

# **INFORMATION FOR FACULTY RESEARCH AND DEVELOPMENT SUPPORT**

**2016 – 2017**



**Faculty Research & Development Committee**

<http://gradschool.cofc.edu/faculty-staff/research-and-development/index.php>

**FACULTY RESEARCH AND DEVELOPMENT  
COMMITTEE GUIDELINES**

***Programs of Support, Application Procedures and  
Evaluation Criteria***

**Introduction**

The Faculty Research and Development Committee is a committee of the College faculty charged with the responsibility to support and encourage faculty research and development at the College. The committee supports a wide range of professional activities that will benefit the College and the professional development of the faculty member. However, the committee identifies as a priority the support of faculty in their initial years at the College. The committee recognizes that research and faculty development vary from discipline to discipline. Although this program is open to all faculty members, preference is given to faculty who are tenured or who hold tenure-track appointments. Individuals and groups are welcome to apply for projects including research, professional non-degree training, interdisciplinary learning, and work with professionals outside the College. Proposals leading to external funding and proposals with interdisciplinary dimensions are also encouraged. (See the Faculty By-Laws, Article V. Section 12, for the description of the Faculty Research and Development Committee.)

**Support Available through the Faculty Research and Development Committee**

The College provides grants-in-time (release from teaching one course) and/or financial support for faculty research, professional advancement and development projects. All grants are awarded on the basis of proposals submitted to the committee. Three rounds of grants are awarded. The first round is awarded each fall for projects conducted during the spring semester; the second round is awarded each winter for projects conducted between spring commencement and fall registration; the third round is awarded each spring for projects conducted during the next fall semester. Grants may not exceed \$5,000 per project and grant recipients may not receive more than \$5,000 in Faculty R & D funds within any two consecutive calendar years. The awards timetable follows.

<u>Round #</u>	<u>Application Deadline</u>	<u>Funding Period</u>	<u>Final Report Due</u>
1	10/07/16	January 1 – May 15, 2017	June 30, 2017
2	01/06/17	May 16 – August 15, 2017	September 30, 2017
3	04/07/17	August 16 – December 31, 2017	February 15, 2018

Recipients of grants-in-time may not teach an overload during the same award period. No awards will be made to supplement salary during the academic year or during sabbaticals. A grant-in-time is awarded by the committee to the applicant’s department and covers adjunct replacement costs during the applicant’s release time (one course).

## Proposal Categories

Proposals for Faculty Research and Development Grants up to \$5,000 may be submitted in the categories of Faculty Research, Faculty Development, and Faculty Professional Support, as described below.

- A. *Faculty Research***— To help establish, maintain, and support scholarly and creative activities and research projects.
- B. *Faculty Development***— To assist faculty in improving their professional skills or in developing new areas of expertise. Types of activities include but are not limited to short courses, workshops, colloquia, ACE Fellowships, etc.
- C. *Faculty Professional Support***— To assist faculty in the dissemination of scholarly or creative work. Types of activities include but are not limited to: final preparation of manuscripts already accepted for publication; page costs for journal articles; shipping costs for art works in juried exhibitions. Normally, Faculty Professional Support covers non-travel expenses. Requests for supplementary travel expenses for participation in professional meetings should be directed to your own department.

## Proposal Sub-Categories

Proposals which meet the criteria for any of the following sub-categories should be identified as such on the proposal cover sheet.

***Starter Grants*** – The first grant or grants awarded to tenure-track faculty at the College of Charleston with total sum value not exceeding \$5,000 are classified as Starter Grants. The committee identifies as a priority the support of tenure-track faculty at the College to establish a program of research, scholarship or creative production. Faculty whose project will be conducted while still in a tenure-track appointment at the College of Charleston and who have not previously received Faculty Research and Development grants of total value equal to the maximum allowable for a single grant should identify their proposal as a Starter Grant on the proposal cover sheet.

***Teacher-Scholar Grants*** – The purpose of Teacher-Scholar Grants is to assist faculty with research or creative projects that directly or indirectly help enrich the intellectual lives of students. Types of activities include but are not limited to collaborative research as well as traditional scholarly activities that result in enhanced student learning in the classroom, lab, studio or field.

***Continuous Study Award*** – Note that both the Faculty Research and Faculty Development categories include the option of a Continuous Study Award for full-time work on a research or development project conducted during a continuous five-week period when not under contract to the College. Normally this period would be during the summer months. The dates for projects must be specified in the proposal. The recipient of a continuous study award may not accept supplementary employment during the term of the award, nor may the award be used to supplement sabbatical salaries during the fall or spring semesters. The award is included in the recipient's College of Charleston paycheck(s) during the study period and is taxable income.

