



UNIVERSITY OF
NOTRE DAME

OFFICE OF THE VICE PRESIDENT FOR RESEARCH

317 Main Building
Notre Dame, Indiana
46556 USA

Robert J. Bernhard
Vice President for Research

tel (574) 631-1862
fax (574) 631-8441
email rbernhar@nd.edu

Faculty Research Support Program

The Office of the Vice President for Research is pleased to announce the **Faculty Research Support Program (FRSP)** for FY2012. The FRSP will consist of two separate competitions, the **FRSP Initiation Grant** and the **FRSP Regular Grant**. For the Initiation Grant, multiple grants of up to \$10,000 for one year will be awarded to fund the initiation of new programs of research, scholarship and creative endeavor. For the Regular Grant, multiple grants of up to \$100,000 of total funding over three years are available to conduct programs of research, scholarship and creative endeavor that will make major contributions in any field of study and will contribute to the overall research preeminence of the university. The details of each program are described in this announcement.

Notre Dame faculty (including teaching and research faculty, research faculty, library faculty and special professional faculty) who have not received an award as the lead PI of a funded project under the FRP/FSAP/FRSP programs in the last five years are eligible to submit a proposal.

FRSP REGULAR GRANT

Grants up to \$100,000 of total funding over three years are available through this program. The Office of the Vice President for Research expects to make up to four awards under this program for FY2012.

PROGRAM PURPOSE

To provide funds to support outstanding research, scholarship, or creative expression that will make a major contribution in any field of study.

ELIGIBLE PROJECTS

Projects may be proposed by full-time regular members of the Notre Dame faculty including teaching and research faculty, research faculty, library faculty and special professional faculty. With the exception of fellowship awards, projects for which competitive funding is available from external sources or from other sources at the University are discouraged. The review panel will use as a criterion whether they believe a proposed project could be funded by alternative sources.

ELIGIBLE APPLICANTS

- Full-time regular members of the Notre Dame faculty including teaching and research faculty, research faculty, library faculty and special professional faculty are eligible to apply.
- Faculty receiving funding from the FRSP Regular Grant Program during the previous fiscal year or from the FRP/FSAP programs in the previous five years may not apply.
- Faculty may not receive more than two grants from the FRP/FSAP/FRSP Programs during their tenure at Notre Dame.

PROJECT SELECTION

Projects will be reviewed by an anonymous panel of senior scholars chosen from the faculty roughly in proportion to faculty distribution within the colleges and schools. The panel will evaluate the proposals according to the following criteria:

- A. Excellence.** The program of research, scholarship, or creative expression must be of the highest quality. It is expected that the outcomes of this project will bring recognition to the researcher(s) and the University. It is assumed that outcomes of the project will be significantly recognized as leading the discipline or field of study and contribute to the overall preeminence of the university.
- B. Mission Fit.** The project must be consistent with or strengthen the University's Catholic character.
- C. Qualifications of Project Personnel.** The committee will consider the ability of the researcher(s) to carry out the proposed project based on record and/or future promise.

The panel will determine whether external reviews will be sought to assist its deliberations. The panel will make a recommendation to the Vice President for Research who will make the final decision.

ELIGIBLE REQUESTS

The following are typical costs that are eligible for support through this program. For questions regarding proposed expenditures not included here, please contact Research Development Program Director Heather H. Boyd at hboyd@nd.edu.

- Partial salary for faculty – up to one-ninth of academic year salary maximum for faculty on nine month appointments, and if necessary, up to one-twelfth of annual salary for faculty on twelve month appointments
- Graduate research assistant and post doctoral fellow stipends and benefits
- Undergraduate student support
- Equipment and supplies necessary for the research
- Payment to human subjects
- Library acquisitions
- Research travel for conduct of the proposed effort (not for conference travel to present results)

INELIGIBLE PROJECT REQUESTS

The following are not allowable for support by the Faculty Research Support Program:

- Faculty academic year course reduction
- Projects in the final stages of completion
- Ongoing research projects funded by another sponsor

GRANT PERIOD

The grant period is up to three years. A one year, no-cost extension may be approved if there has been satisfactory progress and delays have been unavoidable.

Awards will be effective on or after January 1, 2012 at the discretion of the Principal Investigator.

