

THE REGULAR FACULTY RESEARCH FUND AWARD
Faculty Research Funds Committee

Principal Investigator	Department	College
Co-Investigator	Department	College
Co-Investigator	Department	College

Campus Address & Phone of **Principal Investigator**:

\$ _____
Amount of Proposal

TITLE OF PROPOSAL:

Endorsement:

It is understood that this grant will be administered in accordance with the guidelines that accompany this request.

The Department(s)/College(s) indicated above will make available the additional necessary supplies, facilities, and/or equipment not covered in the proposal to support the research described in this proposal.

Signature of Principal Investigator

Date

Signature of Department Chairperson(s)

Date

Signature of Dean(s) of the College(s)

Date

PLEASE SUBMIT THE ORIGINAL PLUS 8 TWO-SIDED COPIES (9 TOTAL) OF THIS PROPOSAL TO THE FACULTY RESEARCH FUNDS COMMITTEE, C/O GAYLE ANDERSON, OFFICE OF RESEARCH AND SPONSORED PROGRAMS, 443 CORBETT HALL. IF YOU HAVE ANY QUESTIONS, PLEASE CALL 581-1498.

DEADLINE FOR SUBMISSION OF PROPOSALS IS: OCTOBER 29, 2004 BY 4:30 PM

LATE PROPOSALS WILL NOT BE ACCEPTED -- NO EXCEPTIONS!!!

Rev. 9/2004

Investigator's Name: _____

PRINCIPAL INVESTIGATOR(S) INFORMATION (Regular Fund)

This must be completed by each applicant. If there is more than one investigator, this information must be provided for each.

1. Are you a **full-time** _____ tenured or _____ tenure-eligible, or _____ soft-money faculty member (check one)? If you are a soft-money faculty member, please describe the nature and duration of your appointment.

2. How long have you been employed by the University of Maine? _____
3. Is this project:
 A new project for an untenured faculty member _____, initiation of a new line of research _____, continuation of an existing research program _____, or other (explain) _____?

4. Is additional funding necessary to support the request?
 _____ yes _____ no
 If yes:
 - a. How much?

 - b. Where is it being sought?

 - c. Status?

continued

5. Have you received Faculty Research Funds before? If so, please provide below the information requested.

<u>Competition</u>	<u>Year Awarded</u>	<u>Amount Requested</u>	<u>Amount Received</u>	<u>Final Report Submitted to Committee (y/n)*</u>
Regular:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Summer:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Scholarly Materials and Book:**	_____	_____	_____	N/A
	_____	_____	_____	N/A
	_____	_____	_____	N/A
	_____	_____	_____	N/A

*** Proposals from individuals with any delinquent reports will not be considered.**

** Formerly known as Scientific Equipment and Book Fund

Include resulting publications or other outcomes of these awards in your proposal as outlined in the Instructions for Proposals.

continued

6. Will the project involve the use of the following:

	No	Yes Approval Pending	Yes Approval Granted
a. Radioactive materials?	_____	_____	_____
b. Human subjects?	_____	_____	_____
c. Vertebrate Animals?	_____	_____	_____
d. Recombinant DNA?	_____	_____	_____

If a proposal is selected by the FRF Committee for an award, funding will not be released until appropriate clearances have been granted.

THE REGULAR FACULTY RESEARCH FUND AWARD
Faculty Research Funds Committee

GENERAL INFORMATION:

1. The purpose of the Regular Faculty Research Fund is to assist members of the faculty in establishing or maintaining high quality research programs that will extend the limits of existing knowledge and lead to a tangible final product (e.g., performance, showing, publication, grant proposal, etc.). **When the Faculty Research Funds Committee weighs funding decisions for comparable proposals, it normally gives priority to newer members of the UM faculty and to faculty members who propose to redirect their research programs. In addition, since the University currently has a substantial amount of money to invest in research and development areas (advanced materials, biotechnology, precision manufacturing, aquaculture and marine sciences, information technologies, environmental technologies, and forestry and agriculture), priority will be given to faculty outside those areas when allocating FRF funds.**
2. Eligibility is limited to full-time faculty. This includes tenured, tenure-eligible, and soft-money faculty for whom research is an expected component of their appointment. Each investigator on any proposal must meet this requirement. Faculty are eligible to receive this award **every three years**; therefore, if you have received this award during the previous two years, you are not eligible. Only one submission per person (including co-investigators), per competition is allowed. **Faculty members receiving substantial start-up funds are ineligible to receive awards from the FRF Program for a period of two years.**
3. No faculty salaries are paid from this fund.
4. Regular Faculty Research Funds are intended to assist faculty in establishing or maintaining high quality research programs. They are not intended to replace (directly and indirectly) departmental or college funds for instructional or research programs. The applicant is responsible for resolving any conflict between his or her request for funds and this purpose of the Regular Faculty Research Fund support.
5. Since funds available to the Faculty Research Funds Committee are limited, requests should be restricted to those items that are not ordinarily considered a departmental or college responsibility and which have not been funded from other sources. An itemized budget of research expenses with supporting explanation is required with each proposal, including evidence of other institutional support granted or requested.
6. The project for which faculty research funds (FRF) have been requested must not depend on funding from subsequent FRF competitions.
7. Individuals often seek research funding simultaneously from a variety of sources, including the FRF Program; this is permissible and appropriate. However, individuals are expected to withdraw FRF proposals, and return unspent FRF funds, when external funding is received for the same work.
8. Proposals should include only that work which may be completed in one year. The project period is January 1 - December 31. Projects terminate automatically at the end of the project period and unused funds revert to the Regular Faculty Research Fund. The faculty member will assume full responsibility for any over-expenditure on the project account. If it is anticipated that additional time will be needed, a request for extension should be submitted.

