Faculty Research Fellowship Guidelines

(for applications due on January 31, 2023)

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). Although each faculty member is permitted to submit no more than one proposal per award program per year, 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. Each team member must describe their specific contributions to the project.

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. **(Please allow yourself adequate time to answer our application questions in InfoReady and for Infoready to accept your proposal.)**

April 3rd (April 1st falls on Saturday) : 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.* The name of the pdf must be applicant's last name, first name, award and year. Example: **Smith_Johanna_FRF_2023**
- To qualify for Committee review, all application information and the uploaded pdf version of the proposal must be accepted and reposited by InfoReady no later than 23:59:59 (11:59:59 pm) on the deadline date.
- Proposals may not be altered in any way after they are uploaded to InfoReady Review.
- Each person may submit no more than one proposal per award each year.

Proposal Elements

The Review Committee will assign heavy scoring deductions to proposals that do not comply with these technical requirements.

The single proposal file must be a pdf file and must contain the following proposal elements:

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

- Title page (1 page): include project title; name, rank, and home department of applicant(s); brief abstract; and the precise award requested, indicating the amount of release requested (double space, 1" margin, 12 point Times New Roman font).
- Project narrative (4 pages maximum): project description, project implementation plan, detailed budget (if requested), time justification, and benefits. The narrative must be double-spaced on numbered pages in 12-point Times New Roman font with one-inch margins (timelines, figures, captions, tables can be single spaced). *Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists. Reviewers are not obligated to follow hyperlinks.*
- Capability Statement/Likelihood of Success: One page detailing the applicant's likelihood of completing the project. The page can take the form of a narrative (1 page maximum) addressing the applicant's qualifications and capability of successfully completing the project or a CV (1 page maximum) of applicant's disseminated scholarly/creative activities over the past five years, or a combination of narrative and CV (1 page maximum). Any narrative must be double-spaced in 12-point Times New Roman font with one-inch margins; any CV portion may be single-spaced in 12-point Times New Roman font with one-inch margins.
- A separate page (1 page) listing: 1) internal awards (Summer, FRF, Sabbatical) **pending or secured** during the last five years, including final outcomes (a list of relevant presentations, publications, grant applications, etc.) or your current stage in the process of dissemination. If no outcome is listed, the committee will assume there was NO outcome to report. 2) external grant applications in the previous 5 years (funding decisions and outcomes are not required). The list of internal/external awards may be single spaced but must be in 12-pt. Times New Roman font with one-inch margins. If no fellowships, grants, or awards have been applied for or received over the past five years, this page must still be included with the word 'None' in the appropriate places.

Optional:

- Appendices as appropriate (may include references, contracts, letters of permission/access, tables of contents, survey instruments, etc.). Appendices may be single spaced. Note that reviewers are not obliged to read appended material. If (a) Human Subjects or (b) Animal Care & Use or (c) Institutional Biosafety approval is needed and has been granted, please submit a copy of approval at this time. If not yet granted, a copy of your approval must be placed on file 30 days before the semester of the release.

Evaluation Criteria

Applications are evaluated on:

a) Title Page & Abstract: Abstract is understandable and addresses specific purposes of the award (double space, 1" margin, 12-point Times New Roman font).
b) Project Description: Need/significance within the discipline is addressed. Goals and objectives are worthwhile, clearly stated, and feasible (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, tables can be single spaced).
c) Project Implementation: Well-conceived work plan, methodology and timeline. Outcomes assessment is included (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, captions, tables can be single spaced).
d) Budget/Release Time Justification: Scope of work is appropriate for requested time. Justified, line-item budget if money is requested (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, captions, tables can be single spaced).
e) Benefits: Proposal discusses the overall benefit(s) to the applicant, to students, to the discipline, to EMU, and/or to the wider community. Benefits can include collaborative relationships, external funding,

patents or copyrights, publication, artistic works, or performances, and learning opportunities for EMU students (double space, 1" margin, 12-point Times New Roman font).

f) Capability Statement/Likelihood of Success: Applicant's previous scholarly/creative activities suggest they can successfully achieve the project goals in the stated time. Titles of internal awards (Summer, FRF or Sabbatical) received during last five years, including final outcomes (presentations, publications, grant proposals, and other disseminations). Applications submitted for external funding during past five years (external funding decisions and outcomes are not required). (Double spaced narrative; CV can be single spaced, 1" margin, 12-point Times New Roman font).

Please see the University Research and Sabbatical Leave Committee (URSLC) 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, including travel to archive and research sites, or initial experimental stages of research that will likely result in proposals for external funding
b) Time to initiate (higher performance) or complete (lower preference) 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) Publication charges
c) Purchase of computers
d) Predominantly commercial ventures
e) Institutionally directed research ("work for hire")
f) Faculty development
g) Service projects
h) Curriculum/course development
i) 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 more than one major internal award (FRF, or Sabbatical Leave) during the same academic year. Faculty who apply for more than one 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 URSLC 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) If Human Subjects, IACUC or Institutional Biosafety approval is needed and has been granted, please submit a copy of approval at this time. If not yet granted, a copy of approval should be placed on file 30 days before the semester of the release.

b) 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.

c) Funds cannot be released to award recipients until the EMU Outside Interests Disclosure Form has been completed for this project.

d) 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 (AVP-GSR). If an award recipient fails to abide by this policy, the AVP-GSR will document that fact with the URSLC at the time of the person's next submission for an internal award.

e) Any materials acquired with funds provided under this program become the property of Eastern Michigan University, and are subject to property-control procedures.

f) 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 AVP-GSR with copies to the awardee's department head/school director 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.

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