**UNIVERSITY OF THE INCARNATE WORD**®

## FACULTY ENDOWMENT RESEARCH AWARD (FERA)

The Faculty Endowment Research Award was established to provide limited support for new and ongoing faculty research projects. The award is considered "seed money" for research, in that the project should lead to further funding from external sources if continued support is needed and normally available in this area of research.

Preference will be given to proposals that:
- Have a high potential for external funding, publications, exhibits, or performances within the respective discipline;
- Build or strengthen interdisciplinary research partnerships;
- Advance the mission of UIW.

**Award Amount**: Up to $6,000

**Award Period:** June 1, 2020 – May 31, 2021

**Deadline**: March 16, 2020 at 11:59pm (Central Time)

**Application Period**: December 13, 2019 - March 16, 2020

**Eligibility Criteria**

Awards will be granted on a competitive basis. Full-time main campus* UIW faculty are eligible to apply for the award for collaborative or individual research projects at any stage of the research. A collaborative project may include part-time as well as full-time faculty from any college or school.

Faculty may be included on more than one proposal (e.g., for an individual project and a collaborative project), but may only serve as the principal investigator on one of the proposed projects. The principal investigator must be in full control of the research and be the principal author of the final report.

Multi-year projects require submission of proposals each year for evaluation. Applicants may only re-apply for FERA funds to support a single project once, meaning the same project can only be supported by FERA funds for a maximum of two fiscal years.

*Main campus includes:
CHASS- College of Humanities Arts and Social Sciences
DSE- Dreeben School of Education
HEBSBA- H.E.B. School of Business and Administration
IFMSNHP- Ila Faye Miller School or Nursing and Health Professions
SMSE- School of Math, Science, and Engineering
SMD- School of Media and Design

The previous year's awardees are only eligible to reapply in consecutive years if they have submitted the awarded project's final report to the Office of Research and Sponsored Projects Operations.

**Funding Limits**

The total maximum amount that can be requested is $6,000. Roll-over or project extensions into the next fiscal year are not allowed. Any awarded funds must be used within the fiscal year.

Applications may propose budgets for supplies, books, equipment, travel that is necessary to complete the research (not travel to conferences or professional development workshops), and other expenses.

Applicants **must** disclose if they are seeking or have received other funding for the same research project. This includes any internal funds from other departments.

**Application Preparation**

*All applications must be submitted online via Submittable.*

In preparing the proposals for submission, an applicant should remember that the Faculty Research Awards Committee cannot include a specialist in every field. Therefore, the proposal should communicate the significance of the work in a manner that is understood across disciplines, but can still include detail that a content expert would understand as well. Furthermore, proposals must adhere to guidelines on page limits and style. Any section that does not adhere to the page limits will have points deducted during evaluation and any material beyond the allotted page limit will not be reviewed.

The following lists the contents of the application and method of entry:

1) Cover Sheet: fillable online form
    a. Abstract (no more than 500 words) that summarizes the proposal objectives, benefits, and significance.
    b. Project Impact (no more than 500 words)
        i. How does the project relate to the mission of the university?
        ii. Describe how the project will affect your research in the long term.
        iii. Indicate the journal or other publication outlet to which the research will be submitted. For pilot projects or projects that need continued support, indicate the projected source of funds for further work.

2) Biographical Sketch (use provided template; 2-page maximum): UPLOAD as Attachment
    a. Include all relevant data in the provided form fields. The biographical sketch may not exceed two pages. Sections should include:
        i. Personal statement (a paragraph description of the researcher's expertise and ability to conduct the proposed research)

    ii.   Positions and honors
   iii.   Selected peer-reviewed publications
   iv.   Research support
    v.   Specific scholarship outcomes from past UIW research support

Indicate N/A for any section irrelevant to the bio sketch.

3) <u>Research Proposal (use provided <u>template</u>; 6-page maximum): UPLOAD as Attachment</u>

   a.  Statement of Problem/Purpose
       i.   The statement of problem/purpose should be clear and concise, directly stating the objective of the project.

   b.  Background and Significance
       i.   This section should clearly articulate the importance of this study for the researcher's discipline, UIW, and society. Include relevant literature to support the current status of research in this field and the proposed approach to the study.

   c.  Theoretical/Aesthetic Framework
       i.   Introduce the theoretical framework or philosophical orientation of the project. Clearly articulate the objectives, hypotheses, and/or research questions and ensure they are supportive of the background information and statement of problem/purpose.

   d.  Research/Creative Methodology
       i.   Quantitative or qualitative research methodology should indicate a logical, clear, and appropriate design, sample and setting, and intervention. Measurement instruments should be congruent with the variable measured. Indicate support for the validity and reliability of processes and instruments. Articulate the methods of data collection and plans for analysis. In the case of human or animal subjects, state measures for protection and describe the risks and benefits of this study.

      ii.   Non-quantitative or non-qualitative research methodology should present a logical, clear design appropriate to the study.

     iii.   Artistic project methodology should present a logical, clear design and plans for presentation appropriate to the project.

   e.  Timeline
       i.   The timeline should be realistic and organized appropriately for the type of project and outline the progress of the work over the course of the award period.

   f.  Bibliographic References (use provided <u>template</u>; 1 page maximum)

4) Budget/Budget Justification (use provided template; 1 page): UPLOAD as Attachment
   a. Indicate costs for any project materials and activities associated with the project. List the total of all project expenses. In the budget justification, provide detailed information on the individual items required, including how costs were determined, for the project's completion.
   b. Allowable Costs:
      i. Funds are to be used for the out-of-pocket research expenses for the project that are not already covered by other sponsoring agencies or are resources not available on campus.
      ii. Examples include:
         1. Supplies;
         2. Expenses for data collection, field work, or archival research;
         3. Software necessary to the project that is not already available on campus;
         4. Participant incentives if it is justified and essential to the project;
         5. Equipment necessary to the project that is not already available on campus;
   c. Unallowable Costs:
      i. Travel to present findings or attend professional development workshops;
      ii. Payment of salaries;
      iii. Childcare;
      iv. Paid research assistants (See GRA award application for potential research assistantships);
      v. Office supplies;
      vi. Printing;
      vii. Office equipment, including laptops or computers;
      viii. Stipends, donations, scholarships and/or tuition costs;

5) Research Compliance
   a. Projects are subject to the following research compliance areas:
      i. If human or animal subjects will be used for the proposed project, award funds will not be released until the project has appropriate research compliance approval. *Approval is not needed in advance of application. However, please indicate the status of your application (approved, under review, or not yet submitted).*

**Evaluation Criteria**

The goal of the award is to support and encourage faculty research and creative scholarship. Although the quality and significance of the work proposed is of paramount importance, consideration will be given to other factors that are relevant to the mission, vision, and advancement of the university. All completed applications that are submitted online will be reviewed by the Faculty Research Awards Committee. Please write your submissions to a general audience and be sure to define acronyms or field-specific jargon.

The Faculty Research Awards Committee will review the proposals and make

recommendations to the Office of Research and Sponsored Projects Operations. Each section of the application will be reviewed and evaluated. Some of the major areas that will be evaluated are, but not limited to:

- ➢ Significance of the study to the discipline and to the university's strategic plan.
- ➢ Design of the project based on methodology and theoretical, conceptual or aesthetic framework.
- ➢ Budget is justified and within reason for completion of the study.
- ➢ Overall proposal adheres to the guidelines, page limits, and is within the purpose of the award to encourage research that will lead to further funding from external sources.
- ➢ The proposal has a high chance of competing for external funds.
- ➢ The project advances the mission of the university.