## ***Other Types of Faculty Support Available at the College of Charleston***

### **Academic Departments**

All academic departments have research, development, and supplementary travel funds. Departmental policies vary on the use of these funds. Faculty with needs for support in any of these areas should consult first with their department chairs.

### **LCWA Strategic Plan Initiatives and Faculty Research Grants**

The School of Languages, Cultures & World Affairs offers two grants to support faculty and School projects. These grants are available to LCWA School faculty and to faculty across the College who work closely with LCWA School faculty in the LCWA interdisciplinary programs. Grant application forms for the LCWA Strategic Plan Initiatives and the LCWA Faculty Research Grants can be found at <http://lcwa.cofc.edu/faculty-grants/index.php>.

### **External Support**

Faculty members may wish to discuss with the appropriate academic dean, the Foundation, or the Director of the Office of Research and Grants Administration, the possibilities of generating public or private funds to support faculty development. Should a faculty member wish to pursue support in these areas, applications should be directed to the appropriate office(s) rather than to the Faculty Research and Development Committee.

### **Student – Faculty Research Awards**

The Undergraduate Research & Creative Activities (URCA) program offers support for undergraduate student research, creative activities and travel to conferences to disseminate research work. Although these are primarily student support grants and awards, their purpose is to expand the opportunities for undergraduate students and faculty to work collaboratively on projects. The URCA programs include the Academic Year Research Award (AYRA), the Research Presentation Grant (RPG), the Major Academic Year Support (MAYS) award, and the Summer Undergraduate Research with Faculty (SURF) award. Program information, award guidelines and deadlines may be found on the URCA website at <http://urca.cofc.edu/>.

### ***Application Procedures***

#### **Eligibility**

All members of the College faculty, as defined in the Faculty By-Laws, are eligible to apply for Faculty Research and Development Grants. Preference is given to faculty who are tenured or hold tenure-track appointments. Members of the Faculty Research and Development Committee are not eligible to apply to the Committee for grants from funds under its jurisdiction.

Committee members needing funding during their term of service remain eligible for other internal funding from department, school, and college research funds and grants. In exceptional circumstances, they may apply directly to the Provost for support of their research and/or professional development. Application for this exceptional funding should be made in accordance with deadlines for normal application to the Faculty Research and Development Committee, and proposals should adhere to all guidelines for that funding.



### **Application Deadlines**

The applications are to be submitted electronically to the Chair of the Faculty Research and Development Committee by 5:00 PM of the deadline date.

1st Round:	First Friday of October	10/07/16
2nd Round:	First Friday of January	01/06/17
3rd Round:	First Friday of April	04/07/17

***Deadlines will be strictly adhered to, with exceptions only being granted in extraordinary cases.***

### **Conditions of Awards**

- A. Individuals are limited to a total of \$5,000 in awards over any two (2) consecutive calendar years, e.g., awards for the funding periods January 1, 2014 through December 31, 2015.
- B. The Faculty Research and Development Committee does not support work toward completion of an academic degree on the part of the principal investigators.
- C. Awards will be made only for projects for which the proposer is one of the principal investigators.
- D. The Faculty Research and Development Committee does not determine whether a faculty member is to be released from teaching duties. Academic departments and the appropriate academic dean determine such release for research or development purposes. If a release is approved, the Faculty Research and Development Committee may award actual replacement costs for an award holder's release time, up to the award limit of \$5,000.
- E. Recipients of grants-in-time may not teach an overload during the award period. No awards will be made to supplement salary during the academic year or during sabbaticals.
- F. All awards are subject to all College of Charleston policies, including authorized expenditures, leaves, foreign travel, copyrights, patents, royalties, conflict of interest, and research involving human or animal subjects. Please see the website for the Controller's Office at <http://controller.cofc.edu/> and the website for the Office of Research and Grants at <http://www.org.cofc.edu/pub/>.
- G. Continuous Study Grant recipients may not accept supplementary employment during the five-week term of the award. No awards will be made to supplement salary during the academic year or during sabbaticals.
- H. Round 2 award recipients are expected to remain on the College of Charleston faculty the following academic year. If a recipient resigns from the faculty before the following fall term, the award funds must be returned to the College of Charleston. If the resignation is made before the grant funds are awarded, the award will be cancelled.
- I. All grant recipients must submit a final report to the Office of the Graduate School at the University of Charleston, South Carolina at the College of Charleston, to their Department Chair, and to the current Chair of the Faculty Research and Development Committee on work conducted during the tenure of the award. The final report must be submitted within six weeks of the end of the term of the award. The Faculty R&D Final Report form is available in Word and editable PDF formats and is able to be downloaded on the Graduate School website at

<http://gradschool.cofc.edu/facultystaff/researchanddevelopment/index.php>. The Final Report is mandatory, and if not submitted, the award recipient will be ineligible for future grant consideration.

