

Regent University Faculty Grant Guidelines for Grant Year Beginning July 1, 2008

All submissions for this grant year should be sent to Dr. Randall J. Pannell (randpan@regent.edu /ADM 105) by **March 15, 2008**. These will be forwarded to the secretary of the Faculty Senate. The senate will make recommendations to the VPAA.

Submissions received after the deadline will be considered for funding only after reasonable opportunities for funding have been provided and exhausted to those proposals submitted prior to the deadline. Grants will be approved and announced by the VPAA by April 15th.

Regent University Faculty Research Grants

1. General policies and guidelines.
 - a. Proposed research projects must be directed toward research/scholarly/artistic activities and should result in a grant proposal for external funding, a conference presentation, publication, performance, or exhibit. Projects may not be directed toward preparation of courses.
 - b. Up to 10% of the total grant dollars available will be targeted to support projects that involve grant writing to obtain external funds to support a mission-specific research project.
 - c. The Regent University faculty grants will support single projects **which are completed within the grant year** as well as projects that continue on a two or three year basis. Budgets for multi-year studies must specify expenditures for each year of the grant. [For example a request for \$8,000 for a two year grant should show costs for each year, cost and item. If \$6,500 is needed for the first year, this is to be spelled out, and the remaining \$1,500 is spelled out by expense category for the second year.] For this purpose, the grant year shall coincide with the University fiscal year, which begins on July 1 and ends on June 30. NOTE: *The total amount available each year for new grants is affected by the amount committed in the previous year to ongoing grants. The grant committee will limit the number of multi-year grants awarded in any one year to provide a reasonable amount for award in the next grant year(s). Given the budgetary nature of the grant dollars, monies cannot be carried over from one fiscal year to the next. Thus all grant dollars have to be expended within the year of the award.*
 - d. Any faculty member, including any professional librarian, is eligible to apply for a Regent University faculty research grant. Students, to include graduate teaching and research assistants, and individuals holding adjunct appointments or other honorary titles shall not be considered eligible to apply for a research grant, but may assist qualified applicants.
 - e. Joint applications and the use of graduate students as research assistants are encouraged. If a joint application is submitted that includes an individual who does not meet the eligibility requirements, the tasks to be undertaken by each member of the research team are to be described. The principal investigator must be an eligible faculty member or professional librarian.
 - f. All other factors being equal, full-time faculty, including professional librarians, will receive consideration over part-time faculty; newer faculty members will receive consideration over more senior faculty members; and those who have not received a faculty grant before will receive consideration over those who have recently received faculty grants.
 - g. Grants requests may range from \$500 to \$10,000.

- h. A faculty research grant will not be awarded for the purpose of obtaining an advanced academic degree or certification.
- i. Each proposal must designate one individual as the Principle Investigator (PI) of the grant. Except in extraordinary circumstances, an applicant is limited to one designation as a PI in a single year, though faculty may be part of more than one joint application
- j. Those researchers who have access to research funds from other sources are encouraged to exhaust all alternative funding pathways prior to applying for a Regent University faculty research grant.
- k. All participants listed on a grant application are required to inform their dean that they are submitting a research grant proposal. Such notice provides the dean with a better understanding as to the possible time obligations involved in the grant.
- l. Research grant funds are not to cover faculty salaries and should not fund equipment purchases. Only equipment that is unique to the project or unusual for the applicant's department will be considered as an exception for funding. All equipment purchased under the grant remains the property of the university following the completion of the project. Applicants may wish to consider leasing equipment as an alternative to purchasing it.
- m. As much as possible, clerical help should be obtained through individual department budget allocations.
- n. All research should be based on a Christian worldview and relevant to the mission of Regent University, and the applicant's school/library.
- o. In the expenditure of faculty research grant appropriations, a recipient is subject to all local, state, and federal fiscal regulations.
- p. If the proposed research involves human or animal subjects, the applicant must comply with all applicable human or animal subject protection procedures and the proposal will be reviewed and approved by the University's IRB and/or any appropriate school review board prior to the collection of any data.
- q. The Principle Investigator(PI) will be notified by the Office of the Vice President for Academic Affairs as to the success of their grant application. In addition, the PI's Dean and the Faculty Senate will also be notified of any faculty research grant award.
- r. A faculty research grant recipient must make a six-month interim report of no more than 200 words regarding the mid-way progress of the grant by February 1 of the grant year. Recipients must also submit a final report of the project to the Secretary of the Faculty Senate (cc: VPAA) no later than July 31. Regarding multi-year grants, a short annual progress-report is required, along with a final report consisting of an abstract of no more than 300-words, accompanied by a