EXAMPLE PROJECTS

Examples of projects that might be proposed include the following (These examples are meant to be for illustrative purposes only. Many other similar types of projects are encouraged):

- An inter-continental comparative study of the influences of current global changes.
- A multi-year conference series that allows important exploration of an issue from many ethnic, cultural, or religious perspectives.
- A research program that supports visits to archives and sites that would otherwise not be possible and might open new comparative study opportunities for international collaboration.
- Collaborative research with distinguished scholars at other universities or with creative performers in professional activity.
- Acquisition of materials or equipment to enable outstanding research. A plan for utilizing such materials or equipment should be included in the proposal.

ACCEPTANCE CONDITIONS

In accepting an award from the FRSP Regular Grant, a member of the faculty or team of faculty agrees to:

- Conform to established practices and procedures concerning sponsored program activity
- Submit a final report to the Office of Research no later than three months after the end date of the award. The report should include:
 - A summary of the activities funded by the award and significant results achieved including evidence that the project uniquely contributed to the international and/or national reputation of Notre Dame as a preeminent research institution
 - Any publications or manuscripts resulting from the award
 - A summary of budget expenses

All permanent equipment purchased under the Faculty Research Support Program is the property of the University unless otherwise specified when the grant is approved.

PROPOSAL SUBMISSION

- Proposal deadline to the Office of Vice President for Research is **Friday, November 11, 2011 by 12 Noon.**
- Submission is via email to Research Development Program Director Heather H. Boyd at hboyd@nd.edu.
- Please attach your proposal materials to the email and copy your Chair and Dean. ***Proposals will only be accepted if the appropriate Chair and Dean are both copied.*** (If your appointment is within a Center, please also copy the Director and the Dean or Provost as appropriate).
- A ranking will be requested of the Dean or Director. The selection panel will not necessarily be bound by this ranking pending balance and strength of proposals.

PROPOSAL FORMAT

Each proposal must include the following items in the order listed:

1. **Cover page** with following information: PI Name, co-PI name(s) if appropriate, Department/Center/Institute affiliation, Phone, Email, Proposal Title, and designation as a FRSP Regular Grant.
2. **Abstract** of the proposed project (one page maximum).
3. **Description** of the proposed project (five page maximum).
 - a. The objective of the project.
 - b. Background, previous work and/or motivation as appropriate.
 - c. The project approach and methods.
 - d. The anticipated outcomes.
 - e. The anticipated time schedule.
4. **Discussion** of how the grant would address the criteria (excellence, mission fit and personnel qualifications) (one page maximum).
5. **Budget and Budget Justification**
 - a. Use interactive Excel budget template provided by Heather H. Boyd at hboyd@nd.edu.
 - b. Fully itemize and justify equipment purchase necessary to the project.
 - c. Fully justify any proposed travel.
6. **Current & Pending Information**
 - a. List current and pending proposals to other sources for this and any other project; describe potential funder contacted, approximate dates and known status of request.
 - b. If applicable, indicate capitalization funds available to the principal investigator and other faculty participants.
7. **Curriculum Vitae** – (2 page maximum, current) for each faculty member listed on the cover sheet as an investigator. CVs for external collaborators may be included if integral to the proposal. If post docs, graduate students and/or undergraduates are included in the project as collaborators, describe their qualifications.

PROPOSAL WRITING

Write your proposal in clear, non-technical language. The review panel will contain a broad representation from across the University. As the committee may or may not contain reviewers with expertise in your area, it is essential that you craft your proposal for a general audience.

SPECIAL NOTE for proposals involving the use of live vertebrate animals, recombinant DNA, or human subjects:

- Awards will be contingent upon approval of the appropriate protocol by the appropriate University committee.
- Please obtain guidelines and policies affecting these types of projects from Dr. Tracey Poston, Director of Research Compliance in the Office of the Vice President for Research at tposton@nd.edu.

FRSP INITIATION GRANT

Grants of up to \$10,000 are available through the Initiation Grant program. Augmentations of the grants by the Colleges and Departments as appropriate to the discipline will be allowed.

