

**MONEY: \$4000**  
**MEMORANDUM**  
November 20, 2006

TO: Tenured and Tenure-Track Faculty  
FROM: Steve Reynolds, Associate Dean  
SUBJECT: 2006-07 College Proposal Initiative Grants  
**PIG submissions due February 28, 2007**

The 2006-07 college grant program continues the format established in 1993. All funding for these grants comes from overhead generated by existing grants. To continue the college grant program, we must continually generate additional overhead. The revisions in the grants are an attempt to create a closer connection between *receiving* and *generating* research overhead.

In addition, we must follow the University's "Guidelines for Use of Reimbursed Overhead Funding" (March 13, 1989), which states, "The purpose of the fund is to cultivate opportunities which increase external funding for research or enhance scholarly activities and external gifts. . . . Specifically, these funds are not to be used for routine and continuing operating expenses, but should be viewed as opportunity funds that enhance the capacity of the colleges to compete effectively for external support."

The grant program consists of three grants, described below. Proposals should be submitted to the Associate Dean. Eligibility is limited to tenured and tenure-track faculty.

**I. Travel Grants:**

**Purpose:**

1. To enable faculty engaged in research to make brief visits to out-of-state facilities for the purpose of data collection, collaborative data analysis, and similar research. This fund facilitates research that cannot be accomplished locally and does not require a full quarter's leave. Funds to attend meetings, conferences, and symposia are not supported under this policy. Research done in conjunction with a conference trip, at or near the conference site, will be considered, but only expenses associated with the research activity can be included in the request.

2. To aid college researchers in bringing to campus nationally prominent scholars for consultation, collaboration, and/or familiarizing leaders in the field with research programs and personnel at The University of Utah.

**Evaluation:** The College has established a priority ranking of travel proposals. It consists of four categories, in descending order of preference:

1. Current research: Travel to research sources to collect data and information that is essential to the research, but unavailable locally.

2. Potential research: Travel to a location to establish access to research sources, or to investigate the potential usefulness of a data set or other source of information to an ongoing project.

3. Current collaboration: Travel that enables active collaborators to meet either here or elsewhere. "Active collaboration" is defined as scholars who are co-principal

investigators on a funded project, co-signatories on a book contract, or actively engaged in co-authoring ongoing research, etc.

4. Potential collaboration: Travel that permits scholars to meet people that have the potential to become active collaborators. This would include bringing nationally recognized scholars to campus to help develop a professional relationship with college faculty. It also includes travel for professional networking that may result in active collaboration.

**Funding:** Awards may be used to cover airfare, per diem, and hotel for up to five working days. The maximum amount of an award, including a required departmental cost-share of 25%, cannot exceed \$1000 per trip.

**Deadline:** Travel grants are reviewed as they are submitted.

## II. Emergency grants:

**Purpose:** To provide modest funding for unforeseen expenses related to funded research or proposal preparation.

**Evaluation:** Reviewed by the Associate Dean in consultation with the Dean.

**Funding:** Usually not in excess of \$300, although exceptions will be considered.

**Deadline:** Emergency grants are reviewed as they are submitted.

## III. Proposal Initiative Grants: (Submission deadline is February 28, 2007; announcement in April.)

**Purpose:** To provide time for faculty members to write a grant proposal for external, overhead-producing funding. The goal is to increase external funding. The target faculty for this includes:

1. Junior faculty who are interested in initiating or expanding their externally funded research.
2. Senior faculty who do not have a record of funded research, but are interested in initiating funded research.
3. Faculty who have an established record of funded research, but need time to prepare additional grant proposals.

**Evaluation:** Applicants for this grant should:

1. **Identify** a specific grant proposal the applicant will write during the release time.
2. **Convince** the committee that there is a reasonable expectation of success in obtaining this grant (i.e., demonstrate that the application is competitive).
3. **Provide** a rough outline (not to exceed 5 pages) of the content of the grant proposal.
4. **Provide** a current curriculum vita.
5. **Provide** a copy of an RFP or other description of the grant for which the applicant is applying. In order to help you to identify possible sources of external

research grant support, you may wish to consult the U of U, Office of Sponsored Projects web site to search for external funding sources at: [http://: www.osp.utah.edu/](http://www.osp.utah.edu/).

