

Office of the Vice President for Research

Research Funds and
Application Guidelines
2009 – 2010



BROWN

Research Funds and Application Guidelines

The Office of the Vice President for Research (OVPR) is pleased to announce the following research funds for 2009–2010. These guidelines describe the various funds that are available to Brown faculty and outline the application process.

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Research Seed Funds

In recent years, research in the sciences and the humanities has evolved into an increasingly multidisciplinary endeavor. As a result, many funding agencies are now investing more of their research dollars in programs that facilitate multi-investigator, multidisciplinary, large budget projects. Proposals that demonstrate integrated collaboration among a team of researchers with a history of working together are better placed to compete for these research dollars. **Research Seed Funds** are intended to support activities necessary to advance these projects, such as collecting preliminary data and facilitating collaboration. It is expected that a competitive proposal will be submitted to an external funding agency within a year of the completion of the Seed Fund period.

Seed Fund proposals should identify the program and agency to which a future multidisciplinary proposal will be submitted, describe the research project in language understandable to faculty reviewers, delineate how the Seed Fund activity will result in a more competitive proposal, and include a budget and a timeline for submission to an external funding agency.

Eligibility

Any professor at any rank or any senior lecturer active in research is eligible. Emeritus, adjunct, visiting, and clinical faculty are not eligible to lead projects, but may be included on the research team.

Amount and Duration of Awards

Awards can be up to \$100,000. Awards are for one year, but no-cost extensions may be granted with appropriate justification. Requests for extensions for awards given in 2009-2010 must be submitted to the Vice President for Research by May 2, 2011.

Criteria for Selection

The overall merit of the research project will be considered and evaluated by the Vice President for Research and a committee of faculty advisors. The final selection will be made based on the following criteria:

- intrinsic merit of the work
- potential impact of the research on the academic field of study
- potential for the award to provide a basis for further research support from external sponsors
- likelihood that the proposed work will be completed during the award period

Award Conditions

Award funds may be used to support reasonable and necessary costs for the collection of pilot research data or for proposal development. Support for postdoctoral candidates, full or partial stipends and tuition for advanced graduate students who have completed their course work, and research stipends for undergraduate RAs may be covered by award funds. Expenditures for faculty salaries (either summer or academic year) are not permitted. Please refer to the Brown IP Policy (<http://research.brown.edu/btp/>) for questions regarding intellectual property.

Reporting requirements

Within 60 days of the end of the approved award period, the recipient must provide to the Vice President for Research a final report. The report should outline the work that was accomplished and describe the proposal(s) submitted to external sponsor(s) as a result of this award. The report should also describe any significant deviations from or extensions to the project described in the original proposal.

Procedure for Submitting Proposals

Proposals for funding should be submitted electronically to Anne Windham in the Office of the Vice President for Research at Anne_Windham@Brown.edu no later than December 3, 2009. Selections will be announced by January 29, 2010. Funds will become available to faculty on or after February 25, 2010. The funds would be available for use until the end of June, 2011,* unless an extension was requested and approved.

*Please note that supplies/equipment/services purchased using these funds must be received by the end of the fiscal year (June 30, 2011) in order for them to be charged against the account. Travel must also have been completed by that date.

The proposal should include items 1-7 below, submitted as a single document in either Word or pdf format:

1. A cover sheet that contains:
 - a. PI and CO-PI names (specifying contact information for the PI), titles, and departments
 - b. proposal title
 - c. a **250 word abstract** describing the proposed research project, the research group or enterprise that will ultimately result from this initial effort, and an assessment of how Brown's position in the field will be advanced.

2. Proposal (text, including footnotes, should not exceed 2,500 words*). The proposal should summarize the relevant background literature and research that puts the proposed project into the appropriate context and explains how it will significantly extend or contribute to the field. The applicant should describe the proposed research project in terms that do not require reviewers to be experts in the sub-area of the research. The applicant should clearly describe the goals of the research, the activities to be carried out to achieve those goals, a timetable for completing these activities, and an assessment of the potential for subsequent external funding. Finally, the applicant should include a description of how the proposed activity will result in a collaborative team working synergistically on a project that is truly multidisciplinary.

*Please note that the 2,500 word limit will be enforced; proposals over the limit will not be accepted.

Items 3-7 below are not included in the 2,500 word limit:

3. A short (no more than two pages) list of references/bibliography may be appended
4. A budget that itemizes general categories of expenses for which award funds will be used and a brief justification for these expenses.
5. A description of the strategy for seeking subsequent external support. The description should include a statement of intent to submit a proposal as one of the outcomes of the project. The sponsor(s) to which the proposal will be submitted should be identified along with the intended date(s) of submission and the amount(s) that will be requested.
6. A list of the applicant's current and pending awards for external research support.
7. A current curriculum vitae for each collaborator.

*****Note that everything listed above (items 1-7) is to be submitted electronically as one document *****

To be sent under separate cover:

Endorsements from the applicant's department chair(s) discussing the proposal's importance in terms of the selection criteria. In the event of multiple proposals from the same department, the chair may be asked to rank the proposals. Electronic submission of this letter is preferable.

The Richard B. Salomon Faculty Research Awards

Designed to recognize excellence in scholarship, **The Richard B. Salomon Faculty Research Awards** fund exceptional faculty research projects. From 1995 to 1999, the program was funded by the bequest of the late Richard B. Salomon, Chancellor of Brown University. The University has continued to fund this program since 1999.