PROGRAM PURPOSE

- To provide seed funds to faculty initiating new programs of research, scholarship, or creative endeavor
- To assist new faculty beginning their research programs
- To assist more established faculty to initiate new programs

PROGRAM PRIORITIES

- Projects of basic scholarship, research or creative activity appropriate to the applicant's background and academic appointment
- Projects for which other research funds are not available

ELIGIBLE APPLICANTS

- Full-time regular members of the Notre Dame faculty including teaching and research faculty, research faculty, library faculty and special professional faculty are eligible to apply
- Faculty receiving funding from the FRSP Initiation Grant Program during the previous five years may not apply
- Faculty may not receive more than two grants from the FRP/FSAP/FRSP Programs during their tenure at Notre Dame

ELIGIBLE PROJECT REQUESTS

- Summer salary for faculty – up to one-ninth of academic year salary maximum for faculty on nine month appointments, and if necessary, up to one-twelfth of annual salary for faculty on twelve month appointments
- Graduate research assistant summer stipends only
- Undergraduate student support
- Equipment necessary to the research
- Research travel
- Projects may be augmented by the Colleges as appropriate to the discipline

INELIGIBLE PROJECT REQUESTS

- Travel for the purpose of presenting research results
- Projects in the final stages of completion
- Ongoing research projects funded by another sponsor
- Attendance at conferences
- Book publication costs
- Academic year salary for the principal investigator(s), or salary for post-doctoral research associates, secretaries, technicians and any other staff position
- Salary for faculty on sabbatical leave

GRANT PERIOD

- The grant period is one year. A one year, no-cost extension may be approved if there has been satisfactory progress or growth of the project.
- Awards will be effective on January 1, 2012.

ACCEPTANCE CONDITIONS

In accepting an award from the FRSP Initiation Grant, a member of the faculty agrees to:

- Conform to established practices and procedures concerning sponsored program activity
- Submit a final report to the Office of Research no later than three months after the end date of the award (~March 31, 2013). The report should include:
 - Any publications or manuscripts resulting from the award
 - Reference to any subsequent proposals or applications (e.g., fellowship applications, grant applications) resulting from the FRSP Initiation Grant award to any outside agency or foundation
 - Act in accord with the policy that all permanent equipment purchased under the FRSP Initiation Grant is the property of the University unless otherwise specified when the grant is approved

PROPOSAL SUBMISSION

- Proposal deadline to the Office of Vice President for Research is **Friday, November 11, 2011 by 12 Noon**
- Submission is via email to Research Development Program Director Heather H. Boyd at hboyd@nd.edu. Please attach your proposal materials to the email and copy your Chair and Dean. *Your proposal will only be accepted if the appropriate Chair and Dean are both copied.* (If your appointment is within a Center, please copy the Director and the Dean or Provost as appropriate).
- A ranking will be requested of the Dean or Director. The selection panel will not necessarily be bound by this ranking pending balance and strength of proposals.

PROPOSAL FORMAT

Each proposal must include the following items in the order listed:

1. **Cover page** with following information: PI Name, Department/Center/Institute affiliation, Phone, Email, Proposal Title and designation as a FSRP Initiation Grant
2. **Abstract of the proposed project** (one page maximum)
3. **Description of the proposed project** (five page maximum)
 - a. What is the current state of knowledge?
 - b. What are the specific objectives and methods to be employed?
 - c. Where will the project be executed?
 - d. What is the anticipated time schedule?
 - e. Are there results from previous work on this subject?

4. **Discussion** of how grant support from the FRSP Initiation Grant will initiate an important new program (one page maximum)
 - a. What are the anticipated outcomes and the value of the project (scientific, creative, scholarly, and/or practical significance)?
 - b. What are your plans for publication of research results?
5. **Budget**
 - a. Use interactive Excel budget template provided by Heather H. Boyd (hboyd@nd.edu).
 - b. Fully itemize and justify equipment purchase necessary to the project.
 - c. Fully justify any proposed travel.
6. **Current & Pending Information**
 - a. List current and pending proposals to other sources for this and any other project
 - b. If applicable, indicate capitalization funds available to the principal investigator and other faculty participants
7. **Curriculum Vitae** – (2 page maximum, current) for each faculty member listed on the cover sheet as an investigator. If post docs, graduate students and/or undergraduates are included in the project as collaborators, describe their qualifications.

PROPOSAL WRITING

Write your proposal in clear, non-technical language. The review panel will contain a broad representation from across the University. As the committee may or may not contain reviewers with expertise in your area, it is essential that you craft your proposal for a general audience.

SPECIAL NOTE for proposals involving the use of live vertebrate animals, recombinant DNA, or human subjects:

- Awards will be contingent upon approval of the appropriate protocol by the appropriate University committee.
- Please obtain guidelines and policies affecting these types of projects from Dr. Tracey Poston, Director of Research Compliance in the Office of the Vice President for Research at tposton@nd.edu.