6. **Request** a department chair's evaluation consisting of an evaluation **form and letter**. The evaluation form is attached. The letter should be a detailed, written evaluation of both the proposed research and its importance to the faculty member's research program. Requests for release time during the regular academic year must have the chair's approval.

(Solicitations of private individuals or private foundations should be **PRECEDED** by notification of J.D. Davis in the Development Office at 581-5926. Permission may be required to solicit some private foundations which limit solicitations or private individuals.

Successful applicants for the Proposal Initiative Grant are required to provide a copy of the resulting proposal to the Dean's office at or near the end of the term the release or funds are received.

In evaluating the applications, the College Research Committee will use the following evaluation criteria:

1. (25 points) The appropriateness of the grant for which the faculty member is applying: it generates overhead, the deadline is realistic, the research is within the applicant's ability, and it will contribute to the scholarly development of the individual, the College, and the University.
2. (25 points) The quality of the applicant's outline of the grant proposal: well-reasoned approach, responsive to the RFP, the applicant clearly understands what must be covered in the proposal.
3. (25 points) The applicant's qualifications. For experienced PIs, this will include past grant-writing success, relevant published research and overall track record as it relates to the proposed research. For junior faculty, and senior faculty that are attempting to initiate a record of funded research, it is the *potential* for such activities.
4. (25 points) The scholarly merit and significance of the proposed research.

**FUNDING: ONE-COURSE RELEASE PLUS \$1000 DURING THE REGULAR SCHOOL YEAR, OR \$4,000, IN LIEU OF TEACHING, DURING THE SUMMER. (NOTE: THE \$4,000 ALSO CAN BE APPLIED TO OTHER FORMS OF SUPPORT, SUCH AS DATA COLLECTION, TRAVEL OR RESEARCH ASSISTANCE, IF IT CAN BE DEMONSTRATED THAT THE ACTIVITIES ARE NECESSARY TO THE PREPARATION OF THE GRANT PROPOSAL).**

**PIG DEADLINE: FEBRUARY 28, 2007!!!**

**\*PROPOSAL INITIATIVE GRANT CHAIR'S EVALUATION FORM\***  
**COLLEGE OF SOCIAL AND BEHAVIORAL SCIENCE**

To Chairs: Each Proposal Initiative Grant proposal **MUST BE** accompanied by an evaluation provided by the Chair of the department. Please use this form for your evaluation. (Often the thoroughness of the Chair's report has a strong impact on the Research Committee's evaluation of the project.)

**DEPARTMENT:** \_\_\_\_\_

**FACULTY INVESTIGATOR:** \_\_\_\_\_

Please use a scale of 1 to 5, where **1 is the MAXIMUM** possible rating, and **5 is the LOWEST** possible rating. Assess the proposal according to the following criteria:

1. Significance: theoretical, methodological, practical, substantive.

Rating = \_\_\_\_\_

2. Soundness: procedure, design, analysis, operation plan.

Rating = \_\_\_\_\_

3. Competence of investigator.

Rating = \_\_\_\_\_

4. The extent to which the investigator has demonstrated the ability to successfully apply for external funding.

Rating = \_\_\_\_\_

If the investigator is awarded release time, in exchange for \$4000 to the department, will you be able to rearrange your department's instruction to avoid the loss of that class?

YES \_\_\_\_\_ NO \_\_\_\_\_

Comments: In addition to submitting this form, **please also provide a detailed, written evaluation letter** (ATTACH EXTRA PAGES) of both the proposed research and its importance to the faculty member's research program.

*Please submit this form and the Chair's evaluation letter to the College Office, OSH 205. Thank you.*

**DUE FEBRUARY 28, 2007**