ORC GRANTS

The Organized Research Committee (ORC) recommends funding to support research activities of tenured/tenure track faculty. Deadlines are announced to the faculty in the fall semester. Check our web site for updates.

Faculty members are asked to submit their proposals to their faculty chairs with sufficient time to allow review by the Departmental Review Committee, the chair, and the Dean to meet this deadline. We leave it to the discretion of the departmental chairs to determine how much time they will need to review proposals submitted by their faculty. Your Department Chair will receive all proposals for your department and deliver them to the ORC chairperson.

Faculty members currently holding active ORC grants are ineligible for this round of funding. Further, individuals who have received *past* funding and have *completed* both the *project* and the *funding phase* must file a progress report with the VPAA (and the ORC to accompany the proposal) to be eligible for consideration this year.

GUIDELINES

In awarding grants, the ORC will give priority to:

▪Basic or applied research in a recognized discipline.

▪Pilot research projects or studies designed to enhance requests for funding from outside sources.

▪Proposals that include a section that describes how this research will impact the mission of UHD.

▪Proposals for research that will involve direct participation by UHD students.

Research grants will NOT be awarded for activities unrelated to *research* such as:

▪Writing study guides, lab manuals, textbooks, etc.

▪Course preparation

▪Conference attendance unrelated to research

Principal Investigator (PI or Proposer) *may* **request funds for:**

▪*Reassigned time* to conduct research (request budget figure from chair)

> **Note:** If reassigned time is being requested, the principal investigator (PI, proposer) must secure written approval from the department chair and the college dean. Reassigned time will be granted during the spring, fall, or summer semesters, and the principal investigator (PI, proposer) should confer with relevant department chair concerning which semester during the term of the grant reassigned time will be awarded.

▪The purchase of *equipment and/or supplies* necessary for research but not available through the university or other sources (specifically excludes computer hardware).

▪Necessary *research services* --those not provided by the university (e.g., copying costs, research assistants, etc.). Computer time is available at no charge to faculty members; contact the Department of Information Resources for information (x8031).

▪*Travel expenses* for data collection or other research activities, including travel expenses to present these research findings at a conference.

▪*Summer salary* to conduct research.

Proposals should be written in language readily understandable to faculty outside the applicant's discipline.

The <u>following criteria</u> will be used by the ORC in the evaluation of the proposals:

A. Strength of the proposal

1. A comprehensive description stating the project's goals, research design, data analysis when appropriate, and plan for dissemination of project results

2. Adherence to proposed format

3. Justification for each budget item and the institution's ability to fund it.

B. Qualifications of the principal investigator (PI, proposer)

1. A demonstrated ability of the principal investigator(s) to carry out the project within 18 months.

2. The researcher's track record and previous experience and/or approaches to the problem

3.Submission of final or interim report on previous ORC awards. (Attach a copy of the report for those projects funded by the ORC in the past 3 years).

C.Likelihood of success

    1.A high probability that the research will lead to new information, and the opportunity for presentation at a professional meeting and journal publication

    2. In the case of pilot research, a high probability it will attract external funding or recognition in the field.

PROPOSAL FORMAT

I.Title/Cover Page (limit: 1 page)

    A.Title of Project

    B.Principal investigator's (PI, proposer) name, rank, department

    C.Summary: a maximum 200-word summary including research objectives, significance and anticipated benefits

II.Project Description (limit: 3 pages)

    A.Project Design

        1.Introduction

            a.Description of problem being studied (include hypotheses variables if applicable)

            b.Relation of the proposed project to the present state of knowledge in the field and to any previous work done or in progress.

        2.Methodology

            a.Identify sample, especially if research deals with human subjects (Note: Proposals dealing with human subjects must be submitted to the Human Subjects' Committee before submission of this proposal - notify the ORC Chair if you fit this category and attach a copy of your HSC paperwork.) Funding is contingent upon HSC approval.

            b.Briefly describe any apparatus needed to conduct the project.

    c.Describe in detail the procedures to be used in the execution of the project.

   3.Expected Results and Discussion

     a.Briefly state the data you intend to collect and the statistical treatment of them, if applicable, as well as your expected findings

     b.Briefly discuss the meaning of your expected findings. Explain how the results are expected to influence future research

  B.Plan of work: timetable and justification of budget items

  C. Provide a brief statement of the principal investigator's (PI, proposer) qualifications to conduct this research.

III.Budget (limit: 1 page) to include only appropriate items

  A.Reassigned time (include cost to specific department for replacement adjunct)

  B.Special purpose equipment (items with useful life of more than one year and a unit acquisition cost of $250.00 or more)

  C. Materials and supplies (itemize and justify)

  D. Travel expenses related to proposed research (for conducting research or for communication of the findings). Itemize, justify, and use state accounts allowable.

  E. Other costs (e.g., publication/page charges for research that is to be published should be included in the request).

IV. Appendices (limit 20 pages) *One copy only*

  Provide supporting documentation for Part II: e.g., vita, references.

SAMPLE BUDGET

A. Reassigned time for one course $2000.00
      (ask department chair for amount required for adjunct salary)

B. Equipment
      Oscilloscope B & K Model 1011 $420.00

C. Materials and supplies
      Miscellaneous electronic supplies
      (resistors, capacitors, semiconductors) $80.00

D. Travel expenses to collect data, utilize libraries
      (120 mi @ $0.28/mile) $33.60

TOTAL BUDGET $2533.60

SAMPLE BUDGET #2

A. Reassigned time for one course
    (ask chair for amount) $1500.00

B. Page costs (# pages @ X cents/page) $240.00

TOTAL BUDGET $1740.00

PLEASE SUBMIT ONE PAPER COPY OF COMPLETE PROPOSAL, A COPY ON DISK, AND A HUMAN SUBJECT APPROVAL FORM OR PAPERWORK SUBMITTED TO THE HUMAN SUBJECTS' COMMITTEE (if applicable)

Organized Research Request Form

This form must be completed and attached to your proposal before submission to the university-wide Organized Research committee.

Name _____

Department _____ **Office** _____

Phone _____ **E-mail** _____

Title of Proposal : _____

Brief Description of Proposal :

Briefly describe how funding this proposal will enhance the UHD mission.

Total Amount of Funding Requested:

        Budget Information (indicate amount of funding requested for each category)

        Travel _____   Supplies _____   Library/on-line searches _____   Printing _____

             Reassigned Time _____   Other (specify) _____

Are you requesting funds from other sources to help fund this proposal? Yes   No

       If Yes, indicate the source(s) and the amount of funding being requested.

Recommendation and Signatures (Please note: All proposals are to be submitted to the University-level ORC, regardless of the Departmental Committee, Department Chair, and Dean recommendations.)

Departmental Committee:

Recommendation - Approve   Not Approve

_____Date_____
Committee Chair

Department Chair:

Recommendation - Approve   Not Approve

_____Date_____
Date

Dean:

Recommendation - Approve   Not Approve

_____Date_____

University Organized Research Committee:

Recommendation - Approve   Not Approve

Amount of Funding Recommended:

Justification for Recommendation:

_____Date_____
Committee Chair

Provost:

Recommendation - Approve   Not Approve

Amount of Funding:

_____Date_____
Provost