

**Office of the Associate Provost  
for  
Academic and Multicultural Affairs**



**Faculty Awards  
for  
Research and Creative Projects  
Application and Guidelines  
1997 -1998**

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# Office of the Associate Provost for Academic and Multicultural Affairs

## Faculty Awards for Research and Creative Projects

### Purpose of Awards

The primary purpose of this program is to enhance academic excellence and intellectual diversity by supporting the professional and scholarly pursuits of faculty. The program is specifically designed to assist faculty in establishing and sustaining an active program of research and scholarship which contributes both to their intellectual development and to the multicultural goals of the University.

### Eligibility

Any faculty member who is on regular academic appointment as professor, associate professor, assistant professor, or instructor at the time of application who is expected to conduct research as part of his/her University duties, and who has regular assignments as a teacher of formal courses is eligible for these awards. Primary research staff, librarians, curators, and archivists are also eligible. Awards are made in combination with matching support (in-kind or direct funding) from the applicant's academic unit, another University of Michigan unit, or an external funding source. A letter from the Department Chair advising the Office of the Associate Provost for Academic and Multicultural Affairs (OAPAMA) of the applicant's status in the department is required. Under certain circumstances, emeriti faculty who are still affiliated with a University department may also apply.

Faculty members on paid Leave of Absence either in residence or with headquarters elsewhere may apply for research funds. If funds permit, the OAPAMA may allow part of the expense for travel to the applicant's headquarters. The applicant is required to inform the OAPAMA of any requests made and funds granted by other research agencies. Higher priority will be given to individuals on leave without auxiliary resources than to those on leave who have received grants from other research agencies. A faculty member on Leave without Salary with employment outside the University is not eligible to use these funds.

### Application Procedures

A complete application for the Faculty Award for Research and Creative Projects must include the following:

1. Application cover sheet (included with this document) with all appropriate signatures and budget summary.
2. Letter of support from department or unit head; additional letters of support as appropriate.
3. Supplemental application for Faculty Travel Grant, if appropriate.
4. Budget Justification Narrative (not to exceed two pages) which should include:
  - Explanation of relationships of costs to the proposed activity.
  - Basis for cost estimates.
  - Reasons OAPAMA support is sought.
  - If request is for seed money, explain nature and status of plans for other support at conclusion of grant.
  - If salary support is requested, provide detail (for whom, nature and percent of appointment, period of time, amount).
5. Proposal Narrative (not to exceed five pages) which should include:
  - A concise description of the nature, objectives, and expected outcome of the proposed research or creative activity; the description should be understandable for reviewers outside of the applicant's field.
  - Description of the significance of the proposed activity in one's discipline, for the applicant's scholarship, and for the University.
  - Plans for accomplishing the activity's objectives — explain if timing is critical.
6. Current curriculum vita of applicant.

***Please note: Incomplete applications will not be reviewed.***

## **Submission Deadlines**

The Faculty Awards for Research and Creative Projects are reviewed twice each year. Application materials must be completed and submitted by one of the following deadlines:

*November 1 or April 1*

Applications should be submitted to:

*Office of the Associate Provost for Academic and Multicultural Affairs  
3084 Fleming Administration Building 1340*

## **Review Procedures**

Each proposal application is reviewed by approximately five senior faculty members who then make recommendations to the Associate Provost for Academic and Multicultural Affairs. The Associate Provost will guard against conflicts of interest by requesting additional reviewers when appropriate. Applicants are notified of the results of the review within one month of the above deadlines. Those who are awarded funding are required to sign a statement of acceptance to the terms of the grant before transfer of funds takes place.

## **Funding Priorities**

The highest priority for funding are the criteria of scholarly excellence, intellectual diversity, and the support of the University's goals for multiculturalism. Additional priorities are listed below in order of importance:

1. Projects which will support Assistant Professors toward achieving tenure and promotion.
2. Applicants whose projects have not received funding through this office in the past two years.
3. Projects for which outside funding is not obtainable because no outside agency is relevant.
4. Requests for seed money with demonstrably high potential for graduation to external funding, combined with documentary evidence that the applicant actively is seeking such support.
5. Research that extends or augments work currently supported by external funds, particularly if the use of FARCP funds is likely to result in the preparation of renewal proposals.

