



## MEMORANDUM

TO: Full-time Faculty

FROM: John M. Horack  
Vice President for Research

DATE: August 13, 2009

SUBJECT: 2010 UAHuntsville Research Mini-Grant Program  
Request for Proposals

I am pleased to announce the UAHuntsville Research Mini-Grant Program for 2010.

- Eligibility – Tenure earning professors who joined UAHuntsville in fall 2006 or later
- Maximum award \$10,500 limited to one award per year per faculty member
- Maximum of four (4) awards per faculty member
- Funds may be used to provide up to one month, or \$5,000, whichever is less, of faculty member's summer salary including fringe benefits
- Graduate student tuition is not covered by the grant
- Total funds available \$100,000

More details can be found in the attached 2010 UAHuntsville Research Mini-Grant Program Request for Proposals.

FY 2010 mini-grant proposals must be submitted through the Office of Sponsored Programs. A mini-grant proposal cannot be accepted by the Office of Sponsored Programs until the Principal Investigator has attended a proposal workshop in the Office of Sponsored Programs. The workshop schedule is:

August 27, 2009, 10:00 – 11:30 PM, in Room E-8 Von Braun Research Hall  
September 2, 2009, 10:00 – 11:30 AM, in Room E-8 Von Braun Research Hall  
September 16, 2009, 2:00 – 3:30 PM, in Room E-8 Von Braun Research Hall  
September 22, 2009, 2:00 – 3:30 PM, in Room E-8 Von Braun Research Hall  
October 1, 2009, 10:00 – 11:30 AM, in Room E-8 Von Braun Research Hall  
October 7, 2009, 2:00 – 3:30 PM, in Room E-8 Von Braun Research Hall  
October 13, 2009, 2:00 – 3:30 PM, in Room E-8 Von Braun Research Hall

Please contact Felecia Troupe (824-2660 or troupef@uah.edu) if you have questions about the workshop. If you plan to submit a proposal, please let Felecia Troupe know of your intent as soon as possible.

Your final proposal should be received by the Office of Sponsored Programs by **5:00pm on Wednesday, November 4, 2009**. The Research Mini-Grant Committee, which is populated by your peers, will meet shortly thereafter to review proposals. It is intended that awards will be announced in December 2009. If you have any questions, please call Rhonda Griner at 824-6101 or [grinerr@uah.edu](mailto:grinerr@uah.edu).

Past proposal submitted to the Research Mini-Grant Program have demonstrated the impressive capabilities of the young faculty across all of our Colleges. We eagerly look forward to this round of proposals, and to working with our newest faculty throughout their careers at UAHuntsville to support their development as scholars and educators.

c:     Dr. Dave Williams  
       Dr. Vistasp Karbhari



2010  
UAHUNTSVILLE RESEARCH MINI-GRANT PROGRAM  
REQUEST FOR PROPOSAL

SPONSORED BY

THE OFFICE OF THE VICE PRESIDENT FOR RESEARCH  
at  
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

## **1.0 INTRODUCTION**

*“Within the University, I value the concept of the faculty member as a scholar-educator: scholarship and teaching are two sides of the same coin. They are equally important and equally necessary.”*

UAHuntsville President David B. Williams Ph.D., Sc.D.

Research universities perform multiple missions with the primary focus of enriching the academic experience for its faculty, students, and staff. The UAHuntsville Office of the Vice President for Research (OVPR) strives to play a strategic role in the academic mission of the university through supporting the development of innovative scholarly activities that involve faculty, students, and research staff in leading-edge basic research and external sponsor-driven applied research.

## **2.0 OVERVIEW**

The Research Mini-Grant Program began in 1984 and is designed to encourage growth and development of scholarship by the members of the faculty of UAHuntsville in all academic areas. To generate innovative new research efforts, the Office of the Vice President for Research announces the availability of \$100,000 in intramural grant support to lead to the development of extramural scholarly research funding. Priority will be given to new full-time tenure earning faculty (both Assistant and Associate Professors) who joined UAHuntsville in the Fall 2006 or later. The program is intended to support basic and applied research activities, which are motivated by an effort to probe toward the discovery and development of new ideas, information or applications. Collaboration across UAH colleges, academic departments, and research centers allows for fresh multidisciplinary approaches to problem solving and is strongly encouraged; it is therefore weighed in the evaluation process.

**The Research Mini-Grant Program is not intended for support of work which is a part of a scheduled course, development of course curriculum, on-going sponsored research project, purchase of equipment for non-research purposes, or to satisfy requirements for a student’s degree.**

The program, however, is intended to enhance the individual faculty member's talents, scholarship and ability to pursue research activities and extramural research funding opportunities in his/her respective field of study. Therefore, successful proposals must include a sound strategy for how this investment would play a key role in the pursuit of a specific opportunity for extramural funding support.