- J. All grant expenditures must be submitted for reimbursement and/or salary by the dates indicated by the terms of the award.
- K. Applicants conducting research on human or vertebrate animal subjects are encouraged to obtain approval from the college IRB (Institutional Review Board) and/or the IACUC (Institutional Animal Care and Use Committee) by the time of the grant application, and must receive approval before funds can be released.
- L. While the awarding of grant funds will be administered by the Office of the Graduate School at the University of Charleston, South Carolina at the College of Charleston, the funds for all projects will be transferred to the recipient's academic departmental R & D budget for distribution. It will be the recipient's responsibility to work with the department head on the expending of funds within the project period and within designated budget categories. It is mandatory that the grant recipient submit the Final Report by the deadline date that outlines the proper use of the grant funds. Grant funds that remain unused for the specified grant are to be returned, and must be transferred from the academic departmental R & D account to the main Faculty R & D account to be awarded in the next funding period.

## **Application Forms**

The cover sheet and complete application instructions are available on the Graduate School website <http://gradschool.cofc.edu/facultystaff/researchanddevelopment/index.php>. Please direct questions to the Chair of the Faculty Research and Development Committee. It is generally advantageous to review the project design and the proposal with one or more members of the committee before it is finalized and submitted, although this does not guarantee funding of the proposal.

***Failure to conform to the current application format (see instructions) will bias the Faculty Research and Development Committee against the application.***

## ***Evaluation Procedures***

The criteria the Faculty Research and Development Committee use include the following during the evaluation of proposals:

## **The Quality of the Project**

- A. How significant is the project for the discipline or disciplines involved?
- B. How will the results benefit the College and the professional development of the investigator? Will the project result in desirable program changes, teaching innovation, publication, exhibition, and/or performance?
- C. Is the logic, methodology or plan adequate to achieve the proposed results?
- D. Is the proposed time schedule realistic?
- E. Will the proposal lead to external funding or other new resources for the College?

## Quality of the Proposal

- A. Is the proposal clear, well organized, and understandable to non-experts? Is the proposal complete and fully detailed in describing the project? Does the proposal conform to the application format?
- B. Is the proposal well written and typed? The committee will be biased against proposals that are carelessly written and poorly proofread.
- C. Does the proposal show familiarity (in references, bibliography, etc.) with the work that is most important to the proposed project?
- D. Is the budget realistic? Does the budget clearly state and justify the necessity and cost of each item (e.g., salary, equipment, travel, and student assistance)? The committee identifies as a priority the support of faculty in their initial years at the College. The committee also encourages proposals from faculty working in new research and teaching areas. The committee weighs the curriculum vitae to assess the likelihood the principal investigator will be successful in carrying out the project.

The committee encourages faculty to apply for external funding for research and development projects.

## INSTRUCTIONS FOR COLLEGE GRANT PROPOSALS

### General Instructions

Applications for College Grants must include the following items:

1. A completed and signed cover sheet available on the Graduate School website, downloadable at the Faculty R&D Grant Information link  
<http://gradschool.cofc.edu/facultystaff/researchanddevelopment/index.php>
2. A project summary (one page).
3. An itemized budget (one page). The budget is mandatory and should be stated separately from the text.
4. A description of the project (including any references), not to exceed four (4) single-spaced typed pages. (Font size, at least 12 point.)
5. A brief statement describing the status of the IRB/IACUC application, for proposals involving research on human or vertebrate animal subjects.
6. A curriculum vitae of each principal investigator.

