MEMORANDUM

TO: New Tenure-Track Faculty

FROM: Robert G. Lindquist, Ph.D.
Interim Vice President for Research and Economic Development

DATE: August 20, 2019

SUBJECT: 2019/2020 UAH New Faculty Research Program
Request for Proposals

I am pleased to announce the call for proposals for the UAH New Faculty Research (NFR) Program. This program is intended to assist UAH’s new tenure-track faculty members to secure external funds in support of their scholarly interests.

- Eligibility – Tenure-track professors who have been at UAH for less than three years as of September 20, 2019.
- Maximum award is $10,000, limited to one award per faculty member.
- Funds may be used to provide up to one month of faculty member’s summer salary including fringe benefits. If funds are used for salary during the academic year, they must be in addition to the research time allotted by the faculty member’s college.
- Funds must be expended within one year from the award date.
- Student tuition is not covered by the grant.
- Total funding available is anticipated to be $60,000.

More details can be found in the attached 2019/2020 UAH New Faculty Research Program (NFR) Request for Proposals (RFP).

Your final proposal should be received by the Office of Sponsored Programs by 5:00pm on Friday, September 20, 2019. The NFR Review Committee, which is populated by your peers, will meet shortly thereafter to review proposals. It is intended that awards will be announced as soon as possible and will begin the first day of the spring semester. Questions should be addressed to Dr. Robert Lindquist, robert.lindquist@uah.edu or 824-6100.

We look forward to receiving your proposals, and to facilitating the research efforts of our newest faculty members at UAH.

c: Dr. Darren Dawson
   Dr. Christine Curtis
1.0 OVERVIEW

The UAH Office of the Vice President for Research and Economic Development (OVPRED) announces the availability of $60,000 in grant support for the New Faculty Research (NFR) Program. This internal grant program is designed to encourage the research efforts of UAH new faculty through participation in externally-funded research activities in her/his respective field of study. The NFR Program is not intended for support of work which is part of a scheduled course, development of course curricula, part of an on-going sponsored research project, purchase of equipment for non-research purposes, student tuition, or to satisfy requirements for a student’s degree.

2.0 ELIGIBILITY

Eligibility for participation in the NFR Program is limited to tenure-track faculty members who have not won an NFR award and who have been in such a position at UAH for less than three years as of September 20, 2019. Eligible faculty are allowed to submit one proposal per funding cycle.

3.0 NFR AWARDS

The NFR Review Committee will meet within one month of the closing date to review proposals. A total of $60,000 is available for award. Proposals of all funding levels are allowed, up to a maximum funding request of $10,000. The selected proposers will be notified as soon as possible by the OVPRED.

The 2019/2020 NFR awards must be expended within one year of the award date. No-cost-extensions of this date must be requested from the Vice President for Research and Economic Development, through your OSP contract administrator. Eligible expenditures include faculty salary during the summer; research-related equipment; student wages necessary for the completion of the proposed research project (tuition is not an eligible expense); travel required for the completion of the research; research-related materials and supplies; publication costs related to the proposed research project; and facility user fees necessary for the completion of the proposed research.
4.0 REPORTING REQUIREMENTS

All NFR awardees are required to submit a one-page, mid-year progress report by July 17, 2020, to Kelli Gonzales, kelli.gonzales@uah.edu, in the OVPRED. In addition, all NFR awardees are required to prepare a final report, not to exceed three pages in length, summarizing their research results and listing external funding opportunities pursued. This final report should also note any accomplishments enabled by the NFR grant, to include journal papers published, patent or copyright applications filed, and proposals submitted to external funding agencies. The final report is due to Kelli Gonzales in the OVPRED within 30 days from the end of the period of performance.

5.0 REVIEW OF NFR PROPOSALS

Awards will be made by the Vice President for Research and Economic Development after consideration of the recommendations by the NFR Review Committee. The Review Committee will consist of an Associate Vice President for Research (Chair), one senior faculty member appointed by the Dean of each of the Academic Colleges, a representative of the Faculty Senate, and two Research Center Directors appointed by the Vice President for Research and Economic Development. The Review Committee’s evaluations are based on the proposal evaluation criteria in Section 7.0.

Please note that the Review Committee consists of faculty members and research staff from various and diverse fields of study. Therefore, the PI should endeavor to write her/his proposal in lay terms such that it is understandable by a colleague who is not a subject matter expert in a directly-relevant discipline.

6.0 NFR PROPOSAL FORMAT

The proposal length should not exceed eight double-spaced pages, excluding the cover sheet, the budget pages, a brief vita, cited references, and a list of prior sponsored research grants. The proposal should have one-inch margins and use Times New Roman 12-point font. To assist with proposal evaluation, all proposals must follow the format provided in Appendix A. In the interest of fairness to all faculty, any proposal exceeding the page limit, not conforming to the margin and font requirements, or not following the format in Appendix A may be returned without review at the discretion of the review committee.