### **3.0 ELIGIBILITY**

Only new tenure earning faculty members (assistant and associate professors), with the first four (4) years of their academic career at UAHuntsville, will be funded to support their initial research endeavors. A faculty member is only eligible for a maximum of four mini-grant awards.

A mini-grant proposal cannot be accepted by the Office of Sponsored Programs until the Principal Investigator has attended a proposal workshop (dates to be determined) in the Office of Sponsored Programs.

### **4.0 REVIEW OF PROPOSALS**

Awards are made by the Office of Vice President for Research (or his designee), based on recommendations by the Research Mini-Grant Awards Committee. The proposal evaluation criteria (See Section 6.0) are used to establish the recommendations. The Awards Committee consists of the vice president for research, one senior faculty member appointed by the dean of each of the Colleges/Schools, i.e., Administrative Science, Liberal Arts, Engineering, Science, Nursing and Graduate Studies and two Research Center Directors appointed by the Vice President for Research. The Vice President for Research (or his designee) serves as the Chairman of the Awards Committee. By majority vote, the Awards Committee will recommend which proposals will be supported and the level of support that will be provided.

Based on the recommendation of the Awards Committee, it is intended that the selected proposers will be notified of awards by the Office of the Vice President for Research. The proposers not selected will be notified by the OVPR, and feedback from the proposal reviews will be provided.

Please note that the Awards Committee consists of the faculty members and research staff from various fields of study. Therefore, the PI should endeavor to write her/his proposal such that it is understandable by a colleague who is not a specialist in a directly-relevant discipline. Technical terminology should be explained, and variables should be defined.

### **5.0 GUIDELINES AND FORMAT**

The proposal should provide a clear and complete narrative account of the proposed research project. It should include what is to be done, why, and how. It must be focused toward enhancing the respective faculty member's talents. Proposals which do not conform to these rules and the requested proposal format may be rejected.

**Proposals should follow the format given in Section 9.0.** Proposals should not exceed six double-spaced pages plus the cover and budget pages using “TIMES” 10-point font. **Topics previously awarded a grant will not normally be considered for continued sponsorship.**

If two or more faculty members collaborate on submission of a proposal, one must be designated as the Principal Investigator with responsibility for budget expenditures and coordination of the effort, and others as Co-Investigators.

**Each proposal must include a detailed budget with explanation.** Funds available for this solicitation will enable the Awards Committee to make awards up to \$10,500. Please give careful consideration to the amount of funds requested in order that we may support the maximum number of proposals.

**NOTE:** This program is intended to enhance the scholarship of our faculty, and better prepare them for the peer-review process of external funding sponsors. Therefore, reflecting the practices of the external funding sponsors, those proposals which do not follow the guidelines and format given in this RFP may be returned without review.

## **6.0 REPORTING REQUIREMENTS**

**All mini-grant awardees are required to submit a mid-year progress report before May 28, 2010 to both their Dean and the Office of the Vice President for Research. This report does not need to be a detailed report, just a brief statement regarding the progress of your research. An email reminder will be sent to all award recipients.**

In addition, all mini-grant awardees are required to prepare a final paper summarizing their research results that will be included in the “**2010 Young Faculty Research Proceedings.**” The proceedings will be published by the Office of the Vice President for Research.

The final paper will be considered as the deliverable and final report on each mini-grant. The final paper is due to the Office of Vice President for Research by **November 30, 2010.** The Office of the Vice President will provide the guidelines for the paper for Research.

The Deans of the colleges will arrange for their mini-grant awardees to present the results of their research. The appropriate college Dean will determine the date and format of these presentations.

## **7.0 EVALUATION CRITERIA**

The principal criteria considered by the Awards Committee in evaluation of a proposal is its relevance to UAH’s mission of scholarship and research. Specific proposal-related evaluation criteria are:

1. Overall scientific, technical, or scholarly quality of the proposal.
2. The Principal Investigator’s (and Co-Investigator) capability to perform the research.

3. Potential of developing a more detailed research proposal for submission to state and federal agencies or other organizations.
4. Significant scholarly contribution in the discipline.
5. Clarity of research plan and reasonableness of the proposed budget.
6. Adherence to instructions and program purpose.

## **8.0 AWARDS**

The Awards Committee will meet within one month after the closing date to review proposals. Based on the recommendation of the Awards Committee, the selected proposers will be notified of awards immediately afterwards by the Office of the Vice President for Research.