***THE COMPLETED APPLICATION, INCLUDING A SIGNED COVER SHEET, MUST BE SUBMITTED ELECTRONICALLY TO THE CHAIR OF THE FACULTY RESEARCH AND DEVELOPMENT COMMITTEE NO LATER THAN 5:00 PM OF THE DATE SPECIFIED ON THE CALL FOR PROPOSALS. IT IS ACCEPTABLE FOR THE COVER SHEET INCLUDED IN THE ELECTRONIC VERSION TO BE UNSIGNED AS LONG AS A SIGNED PAPER COPY IS ALSO DELIVERED TO THE OFFICE OF THE DEAN OF THE GRADUATE SCHOOL OF THE UNIVERSITY OF CHARLESTON, SOUTH CAROLINA AT THE COLLEGE OF CHARLESTON BY THE SAME DEADLINE.***

**APPLICANTS ARE STRONGLY ENCOURAGED TO SUBMIT A SINGLE PDF DOCUMENT WHICH INCORPORATES ALL SIX ITEMS ABOVE. ADDITIONAL MATERIALS, SUCH AS ART PRINTS, PHOTOGRAPHS, OR MUSIC CD'S, SHOULD BE DELIVERED TO THE OFFICE OF THE DEAN OF THE GRADUATE SCHOOL BY THE CALL FOR PROPOSAL DEADLINE.**

### **Specific Instructions**

1. The **project summary** should be written in terms clear to evaluators who are not specialists in the discipline. Summaries may be up to one page in length. Indicate in your summary the type of grant.
2. The **itemized budget** must clearly state and justify the necessity and cost of each item. Budgets may include items in such categories as salary, personnel (e.g., secretarial or student assistance), travel, equipment\*, supplies, and duplicating. Budgets should indicate the estimated replacement cost for any grant-in-time required. Standard rates should be used in determining budgets; deviations from standard rates must be justified. Travel and *per diem* expenses should not exceed College rates.

*\*If you include equipment expenses in your budget, be sure to specify why your department cannot cover this cost.*

3. **Proposal narrative** Describe the project under the following categories [a-e] (except Faculty Professional Support, which only requires a one-page description). *Applicants should provide detailed narratives, not to exceed four single-spaced pages.*
  - a) Include a description of the nature, method, objectives, and significance of the project. It should be **understandable to academic colleagues who are not experts in the field.**
  - b) Include a description of the expected results and/or impact. Discuss the mode and place of communication of results and practical consequences of the project.
  - c) **Include a timetable for the project.** Give the present state of the project, expected completion date, and an outline of work to be done in the time covered in the application. Applicants for Continuous Study Grants must propose to work during a continuous five-week period. In choosing the five-week period for your work, please keep in mind that there can be no carryover of the Faculty Research and Development budget between fiscal years. This means that all your expenses, including salary, must be reimbursed *before or after* June 30. Make the fiscal year decision on the Application Cover Sheet. *For budgetary reasons, it is preferable if your research is substantially completed before June.*
  - d) State current support for this project, listing both College and external sources of support, with amounts awarded. If there is current support, please explain why it does not cover the expenses for which you now seek assistance.
  - e) Describe efforts made to secure both internal and external funding and/or support for this project. Indicate grant proposals written and agencies contacted.



## **INSTRUCTIONS FOR COLLEGE GRANT RECIPIENTS**

Award recipients should arrange for the timely expenditure of their grant award as soon as possible after notification. This is especially important for Round 2 proposals, since the summer spans two fiscal years (see item 3.c. of the previous section). Award recipients will be given written guidelines for the expenditure of grant funds in accordance with College of Charleston policy. Expenditures must be based on the budget submitted with the successful grant proposal. While the awarding of grant funds is administered by the Graduate School Office, the funds for all projects will be transferred to the recipients' academic departmental R & D budget for distribution and management by the academic Department Head. Grant funds that remain unused for the specified grant are to be returned, and must be transferred from the academic departmental R & D account to the main Faculty R & D account to be awarded in the next funding period.

All award recipients **must** submit a **Final Report** to the Dean of the Graduate School at the University of Charleston, South Carolina at the College of Charleston, to their Department Chair, and to the current Chair of the Research and Development Committee within six weeks of the end of the term of the award. The Final Report Cover Sheet is included as the last page at the end of these guidelines and is also available on the Graduate School website at <http://gradschool.cofc.edu/facultystaff/researchanddevelopment/index.php>.

The Final Report should be submitted electronically. If a Final Report is not submitted to the Research and Development Committee, the award recipient will be ineligible for future grant consideration.

Award recipients are expected to complete their projects within the specified award period. In the rare instance when it proves impossible for an award recipient to undertake his or her project during the actual period for which the award was made, a letter detailing the problem(s) should be sent to the Chair of the Faculty Research and Development Committee, with a copy to the Dean of the Graduate School at the University of Charleston, South Carolina at the College of Charleston. The Committee, in consultation with the Dean of the Graduate School at the University of Charleston, South Carolina at the College of Charleston, will decide if the recipient should resign the award, re-apply for support in another term, or receive an extension of the project end-date.

