

The Division of Academic Affairs is *pleased to announce the*

Provost's Research Support Awards for New Faculty 2007

Purpose of the Program

Sponsored by the Office of the Provost, this program provides funding to accelerate the research program of new faculty and to make them more competitive for external funding.

Eligibility

Faculty members in their first or second year at EMU (hired by EMU for the first time between Fall 2006 and Fall 2007) and who will hold a tenure-track position by January 1, 2008 are eligible.

Applicants must have the endorsement of their Department Head or School Director. This endorsement must be more than a sign-off on the proposal; it must specifically address the merits of the proposal in accomplishing the intent of this program, the quality of the proposed research to be done, and the potential of new faculty members to make significant contributions to their disciplines during the long term.

Individuals who have previously received this award are not eligible. However, faculty who have previously applied and not received an award are encouraged to reapply, assuming they meet all other eligibility criteria.

Applications to or awards from this program do not affect an individual's eligibility for other types of internal funding.

Amount and Uses of Award

Awards will be made in the range of \$500 to \$5,000. The money is available for the period January 1, 2008 through December 31, 2008.

The award is intended to support faculty members in a way that best addresses their needs in initiating their research programs at EMU. Funds may be used for released/assigned time, travel (for active participation in professional meetings, to collect data, to visit potential funding agencies), student help, supplies or equipment, or other legitimate expenses. Spring/Summer support, when a new faculty member can devote time to research, may also be an appropriate use of funding. Funding may not be used for dissertation research or for the purchase of general-purpose personal computers, although laptops may be requested for fieldwork. The Associate Provost reserves the right to review and approve specific budget items proposed in the budget.

[see reverse]

The Proposal

The proposal must include:

- A. A cover page with the title of the proposal, a brief (one double-spaced paragraph) abstract, and applicant information (name, rank, department, phone, e-mail address).
- B. Description of the work to be carried out with the help of the award. Include a timeline showing major milestones.
- C. Explanation of how the work will contribute both to the "fast tracking" of the faculty member's research program and to its longer-term development.
- D. Budget summary that outlines proposed expenditures and a narrative linking the expenditures to the proposed work plan. *Proposals that show cost sharing or match from the School, Department, or College will be looked upon more favorably than those without it.*
- E. Department Head/School Director endorsement. (Letter provided as an attachment. Please allow ample time for your Department Head or School Director to review your proposal and write the endorsement letter, which should include confirmation of any matching funds.)
- F. Please document access to archives and research sites, major equipment, external laboratories, and collaborators by appending letters or e-mails.
- G. Full curriculum vitae (as an attachment).

Sections B, C, and D should constitute a maximum of four pages. The narrative portion of the proposal must be double-spaced, single-sided, 12-pt. font, one-inch margins. (Appended materials not included in the four pages.)

Review of Proposals

The proposals will be reviewed by an ad hoc committee convened by the Associate Provost. Recommendations of awardees will be made to the Provost, who will announce the awards.

Final Report

A brief final report is required by the end of January following the award year.

Deadline

Four copies of the proposal must be received and date-stamped by the Provost's Office no later than 4:00 p.m. on November 9. Awards will be announced by December 1.

Submit to: Associate Provost
Division of Academic Affairs
106 Welch Hall