- description of any manuscripts submitted for publication, presentations made, exhibits presented, and/or other uses arising primarily from the research conducted. All interim and final reports are forwarded to the Office of the Vice President for Academic Affairs.
- s. Any publication resulting from a faculty research grant shall acknowledge that the research was conducted under a Regent University faculty research grant.
2. In preparing research grant proposals, applicants should remember that the members of the Faculty Senate, who will be reviewing proposals, come with a wide variety of backgrounds. It is essential that the applicants be able to communicate the proposed research and the significance of this research to scholars from other disciplines, as well as provide enough detail to permit technical evaluation by those more familiar with the area. Accordingly, applicants are to submit their research proposals in accordance with the instructions announced by the Faculty Senate. Proposals will adhere to the following format:
- a. Abstract (no more than one page). The abstract provides an overview of the proposed research and must be easily understood by diverse reviewers. It includes an indication of the significance of the research, the proposed activities, and the intended results of the research.
 - b. Description. This entire section must not exceed eight double-spaced pages. The description consists of the following elements:
 1. Title. Title of the research.
 2. Time frame. Identify the proposed start and end days for the proposed research project.
 3. Name of the PI and other joint applicants. Include name, faculty rank, and title of the applicant, identification of whether he or she is a full-time or part-time faculty member, the number of years the faculty member has been employed at Regent, and whether the faculty has received a faculty grant before. Nature of the research and significance. This is the description of the research and should include an introduction, a summary of what you intend to do; how it relates generally to research or creative work in your field; how it relates to faith, leadership, family, and values; and why it is significant. If applicable, describe collaborative research arrangements involved in your proposed research. Include a description of the significance of the proposed research to your academic field, your school/library, its potential benefit to Regent University, and how it promotes the Christian worldview.
 4. Goals and objectives. In the case of quantitative research, you should specify the hypotheses being tested or the questions being asked. In other fields describe the basic ideas, problems, works or questions the study will examine, and explain the planned approach or line of thought.

5. Publication or presentation. Identify the form in which the results of the research will be communicated and to what audiences.
6. Feasibility. Include a brief description of the background and expertise of the researcher as they relate to the proposed research. Discuss as applicable access to primary sources such as archives, travel, and foreign languages needed along with competence in them. A list of the researcher's previous research or work relevant to the proposal should be included. This section should assure the reviewers that you have the ability and/or the experience to complete the proposed research successfully.
7. Budget. This section should provide evidence that the costs are appropriate and reasonable for the proposed effort. You should make the case that each budget item is necessary in order to attain the project's objectives. Describe how the funds will be spent by expense category: e.g., travel (specify purpose), lodging, student labor, non-student labor (specify purpose), consulting fees, supplies, equipment, equipment leasing, duplicating and printing services, postage, etc. For multi-year grant requests, specify budgets for each fiscal year.
8. Certification. Include the following certification:

I certify that the information given above is true and accurate, to the best of my knowledge. I certify that all applicants have informed their respective dean as to the nature of their involvement in this proposal. If research funds are granted to me, I agree to use such funds only for the purpose stated above, to submit timely reports as requested by the Faculty Senate, and to keep my expenditures within the amount granted. I also agree to abide by accepted standards of scientific integrity in the conduct of research and to obtain institutional review board approval, as appropriate, for research involving human or animal subjects.

Responsibilities of the Principle Investigator

The PI is responsible for all of the administrative functions related to the research grant and communicating with the appropriate central office (Academic Affairs, Accounts Payable, etc.). Such functions include requests for payment/reimbursement and making travel arrangements. In addition, the PI is responsible for the submission of the Final Report to the Secretary of the Faculty Senate. Failure to fulfill these obligations may adversely affect a faculty member's prospects/eligibility for future research grant awards.

Faculty Senate Research Grant Score Card

Name: _____ Title: _____

School/lib.: _____ Full-time Faculty? ___ Years as Regent Faculty

___ Received Grant Before? ___ Cross-Disciplinary? ___ For Grant Writing?

Amount requested: Year 1 \$ _____ Year 2 \$ _____

Senate Recommendation: Year 1 \$ _____ Year 2 \$ _____

Circle the scale number that most accurately defines your rating of this proposal

1. Relevance to the Christian worldview: supports the Christian worldview by addressing such issues as faith, virtue, social justice, family and values.

(Low) 1 2 3 4 5 (High)

2. Relevance to the mission: supports the mission of the proposer's school/library and the overall mission of Regent University.

(Low) 1 2 3 4 5 (High)

3. Significance: theoretical, methodological, practical, substantive.

(Low) 1 2 3 4 5 (High)

4. Soundness: procedure, design, analysis, budget.

(Low) 1 2 3 4 5 (High)

5. Competence of investigator to conduct the proposed research and analyze the results within specified time period.

(Low) 1 2 3 4 5 (High)

6. Overall summary (check one):

- **Excellent:** Important project undertaken by a qualified investigator who can be expected to make substantial progress. This rating should be reserved for truly excellent proposals.
- **Very Good:** Proposal considered superior, both for the intrinsic merit of the project and the ability of the investigator. Should be supported.
- **Good:** Worthwhile project by a competent investigator, but routine in nature. May be supported if funds are available.
- **Fair:** Proposal has deficiencies that decrease the probability of successful completion. Might merit consideration if resubmitted with major changes.
- **Poor:** Clearly not deserving of support.

Comments: