

# Applying for an internal Faculty Research Grant (FRG)

Gary W. Burdick  
Professor of Physics  
Associate Dean for Research

Andrews University Faculty Institute, August 14, 2014

# Andrews University

## FACULTY RESEARCH GRANT APPLICATION May 1, 2014 – April 30, 2015

Pre-submission Review Deadline (highly recommended): **February 1, 2014**

Final Submission Deadline: **March 1, 2014**

Please submit completed application via email to [research@andrews.edu](mailto:research@andrews.edu) by the due dates given above. Please remember that this proposal will be evaluated by an interdisciplinary committee, therefore, write in clear terminology that will be easy to understand by those reading it. Please type in the spaces provided below, which will automatically expand as needed.

- Faculty Research Grants are awarded once a year:
  - Presubmission deadline – February 1
  - Final Submission deadline – March 1
  - Awards announced – April 1
  - Funds available for use – May 1 through the following April

- Applications reviewed by a 7 member committee
  - External (blind) reviewers may be used if needed
- Funding Priorities:
  - To assist new (and newly active) faculty in developing and establishing an active research program at Andrews University.
  - To enable faculty who are active in research to be more productive than they would be without the financial assistance of a Faculty Research Grant.
  - To assist faculty who are active in research to develop their research program with the goal of successfully applying for funding from external sources.
  - To assist faculty who are active in supporting student research and student scholarship development.

### Principal Investigator(s)

NAME (Last, First, MI)	AU ID	DEPT.	E-mail	TEL EXT	FAC. STATUS	FAC. RANK

- Faculty Research Grants may be funded up to **\$5000** per full-time Andrews University faculty member.
  - One faculty member may request \$5000, two faculty members together may request \$10,000, etc.
  - Faculty members may be joint applicants on multiple FRG applications, but in this case, the \$5000 maximum must be divided between the applications. No more than \$5000 per faculty member may be requested.
  - Graduate students, and part-time, adjunct, and non-affiliated faculty may be included as co-PIs for the application, but do not increase the funding limits.
  - Emeritus faculty with offices and active research on the Andrews campus may receive up to **\$3000**.

## Project Title

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## Abstract

Please summarize your research using a maximum of 250 words.

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- A clear title and a short descriptive abstract are required.
  - The abstract should
    - succinctly summarize the work
    - emphasize the importance of the work
    - avoid too many details, but rather, should show the big picture context
  - The titles and abstracts of successful applications will be posted to the research website.

## Project Description and Methodology

Please describe the project background and detail the methods to be used. The methodology should be sufficiently detailed that the reader can understand how the work will be performed. Place the work in the context of existing work in the field, including a review of relevant literature.

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- The project description should place the work within the context of the existing work.
  - How does this work build upon previous work?
- The project description should be clear to an interdisciplinary reader.
- The research methodology should be clear.
  - Do not assume that the reader knows your qualifications to do this work—the reviewers must judge what they read in the application
- The literature review should show in-depth understanding of the literature.
  - Include the most relevant sources.

## Personal Statement and Significance of Project

Please describe the significance of this project for your professional growth and its importance for your academic field. Put this in the context of your professional activities over the last three years, and your professional expectations over the next three years. Include citations to publications and presentations you have made over the past three years, emphasizing your qualifications in the project area.



- Place this work in the bigger context of your research.
  - How does this work build upon your previous work?
  - Show your qualifications and expertise to perform this work.
- Explain why this work is important to you.
- Explain how this work fits with your professional goals.
- The **Project Description and Methodology**, and **Personal Statement and Significance** sections form the heart of the application—make sure these sections are complete.

## IRB / IACUC Documentation

Does this project involve the use of human subjects or vertebrate animals as part of the research? If yes, the project must be approved by the Institutional Review Board (IRB) and/or the Institutional Animal Care and Use Committee (IACUC) prior to starting the research project.



- Does this work involve living human beings?
  - Surveys, interviews, behavioral studies, etc.?
  - Then it will need Institutional Review Board (IRB) approval.
- Does this work involve live vertebrate animals?
  - Then it will need Institutional Animal Care and Use Committee (IACUC) approval.
- Your grant can be provisionally approved prior to receiving IRB or IACUC approval, but no research can be started until the Research Office receives a copy of the official IRB or IACUC approval letter.



## External Funding

Will you receive funding from other sources to support this project? If so, please explain. Also indicate how this project can be used to attract external funding for further endeavors. Please be specific. Additionally, if you desire for this application to be considered for General Conference or North American Division matching funds, please indicate here how the proposed research satisfies GC or NAD research objectives, and how the matching funds would be used.



- If this work is being supported from other sources, indicate that here.
  - External grants
  - Matching funds from other sources
  - Support provided by other institutions
- If the project can lead to future external grant applications, indicate that here.
  - Can the current project provide the basis for an external grant application?
- If the project warrants consideration by the research office of either the **General Conference** or the **North-American Division of Seventh-day Adventists**, indicate that here.

- Matching funds from the **General Conference, Office of Archives, Statistics, and Research (David Trim, Director)**
- How does this project meet one or more of the GC Research Objectives?
  - Improve the effectiveness of mission to those outside the Seventh-day Adventist Church
  - Enhance the quality of pastoral ministry and discipling to church members as well as meet their needs.
  - Assist denominational organizations and denominationally funded programs to achieve optimal efficiency and value.
- How will the matching funds be utilized?

- Matching funds from the **North American Division, Office of Strategic Planning and Assessment (Paul Brantley, Vice President and Director)**
- How does this project meet one or more of the NAD Research Objectives?
  - Support the information needs of the NAD's strategic plan
  - Document the significance of felt needs throughout the NAD territory
  - Improve the church's reach to persons outside the Seventh-day Adventist Church
  - Enhance the quality of pastoral ministry and discipling to church members
  - Determine the effectiveness of denominationally funded projects and programs
  - Diagnose and enhance organizational health of the church
  - Improve the efficiency and effectiveness of church operations
  - Identify innovative approaches that show promise of making positive impact
- How will the matching funds be utilized?

## Previous University Funding

Have you received Andrews University funding during the last three years? If yes, please indicate the approximate amount of Andrews University funding you have received, and provide a progress report indicating how that money has been used to further your research goals. Also indicate here how external funding (if any) has been used.

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- If you have received Andrews University research funding within the past three years, indicate that here.
  - How was the funding used?
  - What are the results?
  - What presentations and/or publications have been produced, or are currently in process?
- **The committee is looking for a track record of publications from previously supported research.**
- If you received external research funding within the past three years, indicate that here as well.

## Budget Information

Provide budget justification for each line item in the budget. Research funds do not cover faculty salaries, travel to conventions or conferences, or the development of new curriculum or enhancement of course materials. Funds for these items are to be obtained through departmental and school budget allocations. Funds for a one-class release are allowed, provided justification is provided.

Itemization		Sub-Tot	Totals	Justification
<b>LABOR</b>		<b>\$</b>	<b>\$</b>	
<i>Student Labor</i>				
Hours	=			
Rate	=			
<i>Non-student Labor</i>				
Hours	=			
Rate	=			

- All budget line items must be justified.
- Funds may be used for
  - Labor (student or non-student)
  - Research-related travel expenses (travel to conferences are not allowed—department and school funds are to be used for conference presentations)
  - Supplies and small equipment (<\$2500)
  - One-class release time (up to \$2400 for a teaching contract) if the need is well justified

<b>GRADUATE RESEARCH ASSISTANT</b>		
Graduate Research Assistant (GRA) funds are not to be used for clerical help. They are to fund actual research done by students.	\$	
GRA up to \$1500, to be matched with School of Graduate School funds for a total of up to \$3000. (Indicate only the GRA funds to be covered by this grant here.)		

- If a **Graduate Research Assistant** is requested, \$1500 comes from the FRG, with an additional \$1500 matching from the School of Graduate Studies, for a total GRA of **\$3000**.
  - Requires that the Graduate Student be a leader in the research project. That is, either be a coauthor on publications or presentations arising from the project, or be an author/presenter for the portion of the research project performed by the Graduate Student.
  - The GRA is expected to present a poster on the research at the **AU Celebration of Faculty and Graduate Student Research** (annually the first Friday in November; October 31, 2014).
- Report only \$1500 on the budget line.

- In addition, faculty may request **Undergraduate Research Scholar** award funds independently from the FRG.
- URS funds are available competitively for students at **\$1000** per semester, or **\$2000** total for an academic year.
- Summer URA funds are also available for **\$1000**.
  - Requires that the Undergraduate Student be a leader in the research project. That is, either be a coauthor on publications or presentations arising from the project, or be an author/presenter for the portion of the research project performed by the Undergraduate Student.
  - The student is expected to present a poster on the research at the **AU Honors Scholar and Undergraduate Research Symposium** (annually in March; March 6, 2015).
- Faculty may request URS awards for a maximum of two students per semester.

TRAVEL			\$
<b>Auto Miles</b>			
Miles	=		
Rate	=		
<b>Commercial Carrier</b>			
Type	=		
<b>Lodging</b>			
# Days	=		
Rate	=		
<b>Meals</b>			
# Days	=		
Per Diem	=		

- Travel funds may be requested for research related travel to field sites or to other institutions for collaborative research.
- Travel funds may also be requested to bring collaborators to Andrews University.
  - Standard mileage and per diem rates apply.
- Do not use for travel to present at conferences.
- Research travel may be combined with sponsored travel for other purposes (teaching, conference presentation, etc.)
  - Report the additional cost here.
  - Or proportionally split the travel costs.



<b>SUPPLIES &amp; EQUIPMENT (&lt;\$2500)</b>	<b>\$</b>	
<b>OTHER (please specify)</b>	<b>\$</b>	
<b>TOTAL REQUESTED</b>	<b>\$</b>	
The maximum total amount of this request should not exceed \$5,000 per principal investigator.		

- Consumable supplies and small equipment may be included.
  - But not computers.
- Teaching release for a 3-credit class (up to \$2400) may be included.
  - Please provide justification for the release time.
  - The funds are to be used by your department to pay a contract for the course you would otherwise be teaching.
- Please request no more than the allowed maximum of \$5000 per principal investigator.

### **Affidavit of Responsibility**

*I certify that the information given above is true and accurate, to the best of my knowledge. If research funds are granted to me, I agree to use such funds only for the purpose stated above, to submit timely reports as requested by the Office of Research and Creative Scholarship, and to keep my total expenditures within the amount granted. I further agree that any expenditure over the amount of my grant may be denied reimbursement by the Office of Research and Creative Scholarship. If approved, any over expenditure may be charged to my next grant (if awarded for the year following the over expenditure) or to my personal account.*

*My typed name below also acknowledges my awareness that the university has an obligation in the event of academic misconduct or alleged academic misconduct to take such action as necessary to ensure the integrity of research, and the university has a clear policy for dealing with academic misconduct complaints including procedures for conducting an investigation and a process of appeal.*

<b>Applicant</b>	<b>Date</b>

- Type your name and date to certify your agreement with the stipulations of the application.
- Then email the completed application to your department chair for the chair's comments and certification.

### Department Chair's Commitment

Please provide your evaluation of this proposal which should include but not be limited to the following:

1. Are there sufficient departmental resources to support this proposal?
2. What are the strengths and/or weaknesses of this project?
3. In what ways will this proposal strengthen the professional development of the faculty member?

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### Certification

*My typed name below certifies that the department endorses the faculty research program described above, and recommends that it be funded by the Office of Research and Creative Scholarship.*

**Chair**

**Date**

- The department chair's appraisal of the application is vital, as the chair is in the best position to understand the importance of your research.
- Once the chair completes the appraisal and endorsement, the completed application should be emailed to [research@andrews.edu](mailto:research@andrews.edu) by the published deadlines.
- Late applications will not be considered.

- Timeline
- (Optional) Preproposal Deadline: February 1
  - The Research Office and the committee chair will evaluate the application for completeness, with response given by February 14.
- (Required) Proposal Deadline: March 1
  - The committee will evaluate the application content and recommend funding. Recommendation may be to fund at that full request, fund at a reduced amount, or not to fund.
- Faculty will be notified of the funding decision by April 1
  - Committee evaluations will be included, and need to be carefully considered when applying for a new grant or renewal grant the following year.

# OFFICE OF RESEARCH & CREATIVE SCHOLARSHIP TEAM



Gary W. Burdick, PhD  
Professor of Physics  
Associate Dean for Research  
Phone: 3501  
Office: AD322 / HYH222  
[gburdick@andrews.edu](mailto:gburdick@andrews.edu)  
[research@andrews.edu](mailto:research@andrews.edu)



Sarah Burton  
Administrative Assistant  
Phone: 3042  
Office: AD322  
[research@andrews.edu](mailto:research@andrews.edu)



Mordekai Ongo  
Research Integrity &  
Compliance  
Phone: 6361  
Office: AD322  
[ongo@andrews.edu](mailto:ongo@andrews.edu)  
[irb@andrews.edu](mailto:irb@andrews.edu)