7.0 EVALUATION CRITERIA

Specific proposal-related evaluation criteria are:

1. Overall scientific, technical, or scholarly quality of the proposal. (20 points)
2. Clarity of the proposed methodology and analyses. (20 points)
3. Reasonableness and realism of the budget. (15 points)
4. The Principal Investigator’s capability to perform the research. (20 points)
5. Potential of developing a more detailed research proposal for submission to federal and state agencies or other sponsoring organizations. (25 points)
8.0 CONDITIONS FOR AWARD

Upon award, it is anticipated that an account will be established within the awardees’ department and funds will be transferred into this account. It is then the responsibility of the awardee and her/his department chair to assure that the funds are expended in accordance with the proposal. Any funds remaining at the end of the award period will revert back to the OVPRED. Any significant changes in scope or budget must be coordinated with the Office of Sponsored Programs and approved by the OVPRED.

9.0 SUBMISSION INSTRUCTIONS

A single PDF file of your final proposal should be received by your respective college or center’s contract administrator via email in the Office of Sponsored Programs by the close-of-business (5:00 P.M. CST) on Friday, September 20, 2019. A single hardcopy of your final proposal, received in the Office of Sponsored Programs by the same deadline, would also be acceptable. Those proposals received by 5:00 P.M. will be considered on-time, and those proposals received after 5:00 P.M. will be considered late and may not be reviewed at the discretion of the review committee.

APPENDIX A: PROPOSAL FORMAT

In order to ensure consistency, all proposals should follow the format given below:

I. Cover Page (provided at the end of this Call for Proposals)

II. Proposal Title

III. Summary

Please provide a brief summary, not to exceed one double-spaced page, which summarizes your proposed activity and its key objectives to a lay person.

IV. Background

Please provide an overview of the problem to be addressed, or ideas to be explored, to include a brief discussion of the present state of knowledge or thought in the field.

V. Technical Objectives and Approach

Include a description of the overall objectives and the justification of the proposed work. Describe the plan of work, including a description of the proposed methodology and analyses procedures. Relate the proposed work to the present state of knowledge or thought in the field provided above.

VI. Benefits to Faculty Member

Discuss how this proposed activity will advance the research interests of the Principal Investigator. Address how this research will lead to follow-on externally-sponsored funding for the PI, including
information about specific targeted funding programs and sponsors when possible.

VII. Budget Justification

The appropriateness of the budget will be one of the proposal evaluation factors. To be helpful, some guidelines for constructing the budget are given below. Please provide an appropriate level of detail to allow for an informed evaluation of your proposed budget. You must work with the Office of Sponsored Programs in developing your budget and proposal in the appropriate format.

1. Salaries, wages and fringe benefits

A faculty member may budget summer salary, or salary funding during the academic year that is above the research time (if any) allotted by the College.

Funds may also be used to support salaries for individuals other than the faculty member if their work is critical to the completion of the research project (provided this is addressed in Section VII – Budget Justification). Typical examples are: graduate and undergraduate student support required in the acquisition, development and preparation of research materials and data, machine shop time, and equipment operation assistance. Note that student tuition support is not an eligible expense under the NFR program.

2. Research-related Equipment/Instrumentation

Any equipment acquired under the grant is owned by the University. All purchases for equipment must be supported in the proposal relative to its need for accomplishment of the proposed research effort.

3. Research-related Operating Expenses

Please break out the total operating expenses necessary to complete the proposed activities into the following three categories: Supplies, Duplication/Reproduction, Software.

4. Travel

Justification of travel and explanation of its role in accomplishing the research project must be included in the proposal.

5. Books, Periodicals, Microfilm, etc.

Provide a brief list and justification of items in this category.

6. Publication Costs

Publication of the results of the proposed research in well-respected scholarly journals is encouraged, and the associated publication costs may be included in the budget.

7. Cost share, if any
VIII. Cited References

IX. Sponsored Research

Please list all current and pending contracts and grants of the Principal Investigator.

Note that the NFR awards are not intended to support work of an on-going sponsored research project. Therefore, if there is a chance that the proposed activity may incorrectly be perceived by the Review Committee as part of an ongoing sponsored project, please include in this section a brief statement (up to 250 words) distinguishing how the proposed activity differs from the ongoing work.

X. Vita

A two-page maximum vita on the principal investigator should also be included with the proposal.
Title: ____________________________________________________________

*Thrust Code (categories available on OSP web site): _______________________

Requested Budget: __________________________________________________

Principal Investigator: ________________________________________________

Principal Investigator's Signature/Date: _________________________________

PI Department: ___________________________ Bldg./Room #: __________________

College: ____________________________________________________________

Phone: ___________________________ Email: ______________________________

Approvals

Dept. Chair: ___________________________ Signature/Date: __________________

Dean: _________________________________ Signature/Date: __________________

OSP: _________________________________ Signature/Date: __________________

*Thrust Codes can be found at: http://www.osp.uah.edu/documents/ThrustAreas.pdf