

Faculty Research Fellowship Guidelines

(for applications due on January 31, 2018)

Purpose and Nature of the Award

The Faculty Research Fellowship (FRF) is intended to encourage and support the research, creative, artistic, and scholarly endeavors of full-time tenured or tenure-track EMU faculty by providing released-time awards (fall and/or winter semesters) for outstanding proposals. These released-time awards are based on a 12-credit hour norm per semester, where 3 credit hours is 25%, 4 credit hours is 33%, 6 credit hours is 50%, 9 credit hours is 75%, or 12 credit hours is 100%, with a maximum total release for the award of 12 credit hours (100%). A budget of up to \$3,000 can be requested as part of an award to cover supplies, services and materials (SS&M) and travel expenses related to the release.¹ This budget is available during the fiscal year of the release (July 1 through April 30). Faculty may apply in teams. Each team member is allowed to request the benefits of a full award, but each benefiting member must submit a full electronic application with a separate budget request.

Timeline

Applicants must adhere to internal deadlines. After submission, proposals may not be altered in any way.

Deadlines are as follows (if any of the dates below are on a weekend, the Monday date is used):

January 31st: Submission of proposals via EMU's proposal submission portal (<https://emich.infoready4.com/>); login with your EMU NetID credentials.

April 1st: Applicants will be notified of award decisions by the Provost and Executive Vice President.

Submission Procedure

- Login to EMU's proposal submission portal with your EMU NetID credentials (<https://emich.infoready4.com/>)
- Enter your application information in the required fields.
- Upload your proposal. *All proposal elements should be combined into one pdf file.*
- Proposals may not be altered in any way after they are uploaded to InfoReady Review.

Proposal Elements

The single proposal pdf file must contain the following proposal elements:

- Title page (1 page): include project title; name, rank, and home department of applicant(s); brief one-paragraph abstract; and the precise award requested, indicating the amount of release requested. Beginning fall 2016, no DH/SD/Dean signatures and no rankings are to be included.
- Project narrative (4 pages maximum): project description, project implementation plan; detailed budget (if requested), budget/time justification; and benefits. The narrative must be double-spaced on numbered pages in 12-pt. font with one-inch margins. *Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists.*
- Capability Statement and/or short CV (2 pages maximum) emphasizing the applicant's most recent scholarly activity.
- A separate page (1 page) listing internal awards pending or secured during the last five years, and listing applications for external funding and funding decisions.
- Appendices as appropriate (may include contracts, letters of permission/access, tables of contents, survey instruments, etc.). Note that reviewers are not obliged to read appended material.

¹ Such cash requests should be included as a justified line-item budget within the FRF proposal.

Evaluation Criteria

Applications are evaluated on:

- a) Title Page & Abstract: Abstract is understandable and addresses specific purposes of the award.
- b) Project Description: Need/significance within the discipline is addressed. Goals and objectives are worthwhile, clearly stated, and feasible.
- c) Project Implementation: Well-conceived work plan, methodology and timeline. Outcomes assessment is included.
- d) Budget/Release Time Justification: Scope of work is appropriate for requested time. Justified, line-item budget if money is requested.
- e) Benefits: Proposal discusses the overall benefit(s) to the applicant, to students, to the discipline, to EMU, and/or to the community. Benefits can include collaborative relationships, external funding, patents or copyrights, publication, artistic works, or performances, and learning opportunities for EMU students.
- f) Capability/Short Curriculum vitae: Applicant is active professionally, has relevant qualifications and a record of scholarly/creative activity.

Please see the URLSC Faculty Research and Creative Activity Fellowship Evaluation Form for the detailed scoring rubric. (<http://www.emich.edu/research/development/funding/faculty-fellowship.php>)

Allowable Items

Although a wide range of proposals is sought, the following items and activities (in no particular order) are allowable and consistent with the goals of the award program.

- a) Preliminary data collection or initial, experimental stages of research that will likely result in proposals for external funding
- b) Time to initiate, continue or complete a major scholarly or creative work
- c) Interdisciplinary faculty teams to write major institutional or interdisciplinary proposals

Non-Allowable Items

- a) Travel to professional meetings or conferences
- b) Purchase of computers
- c) Predominantly commercial ventures
- d) Institutionally directed research (“work for hire”)
- e) Faculty development
- f) Service projects
- g) Curriculum/course development
- h) Reimbursement for expenses already incurred

Additional Restrictions and Allowances

- a) Released time may be requested for no more than two consecutive semesters.
- b) Unfunded proposals may be revised and resubmitted for consideration in a future funding cycle.
- c) Unfunded Summer Research Award proposals may be revised and submitted for consideration for a Faculty Research Fellowship Award, so long as the revised application adheres to these FRF guidelines.
- d) Recipients remain eligible for other awards in the same year. However, duplicate funding from any source for the same scope of work or for supplies, services, or materials is not permitted.
- e) A person may not be awarded a FRF and a Sabbatical Leave Award during the same academic year (September through April). Faculty who apply for both and are successful must choose to receive only one award. (However, applicants may be awarded both a FRF and a Summer Research/Creative Activity Award in the same or consecutive fiscal years.)
- f) Only one FRF or Sabbatical Leave Award is allowed during two consecutive fiscal years.

Feedback to Applicants

If requested, the University Research and Sabbatical Leave Committee chair will share with applicants the strengths and weaknesses of their proposal as perceived by reviewers, as well as its score and ranking. The committee chair will not disclose the scoring forms, written comments, or identities of individual reviewers.

Requirements of Award Recipients

- a) Faculty members on FRF leave shall agree to return to service with EMU for two semesters in the year immediately following expiration of the leave, or to reimburse to EMU an amount equal to the salary and fringe benefits paid by EMU during their leave, unless this obligation is specifically waived or deferred by the President. In cases of death, accident, or illness causing the faculty member to be unable to return, this obligation shall be waived.
- b) Any revision or alteration of an awarded proposal (including the budget) requires prior written approval by the Associate Provost and Associate Vice President for Graduate Studies and Research.
- c) Any nonexpendable materials acquired with funds provided under this program become the property of Eastern Michigan University, and are subject to property-control procedures.
- d) In accepting funding for a proposal, the recipient agrees to submit (during the semester following the conclusion of the award period) a final report (maximum two pages) to the Associate Provost and Associate Vice President for Graduate Studies and Research with copies to the awardee's department head and dean. Faculty with overdue reports are ineligible for internal funding and, as stated in the EMU-AAUP collective bargaining agreement, may have their pay withheld.