Eligibility

A professor at any rank or any senior lecturer active in research is eligible. Emeritus, adjunct, visiting, and clinical faculty are not eligible to apply. Faculty who have received a Salomon grant in 2007 or later are not eligible to apply.

Amount and Duration of Awards

Grants of up to \$15,000 are awarded for one year. These are meant as development grants and may not be renewed, but no-cost extensions may be granted with appropriate justification. Requests for extensions for awards given in 2009-2010 must be submitted to OVPR by May 2, 2011.

Criteria for Selection

The research project will be considered and evaluated by the Vice President for Research and a committee of faculty advisors. The final selection will be made based on the following criteria:

- intrinsic merit of the work
- potential impact of the proposed activity on the academic field of study
- likelihood that the award will provide significant progress on a project that would not be possible without the funding
- potential for the award to provide a basis for further research support from external sponsors
- likelihood that the proposed work would be completed during the award period

Preference will be given to junior faculty who are in the process of building their research portfolio

Award Conditions

Award funds may be applied toward reasonable and necessary costs of conducting research and scholarship, including the purchase of equipment, materials and supplies, travel, and office expenses. Full or partial stipends and tuition for advanced graduate students who have completed their course work, and research stipends for undergraduate research assistants (RAs) are also funded. Expenditures for faculty salaries (either summer or academic year) are not permitted. Please refer to the Brown IP Policy (<http://research.brown.edu/btp/>) for questions regarding intellectual property.

Reporting requirements

Within 60 days of the end of the approved award period, the recipient must provide OVPR with a final report. This report should outline the work accomplished as a result of the award, highlight the significant progress made on the project, summarize any publications, and describe any significant deviations from or extensions to the project described in the original proposal.

Timeline and Procedure for Submitting Proposals

Proposals for funding should be submitted electronically to Anne Windham in the Office of the Vice President for Research at Anne_Windham@Brown.edu as a single attachment (word or pdf document), no later than November 3, 2009. The endorsement from the applicant's department chair should be sent under separate cover. Selections will be announced by December 15, 2009. Funds will become available to faculty on or after January 12, 2010, for use by the end of June, 2011,* unless an extension is approved.

*Please note that supplies/equipment/services purchased with these funds must be received by the end of the fiscal year (June 30, 2011) in order for them to be charged against the account. Travel must also have been completed by that date.

The proposal should include the following (items 1-6), submitted as a single document in either Word or pdf format:

1. A cover sheet that contains:
 - a. PI's name, title, department, and contact information
 - b. title of the proposal
 - c. 250 word abstract describing the proposed research project

2. Proposed research project (text, including footnotes, should not exceed 1,500 words*). The proposal should summarize the relevant background literature and research that puts the proposed project into the appropriate context and explains how it will significantly contribute to the faculty member's scholarly field. The applicant should describe the project in terms that do not require reviewers to be experts in the sub-area of the proposed research. The description should include the goals of the research, the activities to be carried out to achieve those goals, a timetable for completing these activities, and if relevant, an assessment of the potential for subsequent external funding.

*Please note that the 1,500 word limit will be enforced; proposals over the limit will not be accepted.

Items 3-6 below are not included in the 1,500 word limit:

3. A short (no more than two pages) list of references/bibliography may be appended
4. current curriculum vitae (short format)
5. budget that itemizes general categories of expenses for which award funds will be used and a brief justification for these expenses.
6. A list of the applicant's other current and pending awards for external research support.

To be sent under separate cover:

An endorsement from the applicant's department chair that discusses the importance of the proposal in terms of the selection criteria. In the event of multiple proposals from the same department, the chair may be requested to write a single letter, ranking the proposals. Electronic submission of this letter is preferable.

Humanities Research Funds

These funds support faculty research in the arts, humanities, and social sciences, where external funding opportunities are limited. OVPR provides the funds to the departments, and department chairs are responsible for soliciting brief written proposals from faculty, managing a merit-based review process, and awarding funds to applicants.

Eligible expenses include, but are not limited to, travel to research conferences or archives, preparation of manuscripts and articles, and securing permissions. The Vice President for Research will distribute departmental allocations of \$900 per full-time faculty member. Because this is to be a merit-based process, we anticipate that the awarded amounts may be greater or lesser than \$900, depending on the scope and merit of the proposed project. The awarded amount may not exceed \$1800 per faculty member. All expenditures under this program must be in accordance with University policies and procedures.

Eligibility

A professor at any rank or any senior lecturer active in research is eligible. Adjunct, emeritus, and visiting faculty are not eligible.

Amount and Duration of Awards

Awards will be up to \$1,800 per faculty member. Awards are active from December 15, 2009 to June 30, 2011.

Timeline and Procedure for Submitting Proposals

OVPR will inform department chairs of their total available funds in September. Preliminary reports should be submitted electronically by each department chair to Anne Windham (Anne_Windham@Brown.edu) in the Office of the Vice President for Research by November 19, 2009. The reports should summarize in a few sentences the allocation process and the faculty to whom awards will be distributed, along with the projects they proposed. Funds will become available to faculty on or after December 15, 2009. The funds would be available for use until the end of June, 2011.*

Final reports from the chairs containing one-paragraph synopses of each funded project are due to OVPR by August 31, 2011.

*Please note that supplies/equipment/services purchased using these funds must be received by the end of the fiscal year (June 30, 2011) in order for them to be charged against the account. Travel must also have been completed by that date.