9. In reviewing proposals, the Committee considers: the quality of the presentation; the probable value of the project to the applicant, the University of Maine, and the field of the research; the training and experience of the applicant; the adequacy of available facilities and requested funding to complete the project; commitments of institutional support for the proposed project; and other support and productivity of the applicant in the past. Each point in the Evaluation Criteria is used by the Committee in the review of every proposal; therefore, applicants should use these as guidelines for preparation of proposals.
10. A two-page report summarizing results and copies of publications resulting from the project are required at the end of the project year. **Proposals from individuals with any delinquent reports will not be considered.**
11. Proposals are solicited, reviewed, and awards announced once each fiscal year. Announcements of each competition are made in UMaine Today.

THE REGULAR FACULTY RESEARCH FUND AWARD
Faculty Research Funds Committee

INSTRUCTIONS FOR PROPOSALS:

The Faculty Research Funds Committee represents a broad range of disciplines from the entire University of Maine faculty. Consequently, the proposal should be written for a general audience (except the Methods and Materials section, where discipline-specific details are necessary). **The body of the proposal, items 1-5 below, is limited to 10 pages, double-spaced.**

THE FOLLOWING FORMAT MUST BE USED IN THE DEVELOPMENT OF THE PROPOSAL. ONLY PROPOSALS SUBMITTED IN THE FORMAT REQUIRED WILL BE ACCEPTED FOR CONSIDERATION.

1. Abstract: Prepare this section to clearly summarize for nonspecialized readers the significance, objectives, and methodology of the proposed research. Abstracts must be no longer than 250 words.
2. Specific Goals or Objectives of the Proposed Research: State clearly the hypothesis(es) to be tested, or the question(s) to be asked, and the types of information to be collected.
3. Background information regarding the research being proposed and the relevance of the proposed research to the needs of the field.
4. Methods and Materials: Describe clearly the procedures of information/data collection, analysis, and interpretation, associated with specific objectives of research.
5. Significance of the Research Being Proposed: The applicants are requested to indicate how this Regular Faculty Research Fund will enhance their career development and advance the missions of their department and the university. Projected outcomes of the project (e.g., publications, performances or showings, external grant applications, etc.) should be indicated.
6. Bibliography. Include only those references cited in the text.
7. Budget: (see attached pages).
8. Principal Investigator(s):
 - a. Biographical material.
 - b. List of publications, presentations, showings, performances, etc., from the last five years only.
 - c. List proposals submitted and awards received from external sources during the past five years.
 - d. List and describe the financial resources available under your direction during the current academic year, including gifts, grants and contracts, and **ALL** internal funds (start-up funds, cost-sharing, R&D funds, etc.).

9. If you have received funds previously through the Regular Faculty Research Fund, Scholarly Materials and Equipment Fund (formerly known as Scientific Equipment and Book Fund), or Summer Faculty Research Fund, append the following information to your proposal:
 - a. What attempts have you made to obtain external funding in support of your research program?
 - b. What publications or works have resulted from your earlier Faculty Research Fund grants?

7. BUDGET

	AREA	AMOUNT REQUESTED	DEPT CONTRIB.	COLLEGE CONTRIB.	OTHER SOURCES	TOTAL
a.	Personnel Support*	_____	_____	_____	_____	_____
b.	Travel	_____	_____	_____	_____	_____
c.	Supplies	_____	_____	_____	_____	_____
d.	Equipment	_____	_____	_____	_____	_____
e.	Other	_____	_____	_____	_____	_____
F.	TOTAL	_____	_____	_____	_____	_____

* Non-student wages must include fringe benefits at 40.9%. Graduate student stipends should include mandatory contribution of health insurance at \$820 per year/per student (full-time).

