



MEMORANDUM

TO: New Tenure-Track Faculty

FROM: Ray Vaughn, Ph.D.
Vice President for Research

DATE: September 18, 2013

SUBJECT: 2014 UAH New Faculty Research Program
Request for Proposals

I am pleased to announce the UAH New Faculty Research (NFR) Program. This program is intended to assist UAH's new tenure-track faculty members secure external funds in support of their scholarly interests.

- Eligibility – Tenure-track professors who have been at UAH for less than three years at the time of proposal submission.
- Maximum award is \$10,000, limited to one award per faculty member.
- Funds may be used to provide up to one month of faculty member's summer salary including fringe benefits. If funds are used for salary during the academic year, they must be in addition to the research time allotted by the faculty member's college.
- Funds may be expended over a two-year period from the award date.
- Student tuition is not covered by the grant.
- Total funding available is anticipated to be \$120,000.

More details can be found in the attached 2014 UAH New Faculty Research Program (NFR) Request for Proposals (RFP).

Your final proposal should be received by the Office of Sponsored Programs by **5:00pm on Monday, October 28, 2013**. The NFR Review Committee, which is populated by your peers, will meet shortly thereafter to review proposals. It is intended that awards will be announced by the end of the Fall semester and will begin the first day of the Spring semester. Questions should be addressed to Dr. Ray Vaughn, ray.vaughn@uah.edu or 824-6100.

We look forward to receiving your proposals, and to facilitating the research efforts of our newest faculty members at UAH.

c: Dr. Robert Altenkirch
Dr. Brent Wren



**REQUEST FOR PROPOSALS
UAH 2014 NEW FACULTY RESEARCH (NFR) PROGRAM**

**SPONSORED BY
THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH**

1.0 OVERVIEW

The UAH Office of Vice President for Research announces the availability of \$120,000 in grant support for the New Faculty Research (NFR) Program. This internal grant program is designed to encourage the research efforts of UAH new faculty through participation in externally-funded research activities in her/his respective field of study. The NFR Program is not intended for support of work which is part of a scheduled course, development of course curricula, part of an on-going sponsored research project, purchase of equipment for non-research purposes, student tuition, or to satisfy requirements for a student's degree. Faculty are limited to the award of one NFR program grant.

2.0 ELIGIBILITY

Eligibility for participation in the NFR Program is limited to tenure-track faculty members who have been in such a position at UAH for less than three years at the time of the submission of their proposal.

3.0 NFR AWARDS

The NFR Review Committee will meet within one month of the closing date to review proposals. A total of \$120,000 is available for award. Proposals of all funding levels are allowed, up to a maximum funding request of \$10,000. The selected proposers will be notified as soon as possible by the Office of the Vice President for Research.

The 2014 NFR awards must be expended within two years of the award date. No-cost-extensions of this date for highly unusual circumstances must be requested from the Vice President for Research. Eligible expenditures include faculty salary during the summer, faculty salary during the academic year above the research time (if any) allotted by their College; research-related equipment; student wages necessary for the completion of the proposed research project (tuition is not an eligible expense); travel required for the completion of the research; research-related materials and supplies; publication costs related to the proposed research project; and facility user fees necessary for the completion of the proposed research.

4.0 REPORTING REQUIREMENTS

All NFR awardees are required to submit a one-page progress report in September, 2014, to the Office of the Vice President for Research. In addition, all NFR awardees are required to prepare a one-page final report summarizing their research results and listing external funding opportunities pursued. This final report should also note any accomplishments enabled by the NFR grant, to include journal papers published, and patent or copyright applications filed. The final report is due to the Office of Vice President for Research by **November 2, 2015**.

5.0 REVIEW OF NFR PROPOSALS

Awards will be made by the Office of Vice President for Research after consideration of the recommendations by the NFR Review Committee. The Review Committee will consist of the Associate Vice President for Research, one senior faculty member appointed by the Dean of each of the Academic Colleges, a representative of the Faculty Senate and two Research Center Directors appointed by the Vice President for Research. The Associate Vice President for Research will serve as the Chairman of the Review Committee. The Review Committee's evaluations are based on the proposal evaluation criteria in Section 7.0.

Please note that the Review Committee consists of faculty members and research staff from various and diverse fields of study. Therefore, the PI should endeavor to write her/his proposal in lay terms such that it is understandable by a colleague who is **not** a subject matter expert in a directly-relevant discipline.

6.0 NFR PROPOSAL FORMAT

The proposal length **should not exceed eight double-spaced pages**, excluding the cover sheet, the budget pages, a brief vita, and a list of prior sponsored research grants. The proposal should have one-inch margins and use Times New Roman 12-point font. To assist with proposal evaluation, all proposals must follow the format provided in Appendix A. In the interest of fairness to all faculty, any proposal exceeding the page limit, not conforming to the margin and font requirements, or not following the format in Appendix A may be returned without review at the discretion of the review committee.

