

Applicant's Name: _____

APPLICANT INFORMATION
(Scholarly Materials and Equipment Fund)

This must be completed by the applicant and included with the request.

1. Are you a **full-time** _____ tenured, _____ 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. If funding beyond the amount requested is necessary for the proposed purchase:
 - a. How much is already committed, and what is(are) the source(s)?

 - b. Where will the remainder, if any, be obtained, and what is the status of this request.

continued

4. 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 & Equipment:**	_____	_____	_____	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.

THE SCHOLARLY MATERIALS AND EQUIPMENT FUND AWARD
Faculty Research Funds Committee

GENERAL INFORMATION:

1. The purpose of the Scholarly Materials and Equipment Fund is to assist faculty in establishing or maintaining high quality research programs by providing items of equipment and library collections. The Committee will only fund the purchase of scholarly materials and equipment and direct costs related to their acquisition. **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. 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, 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. Applications will be accepted in the name of one person only. The applicant should be the person who will have ongoing oversight responsibility for the item and the contact person for other users. Any planned or potential use of the equipment or books by others at UM should be described within the body of the proposal (see Instructions for Proposals, Item #3, Purpose). Planned users should be identified by name and department in the application, and credit will be given to those applications benefiting multiple individuals.
4. Utilization of the proposed equipment or collection cannot be dependent on the future acquisition of another Faculty Research Fund Award (i.e., Regular Faculty Research Fund or Summer Faculty Research Fund Awards).
5. Scholarly Materials and Equipment 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 Scholarly Materials and Equipment Fund support.
6. 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 with supporting explanation is required with each proposal, including evidence of other institutional support granted or requested. The average award is approximately \$10,000. No substantial deviation from budgeted expenses may be made without prior permission from the Office of Research and Sponsored Programs.

7. Individuals often seek funds simultaneously from a variety of sources, including the FRF Program, to purchase needed equipment; this is permissible and appropriate. However, individuals are expected to withdraw FRF proposals, and return unspent FRF funds, when alternative funding is received.
8. Only collections not presently available in the Library are eligible for purchase. The Library will assist with the purchase, and the collection will be housed in the Library. The applicant will then access the collection consistent with Library policies and procedures.
9. Awards terminate automatically at the end of one year from the date of the award, and unused funds revert to the Scholarly Materials and Equipment 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.
10. In reviewing proposals, the Committee considers: the quality of the presentation; the probable value of the acquisition to the applicant; the training and experience of the applicant; the adequacy of available support facilities and the potential for auxiliary use by others at UM; commitments of institutional support for the request; 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.
11. Proposals are solicited, reviewed, and awards announced once each fiscal year. Announcements of each competition are made in UMaine Today.
12. **Proposals from individuals with any delinquent reports (from previous Faculty Research Funds) will not be considered.**

THE SCHOLARLY MATERIALS AND EQUIPMENT 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. **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 briefly summarize your research interests for a nonspecialized audience and to clearly describe the significance of the proposed acquisition to you, your department, and others at the University of Maine. Abstracts must be no longer than 250 words.
2. **Description and Cost of Equipment or Book Collection:** The applicant should provide a complete description of the equipment or collection requested. In addition, documentation of price and availability for purchase is required. For equipment requests, the applicant should determine whether the equipment is presently available on campus; if so, justification for purchase must be included. Faculty requesting library materials are encouraged to consult with Fogler Library for information regarding price, availability, and alternative means of acquisition. Reminder: only collections not presently available in the Library are eligible for purchase. The average award is approximately \$10,000.
3. **Purpose:** Describe the role for the requested equipment or books in meeting the research needs of the applicant, his or her respective department, and the University of Maine, how the acquisition will be used, and any planned or potential utilization of the equipment or books by others at UM. Will the acquisition be used by the applicant to initiate or redirect research or studies of a scholarly nature.
4. **Other Funding Sources:** Describe efforts made to seek funds from other sources to supplement FRF monies and show the amounts committed or pending from all sources, internal as well as external. If the equipment or books are to be used in conjunction with an externally funded research project, describe why funds cannot be obtained from the sponsor. (Note: an FRF award may be contingent on receipt of funding from other sources.)
5. **Other Resource Needs:** Describe briefly if other university resources are necessary in the utilization of the equipment or books. The purpose of this section is to ascertain if all other resource needs have been met. The applicant should describe provisions made for the operation and maintenance of equipment, if applicable. Also, describe whether adequate space is available to house the equipment or collection. The applicant should describe briefly if other University resources will be necessary before the proposed acquisition can be utilized. Utilization of the proposed equipment or collection cannot be dependent on the future acquisition of another Faculty Research Fund Award (i.e., Regular Faculty Research Fund or Summer Faculty Research Fund Awards).

6. Applicant
 - 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.).

7. If you have received funds previously through the Regular Faculty Research Fund, Scholarly Materials and Equipment 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?

FOR INFORMATION ONLY --DO NOT SUBMIT WITH APPLICATION PACKAGE**EVALUATION CRITERIA--FACULTY RESEARCH FUNDS COMMITTEE
SCHOLARLY MATERIALS AND EQUIPMENT FUND COMPETITION**

1. Summary or overview of request.
Do you understand generally:
 - The research interests/goals of the applicant?
 - How this proposed acquisition will contribute to the advancement of the overall research of the program of the applicant, the department, and the University of Maine.
 Is the summary/overview readable and understandable?

2. Description and cost of equipment or book collection.
Is the requested equipment or book collection described:
 - Clearly?
 - Completely?
 Are the price and other costs presented:
 - Clearly?
 - Completely?
 Is the documentation of price and availability included?

3. Purpose of equipment/book collection.
Does the researcher clearly and adequately describe:
 - The need for this acquisition?
 - How it will be used, including in interdisciplinary research, if applicable?
 - Use for the equipment/book collection in the future?

4. Other funding sources.
Does the researcher clearly and adequately present:
 - Why funds are not available from other sources?
 - What efforts have been made to seek funds from other sources? (Federal, state, institutional/departmental allocations)
 - If request to support funded research, why is this acquisition not funded by the granting agency/foundation?

5. Other resource needs.
Is there a complete description of:
 - What other university resources will be necessary to support this acquisition (space, support for operation and maintenance, purchase of other University resources prior to utilization, etc.)?
 - Arrangements made for provision of this support?

6. Applicant.
 - Pertinent biographical information presented.
 - Scholarly productions/activities, past 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.).

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

8. 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?