Applicants should direct any questions they have about the application process, proposal development, or award procedures to the current Chair of the Faculty Research & Development Committee or the Dean of the Graduate School at the University of Charleston, South Carolina at the College of Charleston.

**COLLEGE OF CHARLESTON  
FACULTY RESEARCH AND DEVELOPMENT COMMITTEE  
GRANT APPLICATION COVER SHEET**

(Submit the complete grant application electronically to the Chair of the Faculty R&D Committee. Submit the cover sheet signed and dated to the Dean of the Graduate School, University of Charleston, S.C. at the College of Charleston by 5:00 pm on the dates below.)

\_\_\_\_\_ First Round (10/07/16)          \_\_\_\_\_ Second Round\* (01/06/17)          \_\_\_\_\_ Third Round (04/07/17)

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

\*In which fiscal year will your project take place?    \_\_\_ FY 16 - 17    \_\_\_ FY 17 - 18

Please refer to the Guidelines to insure that you comply with conditions for the category of award you seek.

A copy of the guidelines may be found at the Faculty and Staff Resources link at  
<http://gradschool.cofc.edu/faculty-staff/research-and-development/index.php>

**Which category of award do you seek? (Check one)**

\_\_\_\_\_ Faculty Research Grant          \_\_\_\_\_ Faculty Development Grant          \_\_\_\_\_ Faculty Professional Support

**Check all sub-categories that apply.**

\_\_\_\_\_ Starter Grant (Check if the period of the grant is during your tenure-track appointment as a faculty member at the College of Charleston and your proposal meets the Starter Grant criteria.)

\_\_\_\_\_ Teacher-Scholar Grant (Check if your proposal meets the Teacher-Scholar Grant criteria.)

\_\_\_\_\_ Continuous Study Award (Check if your proposal meets the Continuous Study Award criteria.)

**Total Amount requested? \$ \_\_\_\_\_**

**Have you received Faculty R & D support for the funding periods January 1, 2015 through December 31, 2016? (Yes/No) \_\_\_\_\_ (If yes, list the amounts and dates in the spaces below)**

**Do you expect to receive funds from any other source for this project? (Yes/No) \_\_\_\_\_ (If yes, list the sources(s) and amount(s) of the funding below)**

**Does the proposal involve research on human or vertebrate animal subjects? (Yes/No) \_\_\_\_\_ (If yes, include a brief statement describing the status of the Institutional Review Board (IRB) and/or Institutional Animal Care and Use Committee (IACUC) application. Such an approval must be obtained before research and development funds can be released.)**

SIGNATURE, Applicant \_\_\_\_\_ Date \_\_\_\_\_

**Attn: Chair & Dean: Funds for successful proposals will be transferred into the departmental R & D account, unless otherwise stated in the award disbursement email (usually the only exception is summer funding).**

SIGNATURE, Department Chair \_\_\_\_\_ Date \_\_\_\_\_

SIGNATURE, Dean \_\_\_\_\_ Date \_\_\_\_\_

**COLLEGE OF CHARLESTON  
FACULTY RESEARCH AND DEVELOPMENT COMMITTEE  
FINAL REPORT COVER SHEET**

REPORTS ARE DUE WITHIN SIX WEEKS OF THE TERMINATION OF THE AWARD PERIOD.  
THE FINAL REPORT, SIGNED AND DATED, MUST BE SUBMITTED ELECTRONICALLY TO THE  
GRADUATE SCHOOL OF THE UNIVERSITY OF CHARLESTON, S.C. AT THE COLLEGE OF  
CHARLESTON, THE DEPARTMENT CHAIR, AND TO THE CHAIR OF THE FACULTY RESEARCH AND  
DEVELOPMENT COMMITTEE.

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NAME \_\_\_\_\_ Email \_\_\_\_\_

Amount Funded? \_\_\_\_\_ Year/Round Grant was Awarded? \_\_\_\_\_

**INSTRUCTIONS:**

Describe the status of your project, addressing each of the areas below. Final reports are usually between 250 – 500 words.

- I. Financial Report Include the budget approved by the committee and please note any additional expenses or sources of support.
  
- II. Benefits Derived from the Project. Discuss how the grant activities have affected your development as a teacher and scholar.
  
- III. A List of Publications or Presentations. Note whether these are completed or intended.

SIGNATURE, Recipient \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: The final report is mandatory, and if not submitted, you will be ineligible for future grants from this committee.**