UM-ST. LOUIS COLLEGE OF ARTS AND SCIENCES
RESEARCH AWARDS GUIDELINES AND FORMAT

Deadline: 5 PM, Tuesday, April 14, 2015

Purpose: College of Arts and Sciences (CAS) Research Awards should strengthen faculty research and creative activities and support faculty whose competitive position for external funding will be improved by such assistance. Awards also are given to help faculty in all disciplines maintain an active research program, even if external funding is difficult to obtain. Special consideration, particularly for summer research support, will be given to junior faculty to assist them in establishing a strong research record.

Funding restrictions:

- The CAS Research Awards Committee will fund proposals in the range of $1,000 to $12,500. Requests in excess of $12,500 are more suitable for submission to the UM Research Board. The Committee will consider the appropriateness of the budget and may award less than the requested amount.
- The CAS Research Awards Committee encourages applicants to seek guidance from senior colleagues from their unit who have received external funding. This consultation is particularly important for untenured faculty members.
- Funds may be requested for research assistants, equipment, supplies, travel to research locations, and modest summer salary support for untenured tenure-track faculty only.
- Funds will **not** be awarded for 1) travel to conferences (available to non-tenured tenure-track faculty through the Office of Research Administration's Travel Award program), 2) summer salary for tenured faculty, or 3) research leaves, sabbatical leaves, or for teaching buy-outs.

Eligibility and General Guidelines:

- Eligible applicants are full-time tenure-track and tenured faculty, who will remain employed by the University for one full year following the end of the award period.
- Funds must be expended within two years of award date.
- Postdoctoral associates may be supported by their faculty mentors' awards.
- Applications will not be accepted from faculty who have final reports outstanding for completed projects from previous University research funding (CAS Research Awards or UM Research Board awards). New projects that are substantially different from a current award may be considered for funding.
- Only one application from a faculty member as principal investigator or co-principal investigator is allowed per proposal deadline.
- Any recipient who receives external or UM Research Board funding for essentially the same project must return the CAS Research Award funds to the extent of the overlap.
- If applicable, research must comply with federal guidelines for Human Subjects and Animal Subjects. For more information contact ORA and read the guidelines on their website: http://www.umsl.edu/services/ora/about/policies-compliance.html

Budget Considerations
- If the proposed research is to be carried out by faculty or students during the summer, the funded individuals may teach no more than one course during one summer session.
- Graduate students cannot be supported on a CAS Research Award if they simultaneously hold a Dissertation Fellowship, a Graduate School Fellowship, or a Graduate Student Summer Research Fellowship.
- Sufficient detail of budget items must be provided to allow the committee to evaluate the appropriateness of the item. For example, please specify why specific software is needed and justify this if similar software is available through the university.
- Travel expenses must conform to the same regulations as all other university travel. For information see: http://mutravel.missouri.edu/trav_vr.htm

APPLICATION FORMAT FOR CAS RESEARCH AWARDS

All pages of the proposal, starting with the Proposal Summary, must be numbered consecutively. The committee recognizes the educational value of preparing a proposal in the style used in the discipline and at a level appropriate for evaluation by disciplinary colleagues

1. **Completed Application Form** (includes itemized budget).
   http://www.umsl.edu/divisions/artscience/ (under News and Notes)

2. **Proposal Summary** (Limited to **one double-spaced** page, 12 pt Font)
   Summarize the objectives and significance of the research or creative activity for which Research Award funding is sought. This summary must be written in a manner that is <u>understandable to colleagues in all disciplines</u>.

3. **Proposal narrative** (Limited to **seven double-spaced** pages, 12 pt Font)
   Please include the following:
   - Objectives and significance of the proposed research or creative activity.
   - Relevant previous work by you and others.
   - Plans for accomplishing the objectives including methods, research design, the roles of all personnel involved and plans for access to any special resources.
   - Experimental design should be described in sufficient detail to be evaluated by colleagues in the same, or a similar discipline.
   - Tasks to be assigned to any research assistants and the qualifications required.
   - Proposals and manuscripts expected from this project.
   - Preferred starting date (explain if timing is critical).
   - Explicit justification for each budget item.
   - An explanation of why CAS Research Award funding is required.
   - Other support available or being pursued for this project, including support from the department, campus or external sponsors (matching funds will strengthen the application).
   - Other supporting material you wish to include (within the seven page limit)

4. **Literature cited** (Limited to **one single-spaced** page, 12 pt Font)
   - Provide bibliographic references for literature cited in the narrative.

5. **Support letters**
   - When matching commitments are involved, a letter documenting such commitment must be provided. No other letters are allowed.

6. **Accomplishments** (Limited to **two single spaced** pages each for the PI and any Co-PIs, 12 pt Font)
   Research and professional experience: List in reverse chronological order with dates: academic history; current position; previous employment; honors; awards; and creative works. Also, list in reverse chronological order the titles and complete references to <u>representative publications pertinent to this application</u>.

   Research support: List all internal research support (UMSL Research Awards, UM Research Board, Research Leave, Small Grants) and external research support received or applied for in the last five years. For each entry include the following information in this sequence: project title; funding source; your role (PI or co-PI); names of co-principal investigators; amount requested; amount awarded (if pending, state so here); support time period.

CRITERIA FOR EVALUATION:

The proposal will be evaluated on the following:
- Quality of work, especially the research design, which must be clearly communicated in the proposal. Significance of the work to the field and to the applicant's career.
- Feasibility of the project.
- Clarity and persuasiveness of the Summary. The proposal should not be written for a general audience, but the Summary describing the objective and significance must be written in a manner <u>understandable by non-disciplinary colleagues</u>.
- Anticipated improvement of the applicant's position for competitive external funds.
- Scholarly productivity of the applicant relative to academic rank.
- Results from prior University support.
- Proposals and manuscripts to which the requested funds will contribute.
- Strict adherence to application format. The CAS Research Awards Committee will not consider any proposals that do not conform to the guidelines.

SUBMISSION:

Review your application. Check to be sure you included all of the items listed for the Proposal Narrative, that you have followed the Application Format, and that you have thoroughly addressed the criteria for evaluation.

After obtaining all signatures the entire proposal must be scanned and submitted electronically as one PDF document to tanika@umsl.edu by 5:00 on the deadline date, **Tuesday, April 14, 2015**.

Reporting requirements:

Final reports must be submitted on the Final Report form available on the CAS Web site. Results of the research may vary depending on the discipline and the type of research supported. Reports should list accomplishments in bullet form. Please include grants proposals submitted and/or funded publications and presentations that have resulted from this award and information on student publications or presentations (including a thesis or dissertation) that were supported by this award. Reports should be no longer than two pages.