## **Matching Funds**

The OAPAMA may reduce or discontinue support of projects where there is no indication of an attempt to obtain additional internal or available external funding.

Applicants are required to list the amount and source of research support of any kind received from other agencies, including start-up funding for new appointments and internal funding.

Applicants are strongly urged to submit budgets carefully calculated to fulfill the minimum needs of the project. The OAPAMA will not favor full funding for most projects.

## **Restrictions and Allowable Uses**

### **Research Assistance**

Funds may not be used to support students per se, but the OAPAMA may support requests for research assistance as an aid to the faculty member in pursuit of research. Requests for research assistance must provide a clear research plan and specify the exact tasks the research assistant will perform. Funding for research assistants will be on an hourly basis, for less than half-time only. Tuition and fees for graduate or undergraduate students will not be supported. Clerical assistance for data entry and/or word processing costs will be considered by the OAPAMA on a case-by-case basis. However, because word processing is viewed as a personal or departmental function, the applicant must justify requests. Research and clerical assistance are supported at work-study rates unless the applicant is unable to find a work-study student who meets the qualifications for the required work.

### **Graduate Student Research**

Funds may not be used in support of graduate student research.

### **Supplies**

Research funds may be used to purchase expendable supplies that are not normally provided by the department. Requests for copying may be included and requests for special computer applications will be considered where appropriate.

### **Equipment**

Expensive equipment should be requested through regular departmental budgets as a nonrecurring item. Research funds may be used to purchase less expensive permanent equipment essential to research, provided such equipment cannot be purchased from departmental funds or is not available from other University sources. Requests may receive more favorable consideration if applicants obtain matching funds for equipment from other sources. Equipment purchased becomes the property of the University and must be returned to the faculty member's department.

### **Books**

In general, research funds should not be used for the preparation of textbooks or other books that are to be sold on a royalty basis. Curricular, administrative, and teaching aid studies are not supported by this program.

In addition, book purchases using OAPAMA funds are generally not permitted. Under exceptional circumstances, where an applicant receives verification notice from the University Library of its inability to purchase necessary books, the OAPAMA may consider providing funds. Faculty must comply with established procedures for notifying the appropriate Librarian of the materials purchased. These materials become the property of the University and must be deposited in the University Library when they have served their purpose to the grantee.

### **Overdrafts**

OAPAMA cannot authorize payment to cover overdrafts incurred on University funds. Payment of such overdrafts will be the responsibility of the individual grantee and/or the academic department or unit incurring such charges.

### **Other Disallowances**

FARCP grants may not be used to extend the time period of a sabbatical or for replacement teaching.

## **Funding Categories and Limits**

### **Faculty Awards for Research and Creative Projects**

**Applicants may apply in more than one category as appropriate.**

#### **Interdisciplinary and Collaborative Research**

Projects which establish non-traditional collaborations among University faculty in order to integrate multiple disciplines, approaches, or methodologies deemed to hold promise for significantly advancing the scholarly distinction of the University. **Up to \$2,000**

#### **Co-Sponsorship of Symposia, Conferences, or Colloquia**

Preference will be given to events that will take place on campus and will provide opportunities for student involvement. Conferences should be of major importance and stimulate broad interest across campus and/or in the community; address important multicultural research interest; and contribute in a substantial way to the University's or unit's goals of multiculturalism. **Up to \$5,000**

#### **Supplementary Stipends for Fellowships and Sabbaticals**

Faculty members who are on a reduced salary leave may apply for supplemental support. Amount requested should include applicable fringe benefit costs. FARCP grants may not be used to extend the time period of a sabbatical nor for replacement teaching costs. **Open**

