Faculty Research Awards Program (FRAP)

Proposal and Evaluation Review Process

Proposal and Evaluation Review Process: All proposals will be reviewed by an appointed Faculty Research Award Program (FRAP) Committee, and when deemed necessary, by experts in the PI’s specific research or creative area. The following evaluation criteria will be used in reviewing the applications:

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 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, its innovation, expected results, and the continuation research plans.

2. Overall Approach, Cooperative Linkage(s), and Quality of the Proposal (25 points)
   - This criteria 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 the ideas are 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.

6. Award Notification
   - After a rigorous review process, the FRAP Committee will make a recommendation to the Dean of the School of Graduate Studies and Research and he will determine whether a proposal should be declined or approved for an award. His office will notify the successful applicants.

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   - A proposal may be withdrawn at any time prior to the FRAP Committee’s final decision.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

8. Returns
   - Proposals will not be considered for review if they:
     - Do not support research goals in fields that the Board of Governors, University, Department or Unit identified as areas of State need;
     - Do not meet the announced deadline; and,
     - Do not meet the requirements for proposal content, page limitations, format and electronic submission.

9. 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, may be provided at the PI’s request.