

2006 – 2007

UAH RESEARCH MINI-GRANT PROGRAM

SPONSORED BY

OFFICE OF VICE PRESIDENT FOR RESEARCH

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

1.0 INTRODUCTION

The Research Mini-Grant Program is designed to encourage growth and development of research talents by members of the faculty of UAH in all academic areas. Priority will be given to new full-time tenure earning faculty with less than **four (4)** years at UAH. The program will support basic and applied research activities, which are motivated by an effort to probe toward and discover new ideas, information or applications. **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 in his/her respective field of study. Hopefully the activities will enable the development of sponsored research from other sources.

2.0 ELIGIBILITY

Only new tenure earning faculty members, within the first four years of their academic career at UAH, will be funded to support their initial research endeavors. A faculty member is only eligible for a maximum of four mini-grant awards.

3.0 REVIEW OF PROPOSALS

Awards are made by the Office of Vice President for Research, 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.

4.0 GUIDELINES AND FORMAT

NOTE: THOSE PROPOSALS WHICH DO NOT FOLLOW THE GUIDELINES AND FORMAT MAY NOT RECEIVE FAVORABLE CONSIDERATION

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. Since the Awards Committee consists of faculty members from various fields of study, the language used in the proposals should be understandable by a lay person not versed in the field of study proposed. Technical terminology (define your variables) and jargon should be explained. Proposals, which do not conform to these rules and the requested proposal format, may be rejected.

The proposal should clearly indicate a date for the completion of the project. This must normally be no longer than twelve months from the proposed beginning date.

Proposals should follow the format given in Section 9.0. Proposals should not exceed six double-spaced pages plus the cover and budget pages. **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 \$10,000. Please give careful consideration to the amount of funds requested in order that we may support the maximum number of proposals.

5.0 REPORTING REQUIREMENTS

All mini-grant awardees are required to submit a mid-year progress report in May to both their dean and the Office of the Vice President for Research.

In addition, all mini-grant awardees are required to prepare a paper summarizing their research results that will be included in the “**2007 Young Faculty Research Proceedings**.” The proceedings will be published by the Office of the Vice President for Research and distributed to various funding agencies.

The 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 2, 2007**. The Office of the Vice President will provide the guidelines for the paper for Research. Failure to satisfy these conditions will result in the termination of the awardees' mini-grant.

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.

6.0 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.

7.0 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.

8.0 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/School.**

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.

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 "2007 Young Faculty Research Proceedings" and 3) presentation of the results within his/her college.

9.0 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.

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 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 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 2006 - 2007**

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: _____