#### **Subvention for Publications, Recordings, Showings, and Performances**

Proposals will be considered to defray the costs of manufacturing books, recordings, art catalogues, etc. It is expected that a tentative contractual arrangement will have already been negotiated with a publisher and that the applicant seek additional subvention support. **Up to \$2,000**

**Seed Money to Assist Faculty in Launching Research Programs Up to \$2,000**

**Support for a Continuing Research Program Up to \$2,000**

#### **Professional Travel**

Research funds may be used to defray travel expenses to present research at professional meetings, as well as visits to museums, archives, libraries, and field sites to collect research materials. When an applicant is on Sabbatical Leave (including overseas), the OAPAMA may consider travel to and from sabbatical headquarters.

<b>Domestic</b>	<b>up to \$750</b>
<b>International</b>	<b>up to \$1,500</b>

**Office of the Associate Provost for Academic and Multicultural Affairs  
Faculty Awards for Research and Creative Projects**

**Application Cover Sheet  
Page One**

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Faculty Rank \_\_\_\_\_ Department(s) \_\_\_\_\_

Campus Mailing Address (include zip) \_\_\_\_\_

Campus Phone \_\_\_\_\_ Email Address \_\_\_\_\_

Project Title \_\_\_\_\_  
\_\_\_\_\_

Project Period \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_ Amount Requested \_\_\_\_\_

**Funding Categories — Please check those most appropriate for your project**

- Interdisciplinary & Collaborative Research
- Co-Sponsorship of Symposia, Conferences, or Colloquia
- Supplementary Stipends for Fellowships and Sabbaticals
- Subvention for Publications, Recordings, Showings, and Performances
- Seed Money to Assist Faculty in Launching Research Programs
- Support for a Continuing Research Program
- Professional Travel (please complete and attach supplemental Faculty Travel Grant Application)

**Please complete and attach the following:**

- This two-page application cover sheet with all appropriate signatures and budget summary
- Letter of support from department or unit head; additional letters of support as appropriate
- Supplemental application for Faculty Travel Grant, if appropriate
- Budget Justification Narrative
- Proposal Narrative
- Current curriculum vita

*Please note: incomplete applications will not be reviewed.*

**Application Cover Sheet  
Page Two**

**Budget Summary**

<b>Category</b>	<b>Support from Dept or Unit</b>	<b>Other Support</b>	<b>Requested of OAPAMA</b>	<b>Total</b>
Professional Salaries & Wages	\$ _____	\$ _____	\$ _____	\$ _____
Staff Benefits	\$ _____	\$ _____	\$ _____	\$ _____
Research Assistant Wages	\$ _____	\$ _____	\$ _____	\$ _____
Supplies and Materials	\$ _____	\$ _____	\$ _____	\$ _____
Equipment	\$ _____	\$ _____	\$ _____	\$ _____
Travel	\$ _____	\$ _____	\$ _____	\$ _____
Other (itemize in attached Budget Justification)	\$ _____	\$ _____	\$ _____	\$ _____
<b>TOTAL</b>	\$ _____	\$ _____	\$ _____	\$ _____

**Required Signatures:**

\_\_\_\_\_ \_\_\_\_\_  
Applicant Date

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Department or Unit Head Name Printed Signature Date

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
Dean or Director Name Printed Signature Date

**Office of the Associate Provost for Academic and Multicultural Affairs  
Faculty Awards for Research and Creative Projects**

**Supplemental Application for Faculty Travel Grant  
(To be submitted with General FARCP Application)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Travel Period \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_

Destination \_\_\_\_\_

Purpose of Travel:

Professional Presentation     Field Research     Sabbatical Leave Travel

Other (Please Specify) \_\_\_\_\_

If making professional presentation, please complete the following:

Name of Organization or Conference \_\_\_\_\_

Will remuneration be provided? \_\_\_\_\_ Amount \_\_\_\_\_

- Please attach confirming evidence of your participation (e.g. letter of invitation or conference schedule listing your paper) .
- A detailed budget of expected travel expenses must be provided with this application. Please list specific expectations for conference registration, transportation, accommodations, meals, and other costs.