



Faculty Research & Scholarship Grant Call for Proposals and Application

Faculty Research & Scholarship Grants (FRSGs) are awarded each spring by the Office of the Provost to support faculty original scholarship (including programs of research that focus on the scholarship of discovery, teaching and learning, application, and / or synthesis.) FRSG funds can be used for **direct research expenses, subvention costs, release time, or a summer stipend** which can help you complete your scholarship project. The majority of funds will be allocated to pre-tenured, tenure-track faculty while senior faculty will be eligible for funding that is set aside specifically for posttenure faculty. Faculty Research & Scholarship Grants are administered by the Center for Scholarship and Faculty Development (CSFD), with support from the Faculty Development Committee.

How these grants can help you

ACADEMIC YEAR COURSE RELEASE: Full-time faculty may request up to a 5-credit course release with their Dean's approval (2 or 3 credit releases are also possible). Grant funds will enable their school to cover the cost of an adjunct replacement at \$900 per credit, plus **12.4%** for fringe benefits. Departments or schools that pay adjuncts at a higher rate must cover the difference out of their own budgets.¹

SUMMER STIPEND: Alternatively, full-time faculty on either a 9 or 10 month contracts may request a summer stipend of either \$4,500 (5 credits), \$2,700 (3 credits), or \$1,800 (2 credits), depending on the time commitment or scope of their projects. Fringe benefits of **12.4%** also must be included in the proposed budget (\$549, \$330 or \$220). Summer stipends will be paid directly to the faculty member in September, following the conclusion of the work. Faculty teaching between a .75 and 1.0 load are **ONLY** eligible to apply for a summer stipend, not for a course release or other stipend.

Other Eligible Expenses: FRSGs can be used for direct research expenses such as

- Reasonable travel costs essential to scholarship.
- Research-related equipment and materials purchases.
- Purchase of rare or expensive or out-of-print publications not readily available in the library or through interlibrary loan. These materials must be placed in the SPU Library's permanent collection within one year of purchase.
- Copying graphic arts, page charges, cost of reprints, presentation expenses.

¹ Faculty in CAS can calculate adjunct replacement at \$900 per credit. Faculty in other Schools should check with their budget manager for the appropriate rate and make sure that their school is willing to cover any difference.

- Subvention and other assistance for the dissemination of a project (e.g. permission fees, publication subsidies for peer-reviewed academic presses, etc.).
- Clerical help in excess of school resources.
- Honoraria to research participants.
- Undergraduate and graduate research assistants (see the **Policy for Paying Student Employees** below).

FRSGs can NOT be used for

- Course improvement or curriculum development (faculty should consult their school dean regarding an Academic Renewal Grant for these purposes).
- Conference attendance and registration fees intended for professional development or dissemination of research results.
- Compensation for research already completed before the date of application.
- Release time that is covered by sabbatical.
- Expenditures that have been covered by external grant funds.
- Reimbursement for other expenses not identified in the FRSG application or incurred prior to **July 1, 2017**.

Who Can Apply?

- Applicants must be full time (at least .75 FTE) faculty members of Seattle Pacific University.
 - Faculty on one-year contracts must be at least in their second year of such a contract in order to be eligible.
- Each proposal must have a Principal Investigator (PI) even if a team of faculty will benefit from the grant. A PI can only apply for one FRSG per year.

Dean's Approval of your Submission

All applications require Dean's signature. Faculty must also secure their Chair's signature if they are asking for course release. You can secure this on paper and scan as part of your application or have your dean e-mail his or her approval. CSFD must receive notice of your Dean's and or chair's approval before the 5pm deadline.

Money Matters

While there are no formal limits on requests, applicants should bear in mind that the total amount requested each year typically exceeds the funding available. Last year we received 11 requests totaling \$51,000 and were able to fund 10 with the \$46,600 allocated for internal grants. The average award given for the **2016-17** academic year was **\$4,400**. Please note that funds for approved grants will not be available until **July 1, 2017** and are then available for spending during the fiscal year with all

expenses completed by **June 1, 2018**. Funds can only be used towards approved expenses related to the scholarship proposal. FRSG accounts will be closed on **June 30** of the year following the award, unless a formal request for an extension is received and approved in the CSFD no later than **May 1, 2018**. Unexpended funds will be returned to the general FRSG budget.

Reporting – The Important Final Step

Research projects are expected to be largely completed within one year of the dispersal of the grant funds. A brief 1-2 page electronic copy of the report noting grant activities and how objectives were met or modified must be submitted to the Center for Scholarship and Faculty Development no later than **August 1, 2018**. Summer funding will not be released until the Center approves your report.