7.0 EVALUATION CRITERIA

Specific proposal-related evaluation criteria are:

1. Overall scientific, technical, or scholarly quality of the proposal. (25 points)
2. Clarity of the proposed methodology and analyses. (20 points)
3. Reasonableness and realism of the budget. (15 points)
4. The Principal Investigator's capability to perform the research. (20 points)
5. Potential of developing a more detailed research proposal for submission to federal and state agencies or other sponsoring organizations. (20 points)

8.0 CONDITIONS FOR AWARD

Upon award, it is anticipated that an account will be established within the awardees' department and funds will be transferred into this account. It is then the responsibility of the awardee and her/his department chair to assure that the funds are expended in accordance with the proposal. Any funds remaining at the end of the award period will revert back to the Office of the Vice President for Research. Any significant changes in scope or budget must be cleared through the Office of Sponsored Programs.

9.0 SUBMISSION INSTRUCTIONS

A single PDF file of your final proposal should be received by your respective college or center's contract administrator via email in the Office of Sponsored Programs *by the close-of-business (5:00 P.M. CST) on Monday, October 28, 2013*. A single hardcopy of your final proposal, received in the Office of Sponsored Programs by the same deadline, would also be acceptable. Those proposals received by 5:00 P.M. will be considered on-time, and those *proposals received after 5:00 P.M. will be considered late* and may not be reviewed at the discretion of the review committee.

APPENDIX A: PROPOSAL FORMAT

In order to ensure a level playing field, all proposals should follow the format given below:

I. Cover Page (provided at the end of this Call for Proposals)

II. Proposal Title

III. Summary

Please provide a brief summary, not to exceed one double-spaced page, which summarizes your proposed activity and its key objectives to a lay person.

IV. Background

Please provide an overview of the problem to be addressed, or ideas to be explored, to include a brief discussion of the present state of knowledge or thought in the field.

V. Technical Objectives and Approach

Include a description of the overall objectives and the justification of the proposed work. Describe the plan of work, including a description of the proposed methodology and analyses procedures. Relate the proposed work to the present state of knowledge or thought in the field provided above.

VI. Benefits to Faculty Member

Discuss how this proposed activity will advance the research interests of the Principal Investigator. Address how this research will lead to follow-on externally-sponsored funding for the PI, including

information about specific targeted funding programs and sponsors when possible.

VII. Budget Justification

The appropriateness of the budget will be one of the proposal evaluation factors. To be helpful, some guidelines for constructing the budget are given below. Please provide an appropriate level of detail to allow for an informed evaluation of your proposed budget. Please work with the Office of Sponsored Programs in developing your budget in the appropriate format.

1. Salaries, wages and fringe benefits

A faculty member may budget summer salary, or salary funding during academic year that is above the research time (if any) allotted by the College.

Funds may also be used to support salaries for individuals other than the faculty member if their work is critical to the completion of the research project (provided this is addressed in Section VII – Budget Justification). Typical examples are: graduate and undergraduate student support required in the acquisition, development and preparation of research materials and data, machine shop time, and equipment operation assistance. Note that student tuition support is not an eligible expense under the NFR program.

2. Research-related Equipment/Instrumentation

Any equipment acquired under the grant is owned by the University. All purchases for equipment must be supported in the proposal relative to its need for accomplishment of the proposed research effort.

3. Research-related Operating Expenses

Please break out the total operating expenses necessary to complete the proposed activities into the following three categories: Supplies, Duplication/Reproduction/Software.

4. Travel

Justification of travel and explanation of its role in accomplishing the research project must be included in the proposal.

5. Books, Periodicals, Microfilm, etc.

Provide a brief list and justification of items in this category.

6. Publication Costs

Publication of the results of the proposed research in well-respected scholarly journals is encouraged, and the associated publication costs may be included in the budget.

VIII. Sponsored Research

Please list all current and pending contracts and grants of the Principal Investigator

Note that the NFR awards are not intended to support work of an on-going sponsored research project. Therefore, if there is a chance that the proposed activity may incorrectly be perceived by the Review Committee as part of an ongoing sponsored project, please include in this section a brief statement (up to 250 words) distinguishing how the proposed activity differs from the ongoing work.

IX. Vita

A two-page maximum vita on the principal investigator should also be included with the proposal.

PROPOSAL COVER SHEET
2014 NFR PROGRAM

Title: _____

***Thrust Code (categories available on OSP web site):** _____

Requested Budget: _____

Principal Investigator: _____

Principal Investigator's Signature/Date: _____

PI Department: _____ **Bldg./Room #:** _____

College: _____

Phone: _____ **Email:** _____

Approvals

Dept. Chair: _____ **Signature/Date:** _____

Dean: _____ **Signature/Date:** _____

OSP: _____ **Signature/Date:** _____

*Thrust Codes can be found at: <http://www.osp.uah.edu/documents/ThrustAreas.pdf>