

Harriet L. Wilkes Honors College Research Initiation Grants

Program: The Wilkes Honors College (WHC) has created the Research Initiation Grant (RIG) program. The RIG program will provide seed grants to be used to develop preliminary research and creative activities that will lead to the submission of competitive external funding applications, peer-reviewed publications, juried exhibitions, or other forms of peer-reviewed scholarly and creative activity, including prestige fellowships.

Purpose: The RIG grants are intended to provide seed funding to support faculty 1) in fields for which extramural funding opportunities are limited, and 2) to encourage more faculty members to submit proposals to external-funding organizations. All RIG applications are required to identify specific goals for their RIG work (e.g. specific funding agency and its associated call for proposals, the journal/publisher to which manuscripts will be submitted, or the specific venue for creative products/exhibitions).

Use of Funding: Funding from a RIG grant may cover costs of a pilot study, travel for research collaboration, pedagogical research, data collection, travel to research field sites, subventions for publication, purchases of data, transcription services, running subjects in studies, supplies for creative products, employment of research support personnel (students, staff, consultants or other professionals), graduate assistantship stipends and tuition benefits, and other research and creative activity-related items as allowed under the university's procurement policies.

Examples of items that *will not be funded* include anything already funded via faculty development awards, laboratory budgets, existing start-up funding, or tech fee grants. Additional items that will not be funded include: computers, cell phones, conference travel, course buy-outs, summer salary, salary supplement, overload, or other extra compensation, promotional gifts, personal compensation items, appliances, commemorative plaques, flowers, greeting cards, decorative items, food, beverages, meals other than for authorized travel, and entertainment or lobbying. These examples are not exhaustive. For further guidance, refer to:

http://www.fau.edu/controller/accounts_payable/allow_expenditures.php

Grant amount: An evaluating committee will determine the amount of each RIG award based on the application requirements listed below, budget justification, and the total amount of funding available. Typically, funding amounts will be \$5000 or less.

Eligibility: All WHC tenure-track and tenured faculty with annual assignments of $\geq 20\%$ assigned to Research and Creative Activity are eligible to apply. However, faculty members with current unspent grant funding and those with existing, unspent start-up funding are not eligible to apply until those funding sources are exhausted. Applicants who receive RIG funding must wait three years from the date of application to apply for another RIG grant.

Required Application Materials (see template below)

- Project description
- Timeline
- Budget and budget justification

- Abbreviated C.V.'s of participating faculty

Incomplete applications will not be considered.

Project Description (max. 2 pages single spaced):

Objective of research: Clearly state the research/creative focus or question you will address with the support of RIG funding. Your description should be easily understandable by someone who is not in your field of study (i.e. avoid abbreviations and acronyms).

Significance: Explain the importance of the research or creative activity and how it will contribute to your field and your career.

Methodology: Provide a brief overview of the methods or approach that will be used to complete the work (e.g., pilot study), as well as your ability to carry it out within the period described in your timeline (see below).

Identification of external funding opportunity (if applicable): Identify the agency or foundation and its CFP (call for proposals) that you will target for funding. Provide the url or attach a copy of the CFP and provide the deadline for proposal submission.

List of current and former internal grants applied for and received while at FAU: This list should include concurrent applications to any internal or external funding sources including but not limited to faculty development awards, tech fee grants, OURI grants, and any external funding applications.

Anticipated outcome(s): Describe the expected results/outcomes of the RIG-funded project. These must include research or creative achievement as outlined in the college's annual evaluation criteria (e.g. book, article publication, juried exhibition) and/or the submission of an application for external funding.

Timeline (1 page): Include a detailed timeline for completing the project successfully. Include the expected start date, specific sequence of steps involved in the project, and completion date to achieve the target goal (e.g. submission of external grant proposal, manuscript, etc.). Normally, the timeline should not exceed 12 months from the start date.

Budget and budget justification: Prepare a line-item budget for all funds being requested. For the budget justification, provide a narrative explanation of each budget item. Your explanations should focus on how each budget item is required for the completion of the RIG-funded project. If remuneration for external partner(s)/consultant is requested, the applicant should provide specific description of the work of the consultant. If there is an existing funding source currently funding some portion of the project (e.g. an OURI grant, tech fee grant, annual conference/research funding, faculty development award, or other college or university source) or a pending or planned application be sure to include those funds in the proposal.

Faculty C.V. (2 pages). Applicants should include an abbreviated CV for each investigator. The CVs should emphasize research and creative accomplishments and highlight previous research or experience that indicates an ability to carry out the project within the period described in the timeline.

Application Deadline: Submit all applications to Associate Dean Dr. Timothy Steigenga (tsteigen@fau.edu) as one pdf document via email by **February 15, 2019**. Be sure the **filename** includes your last name and RIG. The subject line of your email should also include your last name and RIG.

Evaluation of Applications: All applications will be reviewed by an ad hoc panel of at least three faculty members (at least one from each division) who will make recommendations to the WHC Dean. The panel will rate applications on a scale of 1 (poor) to 5 (excellent) on the following criteria:

- 1) The likelihood that the project will lead to a successful application for external funding.
- 2) The likelihood that the project will lead to peer-reviewed publications, juried exhibition, or prestige fellowship.
- 3) The academic merit of the proposal and contributions to the field.
- 4) Feasibility of the project.
- 5) Potential impact of the project.
- 6) The availability of alternative sources of funding in the field of the researcher including start-up funds provided upon hire.
- 7) Total dollar amount of the request.
- 8) Length of time since last RIG grant was funded and success in meeting goals of the grant.

The sum of scores for a particular application will guide decisions regarding the distribution of available funding. Applicants will be notified about funding decisions by March 15.

Responsibilities of Grantees:

Within one month of completion of the project (completion date on application timeline), submit a 2-3 page report to your chair explaining the outcomes of the RIG-funded research or creative activity.

Within three months of completion of the project (completion date on application timeline), submit a copy of the resulting external funding application or publication submission to your chair.

Within the academic year subsequent to your completion date, present the RIG-funded project during Forum or other appropriate venue to be determined by the grantee and the Dean.