All Grantees must use the [report template](#) found on the CSFD website.

Your report will be posted on the CSFD website. If the research results in a publication, presentation or product, the support of an SPU Faculty Research & Scholarship Grant should be acknowledged in print or in the presentation and a copy of the publication, submitted to CSFD. *Faculty who fail to provide a substantive final report, acknowledge the grant funding or provide copies of scholarship that were supported by an internal grant are less likely to be considered for future FRSG's.*

Policies for Paying Student Employees

Student Research Assistants: The intent of the FRSG program is to support faculty-driven research. Therefore undergraduate and graduate students paid from these funds must work under the close supervision of a faculty supervisor. All undergraduate research assistants paid from FRSG funds must be hired via the Office of Student Employment. (See info below for graduate students). Student salary fringe benefits will be charged against the grant and should be included in the itemized budget proposal.

Calculating Payments and Benefits: Grant applicants must include the number of student hours, the pay rate, and a benefit of **1.80%** in their budgets. Student research assistants are typically paid \$10 to \$20 an hour. Here's an example:

50 hours of student labor @ \$10 an hour	\$500.00
Benefits @ 1.80%	<u>9.00</u>
Total request:	\$509.00

Hiring undergraduate research assistants: All undergraduate research assistants must be hired through the SPU Office of Student Employment. This may involve two steps:

1. A job classification may need to be created by logging on to the on-campus employer section of the SPU Office of Student Employment and creating a new job description. However, many departments already have job classifications for student labor that would work for a student research assistant. For example, the Department of Biology has a “research assistant” job description in existence that faculty simply re-use, allowing them to skip this step.
2. Once the position description is on file electronically, fill out a work referral for the student. Separate forms for summer and academic year work are used. Download the appropriate form from the [SPU student worker webpage](#)

Once hired, students will report their hours through Banner and the faculty member, as supervisor, will also approve their hours through Banner. It is important that pay period schedules and published deadlines be followed, or students will not be paid in a timely manner.

Graduate Research Assistants: Graduate research assistants may be paid EITHER through the same process as undergraduates (through the Office of Student Employment and including **1.80%** benefits as described above) or in the form of a research fellowship. Please check with your dean and school budget manager for the process used in your school. Graduate research assistants are typically paid \$15 to \$18 an hour. Funds can be asked to create research fellowships, which are established within the school, do not need to include a benefits line, as they are considered financial aid/scholarship.

While FRSG funds can be used to support studies that provide graduate students with dissertation data, the faculty member must be the Principal Investigator, project supervisor and major beneficiary of the data collected.

Dates of Employment: Both undergraduate and graduate research assistants must conduct their work between July 1 of the year awarded and May 30 of the following year. Since FRSG awards are tied to the **17-18** fiscal year’s budget, students cannot be paid for hours worked prior to July 1. Unless an extension is granted, they may not be paid after May 30 of the subsequent year.

Criteria for Awards

Please remember that the application will be read by Faculty Development Committee members from a broad array of disciplines. Subsequently applications that are written for this general audience rather than members of one’s guild are more likely to be funded. Applications will be evaluated by the review committee according to the following criteria. Please ensure that your application addresses these issues as appropriate.

1. All required areas are fully and appropriately addressed in the application, appendices are included and an **electronic copy** of the application using this template, and e-mailed with appropriate signature(s) to csfd@spu.edu by the deadline
2. The PI has made the case that FRSG funding is necessary to complete this project.

3. All required areas are fully and appropriately addressed in the application, the budget is clearly justified (including reasons for specific stipend amount) and appendices are included.
4. The project includes SPU students or other peers
5. The proposal and PI prior research provides strong evidence he or she has the requisite skills and knowledge to address the topic or process with distinction and that the research will become a scholarly or creative contribution.
6. The time frame provided in the grant is reasonable to complete the project and submit for publication / presentation. The form of final scholarship (what conference or journal) is included. Book proposals can demonstrate some evidence of communication and feedback with possible publishers.
7. Reviewers can easily follow the summary and review of relevant literature to understand the purpose of the project.
8. The hypothesis, research question, or scholarly intent is (are) clearly articulated.
9. The proposed methodology appears to be sound and its description is clear to others outside of the field.
10. SPU mission fit: the project reflects well on the mission, distinctives and essentials of SPU.

