the Faculty Research Award Committee (FRAC).

I. Description of How the Proposed Research Can Address Major Issues in the Field of Study.
The PI must provide a detailed description of her/his plans to use the research or creative project to help address major issues in the field of study.

J. Timeline for the Proposed Project
The PI must provide a timeline for completing all phases (start-up date, execution, evaluation, dissemination, and closeout) of the research or creative project; the timeline must not exceed July 31, 2016, unless a no-cost extension has been approved. The timeline should include a required mid-term report (due electronically on January 31, 2016) and a final report due no later than 30 days after the end of the funding period. If these requirements are not met, no future FRAP funds will be awarded to the PI/co-PI.

VI. Proposals Involving Human Subjects or Animals
Projects that require the use of human subjects or animals must ensure that the subjects or the animals are protected from research risks in accordance with the relevant Federal policies. All projects involving human subjects or the use of animals must have approval from the University’s
Institutional Review Board (IRB), prior their implementation if such a proposal is selected for funding by the FRAC. IRB approval can be obtained from the Chairperson of the IRB. Refer to [http://www.famu.edu/index.cfm?DOR_division_of_research&IRBGuidelines](http://www.famu.edu/index.cfm?DOR_division_of_research&IRBGuidelines)

VII. Proposal Review Process

All proposals will be reviewed by an appointed Faculty Review Committee, and when deemed necessary, by experts in the PI’s specific research or creative area. The following evaluation criteria will be used in assessing the applications:

**Evaluation Criteria**

The evaluation criteria below will be used in reviewing the applications submitted in response to the Request for Applications (RFA).

1. **Significance of the Problem (30 points)**
   
   This criterion is used to assess the likelihood that the project will have an impact upon the short term and long term goals and needs of the Department, School/College, University and the state. Does the research address a major issue/problem in the applicant’s field of study? Will the proposed project advance knowledge and understanding within its field of study or across different fields? Does the proposed project provide and explore creative and original ideas? Can the project serve as the basis for developing more extensive research?

   Identify the problem or issue to be addressed and state its impact (10 points), its innovation (5 points) and expected results (10 points), and the continuation plans (5 points).

2. **Overall Approach, Cooperative Linkage(s), and Quality of the Proposal (25 points)**
   
   This proposal refers to the soundness of the proposal that includes: the objectives that show a clear connection to the goals and strategic plan of the Department, School or College, University and the state; the methodology, plan of operation, and project timetable; the expected products and results; an evaluation plan that includes performance measures to assess project success; and dissemination plans.

   The overall quality of the proposal will be assessed to determine how well it complied with the instructions (including the Table of Contents, organization, margin, font size, within the specified page limit, appendices, references, budget narrative, well prepared vitae, and how well are the ideas presented, articulated and explained.) Is the proposed project conceptually sound and well organized?

3. **Project Relevance (20 points)**
   
   Explain how the project is relevant to the goals and objectives of the program/department/school or college/university or state. What is the intellectual or creative merit of the proposed project? Also, explain the adequacy of the resources (personnel, facilities, equipment/materials) that are available to carry out the project, and how the requested funds will be used to carry out the project.

4. **Personnel Resources (10 points)**
   
   This criterion relates to the adequacy of the number and qualifications of the key persons, who will develop and implement the project. The roles of the key personnel must be clearly identified, including who will manage the project and be responsible for the various outcomes. Is there evidence of sufficient resources to achieve the goals of the project?
5. Budget and Cost-Effectiveness (15 points)
This criterion relates to the extent to which the total budget adequately supports the project and how cost effective it is. The costs of the project activities must be reasonable, the time committed to the project must be appropriate, and the project should effectively maximize the use of the limited resources.
The budget, including a justification, will be awarded a maximum of 5 points and its cost effectiveness, a maximum of 10 points.

VIII. Award Notification
After a rigorous review process, the FRAC will determine whether a proposal should be declined or approved for an award and the Dean of Graduate Studies and Research will notify the successful applicants.

IX. Copies of Reviews
After a decision has been made (for an award or a declination), copies of reviews, which will exclude the identities of the reviewers, will be provided at the PI’s request.

X. Withdrawals
A proposal may be withdrawn at any time prior to the FRAC’s final decision. A PI may submit a written request for the withdrawal of a proposal via e-mail to gradstudies@famu.edu.

XI. Returns
Proposals will not be considered for review if they:

- Do not support research goals in fields that the Board of Trustees, University, Department or Unit identified as priority areas;
- Do not meet the announced deadline; and
- Do not meet the requirements for proposal content, page limitation, format and electronic submission.

XII. Declinations
A PI, whose proposal for a Faculty Research Award Program has been declined, may receive an explanation for the declination upon request. Copies of the reviews that provided the basis for making the decision may also be requested by the applicant.
FRAP Checklist

☐ FRAP Proposal Title Page (signed by Chair and Dean)

☐ Project Summary

☐ Table of Contents

☐ Project Description

☐ Description of Relevance of Research to Areas of State/FAMU Need

☐ Timeline

☐ References

☐ Biographical Sketch(s)- One page (required)

☐ Budget (required)

☐ Budget Justification (required)

☐ Human Subjects Review (IRB) Form, if applicable

☐ Animal Care and Use Review Form (IACUC), if applicable

☐ Submitted in BlackBoard by the stated deadline;

   NOTE: If you are new to BlackBoard, please try out the system a few days before so that you could work out any glitches that may arise at the last minute.
Graduate Studies and Research
FRAP Proposal Title Page
(To be submitted with your proposal. Submission Deadline: 5 p.m. March 31, 2015)

I. Personnel Information
Principal Investigator
______________________________________________
College/School and Department
______________________________________________
E-mail Address

Telephone No.

Co-PI
______________________________________________
College/School and Department
______________________________________________
E-mail Address

II. Proposal Title:

III Proposal Abstract (Do not exceed 150 words.)

Have you been funded previously by FRAP? Yes If Yes, when? ; No

How long have you worked at FAMU? ______ yr.; Is this proposal being funded by another agency? Yes No

Proposal Type: New Re-submittal

Proposed Start Date __________________ Proposed Ending Date ______________

Location of Project: On-Campus Off-Campus Local Off-Campus/In-Country only

IV. Proposal Budgetary Information
Total dollars requested $____________

V. Proposal Internal Review
Does the proposal require Institutional Review Board Approval? Yes* No
Does the proposal require review by the Animal Care Committee? Yes* No
(*If the answer is “Yes”, then submit the appropriate forms to confirm that a request has been made by the P.I. for IRB/IACUC approval.)

SIGNATURES:
Principal Investigator Signature* __________________________ Date ________________
(*Note: Your signature above indicates that the information above is true and accurate.)

Department Chair Signature** __________________________ Date ________________

School/College Dean Signature** __________________________ Date ________________
(**Your signature above verifies that you have reviewed and approved the submission of this proposal.)
Budget Items Requested for the FRAP

Direct Costs:

1. Equipment (purchase) $ 
2. Supplies  
3. Travel costs for PI  
4. Research Assistant(s) (FAMU graduate or undergraduate students* only)  
   No. x Rate x # of weeks  

Total Direct Costs (add 1-4 above):

Total Requested: $  
(These figures should appear on the title page)

*The student(s) must be registered, regular, full time, and attend FAMU.