EXPLANATION OF BUDGET (Please limit to two pages)

In this section discuss in narrative form the details of your budget, including all of the following related to the budget areas above:

a. Personnel Support:

How much of personnel support funding is to be spent on: (1) student/research assistance; (2) technician assistant; (3) clerical assistance?
How does your personnel support relate to the work to be done?

b. Travel:

Itemize travel expenditures
How have these estimates been arrived at?
Why is travel necessary to carry out your work plan?

c. Supplies:

NOTE: Only those supplies that are not generally available in your department, and therefore are unique to this project, should be requested.

Itemize supplies by category (postage, printing, experimental, etc.)
How are these supplies unique (i.e., generally not available) and necessary for carrying out your project?

d. Equipment

NOTE: Equipment requested must be different from that ordinarily provided by your department.

NOTE: Purchase of Capital Equipment is not allowed in this competition. (Capital Equipment has an acquisition cost of at least \$5000; Non-Capital Equipment has an acquisition cost less than \$5,000).

NOTE: Total Non-Capital equipment request is limited to \$3,000 or 50% of total request, whichever is lowest.

NOTE: You must write a specific justification for any single piece of equipment that exceeds \$500. This must include:

1. Description and Cost: provide a complete description and identify purchase price and other costs related to acquisition.
2. Purpose: describe the role for the requested equipment in meeting the needs of the principal investigator(s), how it will be used, any planned or potential utilization by other UM entities, and any use for it beyond this project (if applicable).
3. Other Resource Needs: Describe if other university resources are necessary to operate and maintain the requested equipment, and if so, what provisions have been made to meet these needs.

e. Fully explain any other expenditures that you have listed in this category.

FOR INFORMATION ONLY -- DO NOT SUBMIT WITH APPLICATION PACKAGE

EVALUATION CRITERIA--FACULTY RESEARCH FUNDS COMMITTEE
REGULAR FACULTY RESEARCH FUND COMPETITION

1. Abstract:

Summary/Overview of project. Does it answer generally:

 - What is to be done?
 - How is it to be accomplished?
 - Does it give a clear picture of the thrust and scope of the project?
 - Is it readable and understandable?

2. Objectives of the proposed research:
 - Are the research goals clearly stated?
 - Do we know:
 - What the researcher wants to accomplish?
 - What information the researcher plans to gather?
 - What hypothesis(es) will be tested, or what question(s) will be asked?

3. Background information:
 - Does the applicant clearly and adequately describe why she/he is proposing this particular research direction and emphasis?
 - How does this research fit into what is being done in the field?
 - What has been done in the past?
 - What has been left undone?
 - How does this research fit into the current state of knowledge/research in the field?
 - How does this research fit into the applicant's overall research career?

4. Methods:

Does the researcher clearly and adequately describe how she/he will carry out the project?

 - Does the researcher present a step-by-step process of information collection, analysis, and final integration of materials for meeting final goal(s) of research?
 - Is there a clear and realistic delineation of time frames for each of the steps?
 - Are the research steps and time frames related back to the objectives stated above?
 - Can the project be accomplished as outlined?
 - Are the facilities available for accomplishing this research?

5. Significance:
 - Are the expected tangible outcomes of this project clear?
 - Significance to the applicant's research advancement:
 - How will this work enable the applicant to advance as a researcher/scholar?
 - Significance to the University's research program (e.g., publications, presentations, grant proposals, etc.).
 - What is the significance to the University's overall research effort?
 - How does the research fit into other University work?

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6. Bibliography present--only those references cited in the text.

7. Budget

See Budget Sheet From Grant Proposal

8. Principal Investigator:
 - Pertinent biographical information present.
 - Scholarly productions/activities--last five years only.
 - List of proposals submitted and awards received from external sources during the past five years.
 - List and description of the financial resources available under his/her direction during the current academic year, including gifts, grants and contracts, and **ALL** internal funds (start-up funds, cost-sharing, R&D funds, etc.).

9. Activities related to previous faculty research funds:
 - Investigator's attempts to obtain external funding for his/her research program.
 - Publications/works resulting from previous FRF grants.

10. Overall presentation:
 - Did the applicant follow directions?
 - Is the proposal readable?
 - Is the format followed?
 - Is the proposal coherently organized, well written, and carefully presented?