The [review and rating form](#) can be found on the CSFD website

Hints to strengthen your proposal

1. Be as explicit as possible. If you are asking for travel funds, provide specific outcomes for the trip. If you are planning to travel to work with a colleague at another institution, get a copy of a letter of affiliation. If you are collecting data – write about the process. If you are proposing to write or finish writing a book include copies of correspondence with your editor as an appendix.
2. Be as clear as possible. Remember that you are writing to a cross campus audience. What may be pedestrian terms in your own guild may be completely foreign to the colleagues who are reading your proposal. While the committee does not have the expectation that they can fully judge the importance of the research, they want to be able to understand what you are suggesting that you will do.
3. Give some sense of the scope of the project. If you are working a book, this could include the book outline, sample chapters, communication with a publisher or a copy of the book contract. If you are collecting data or writing up a research article, what do you believe will be the length of the work or the time commitment? Provide as specific a time line as possible for your project.
4. Make sure that the time line makes sense and that you have described it in a way that the committee can understand what you are going to do and when.

5. If you are expecting to use students in your scholarship, and you know who they are, go ahead and include their names and why they are qualified to work with you on the project.
6. Make sure that the budget is as specific as possible and that it is aligned with what you wish to accomplish. If asking for summer funds or a course release, justify the time commitment associated with the number of credits you are requesting.
7. If you have other funds that are covering another section of your program of research, make sure that you are clear on what the FRSG will cover.
8. In the Method section, make as strong a case as possible that if you do not get this funding – you cannot do the project.
9. If you are over the word limit, you are welcome to add appendices as appropriate.



Faculty Research & Scholarship Grant Application Form Deadline: Due by 5pm on deadline noted on CSFD website.

Faculty Research and Scholarship Grants (FRSGs) may be used either for **direct scholarship expenses, subvention costs, release time or a summer stipend** to complete your scholarly project. The majority of funds will be allocated to pre-tenured, tenure-track faculty. Senior faculty will be eligible for funding that is set aside specifically for post-tenured faculty.

Submit **an electronic copy of this completed form with appropriate signatures** to the Center for Scholarship and Faculty Development by **5pm of the date on the CSFD website**. You are welcome to have your Dean sign, then scan the document and e-mail to CSFD@SPU.edu

You must use this FRSG template as your application form.

Principle Investigator:²

PI Academic Rank:

Department and School:

Project Title:

Total Amount Requested:

Please use a 12 point font type

-
- I. **Case Statement:** Provide a description of the issue, problem, opportunity or deficit you are proposing to address and provide an appropriate literature review so that colleagues outside of your field can understand the context and importance of your scholarship. Clearly articulate in detail the hypotheses, research question, or objectives of your project. Note how this project fits within your overall program of scholarship. Explain why the requested funding is necessary to complete this research project. (See criteria in FRSG instructions.) The case statement should include relevant citations with a bibliography or reference section at its conclusion. (1500 words or less)

 - II. **Approach or Method:** Provide a detailed description of the proposed methodology and timeline to complete. Note if any undergraduate or graduate students will participate in this

² Teams may apply but one person must be designated as the Principal Investigator (PI). List all members of team with one person designated as PI.

scholarship and their role in the project. Successful applications will make a clear connection between methodology and budget (1300 words or less).

III. **Dissemination of Results:** How will you disseminate the results? What is the timeline for any peer-reviewed presentations, performances or publications? (200 words or less)

IV. **Appendices:**

1. **Previous Internal SPU Grants Received:** List last 5 as applicable. Include FRG, SERVE, Innovation and School-based grants

Title:

Date Received:

Amount:

Outcome / Result of Grant:

2. **Itemized Budget³:**

Provide **total itemized costs** related to the project. (Things to consider include technology, materials, research supplies, research travel, and scholarship resources calculated with the appropriate tax rates.) You can use the table below as a possible template. If you are asking for partial funding for a project, please provide the total project amount and the amount you are requesting and/or receiving funding from other sources.

Expenses:	
Technology costs (hardware & software)	
Scholarship materials/supplies	
Travel (Flight and housing info)	
Total Expenses:	
Salaries: complete as appropriate	
Course Release	
Summer stipend	
Student stipend (Academic Yr)	
Student stipend (Summer)	
Total Salaries:	
Fringe:	
Faculty Academic Yr/Professional	
Faculty Summer Salary	
Student Fringe calculations	
Total Fringe Benefits:	

³ See application instructions document on how to calculate adjunct replacement and student benefit rates.

Total Budget:	
----------------------	--

- 3. Vitae
- 4. If appropriate, a copy of proposed book outline, sample of completed chapters, or book contract
- 5. IRB or IACUC approval letter if using human or animal subjects⁴

Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

⁴ Your project must have approval from IRB or IACUC prior to applying if you are using human or animal subjects.