## **9.0 CONDITIONS**

Since a grant is made for a specific research purpose, any significant changes in scope or direction must be cleared through the Office of the Vice President for Research. The Chairman/Dean is expected to work with the awardee to assure that funds are expended in accordance with relevant policies of the University. **Submission of a proposal warrants that all over-runs on any mini-grant account awarded are the responsibility of the grantee and his/her Department/College.**

Upon award of the mini-grant, an account will be established within the awardee's department and funds transferred from the Office of the Vice President for Research to this account. It is then the responsibility of the awardee and the awardee's department chair to assure that the funds are spent in accordance with the proposal. The Office of Sponsored Programs is prepared to answer any questions regarding the expenditure of funds.

Since the award is a grant, any funds remaining at the end of the award period will stay in the account and can be used at the discretion of the faculty, upon approval by the Department Chair.

The only reporting requirements are 1) mid-year progress report; 2) the preparation of a paper for inclusion in the "**2010 Young Faculty Research Proceedings**" and 3) presentation of the results within his/her College.

## **10.0 PROPOSAL**

The proposal should follow the guidelines listed below:

### **I. Introduction**

In an introduction paragraph give a non-technical statement, not to exceed one-half page, which describes your research proposal and its objectives to a lay person.

## II. Work Statement - (Keep to a maximum of three single-spaced or six double-spaced pages)

1. Statement of overall objectives and justification of the work.
2. Relation of proposed work to present state of knowledge in field.
3. General plan of work including description of methods and procedures.
4. Work statement should be prepared in a manner that addresses Evaluation Criteria.
5. How this research will lead to follow-on funding, including names of agencies.

## III. Budget Page

Appropriate budgetary items are outlined below:

1. Salaries and wages (Include statement as to what person will do)

**A faculty member may budget up to one month of his/her time to the contract, or \$5,000, whichever is less including fringe benefits.**

Funds may also be used to support salaries and wages for **individuals other than the faculty member** if their work is important to the completion of the research project by the faculty member. Typical examples are, graduate and undergraduate student support required in the acquisition, development and preparation of research materials and data, machine shop time, and computer operation assistance. Secretarial and graduate student tuition support is not covered. The **faculty member's time** required for accomplishment of the project must be negotiated with his/her respective Chair/Dean.

2. Operating expenses
  - a. Supplies
  - b. Duplication/Reproduction
  - c. Postage
  - d. Software

3. Travel

Funds are not provided for routine attendance at professional meetings, but are available for travel required to complete the research. Justification of travel and explanation of its role in accomplishing the research project must be included in the proposal.

4. Books, Periodicals, Microfilm, etc.

Purchase of items critical for the project accomplishment should be made only when they cannot be procured through procedures for which library funds exist, or when they are not available through inter-library loan. Duplicate purchases of Library holdings are not normally allowed. All of these items shall be ordered through the Library. Then the items are received and catalogued. The Library will issue them to the grantee for a period of time not to exceed the authorized closing date of the project. All items will be returned to the Library at the completion of the project.

5. Equipment/Instrumentation

Any equipment/instrumentation acquired under the grant is owned by the University. Normally, at the end of the project, any equipment purchased will become property of the Department to which the grantee is assigned. All purchases for equipment must be supported in the proposal relative to need for accomplishment of the proposed research effort. **Proposals for purchase of equipment not justified and required for accomplishment of the specific research objective and plan by the proposer will not receive consideration.**

**IV. Publications/Sponsored Research**

List of recent (last three years) publications relevant to the proposal work and titles and amount of any current sponsored research of proposer.

**V. Previous Mini-Grant Awards**

Note should be made of dates, titles and amounts of any previous Research Mini-Grant Awards received and associated publications.

**VI. Vita**

A one or two page maximum vita on the principal investigator and co-investigator should also be included with the proposal.

**PROPOSAL  
RESEARCH MINI-GRANT PROGRAM 2010**

Title: \_\_\_\_\_

Proposed Dates for Project: \_\_\_\_\_

Proposal Amount: \_\_\_\_\_

Principal Investigator (Name/Rank): \_\_\_\_\_

Principal Investigator's Signature/Date: \_\_\_\_\_

Co-Investigator (If any), (Name/Rank): \_\_\_\_\_

Department: \_\_\_\_\_ Bldg./Room #: \_\_\_\_\_

College: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Approval**

Dept. Chair: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

Dean: \_\_\_\_\_ Signature/Date: \_\_\_\_\_

OSP: \_\_\_\_\_ Signature/Date: \_\_\_\_\_