THE UNIVERSITY OF MEMPHIS®

TEAM RESEARCH GRANT PROGRAM

2024

PROPOSAL GUIDELINES

Electronic Submission Deadline: February 2, 2024

Chair Approval Deadline: February 9, 2024

PURPOSE

The Team Research Grant program is a joint effort by the College of Arts and Sciences, College of Education, and Herff College of Engineering to support interdisciplinary research and enhance competitiveness for external funding.

Funding for this program comes from indirect costs generated by externally sponsored contract and grant activity during the previous year. Therefore, it is expected that recipients of these grants will seek external funding if possible, within their discipline to continue their projects. Continued and expanded grant activity will ensure the future availability of these grants.

AWARD DESCRIPTION

Grants may be funded up to a maximum of $30,000 (up to $10,000 per faculty partner) for travel related to data collection, research-related equipment, supplies, faculty summer salary, stipends for student assistants (funds for tuition, fees, and insurance stipends are not permitted), and other project related expenses. Only one grant award will be made for the 2024-2025 academic year.

ELIGIBILITY

Team Structure: Each research team must include a minimum of one eligible individual from each of the three colleges (e.g., one faculty member from CAS, one from CoE, and one from Herff COE). Teams may include more than one individual from each college, but the budget maximum remains the same no matter the size of the team.

Individual participants on the team: Individuals eligible for research teams must be full-time tenured faculty, tenure-track faculty or research faculty with primary appointments in one of the sponsoring Colleges at the time of proposal review. Eligible research faculty job titles are research assistant professor, research associate professor, and research professor.

Project Work: The project proposed for the Team Research program should be new. The proposed project should not be funded by any other University of Memphis internal grant.

DURATION OF GRANT

Grants are awarded for one fiscal year, beginning July 1, 2024 and ending June 30, 2025. Expenditures must be consistent with the financial policies of the University of Memphis and in keeping with the University's fiscal year-end closing schedule. In the case of default situations, such as the applicant's inability to complete the project, unexpended funds will revert back to the grant program funding pool.

APPLICATION PROCESS AND DEADLINES

Final proposals must be submitted electronically to Infoready by the College of Arts and Sciences faculty member on the team, by Friday**, February 2, 2024**. Each proposal must be accompanied by electronic endorsements from the Department Chairs of all faculty on the proposed research team. It is the submitter's responsibility to ensure that the flow of approval and all email addresses are correct, and officially supported by the University. THE COLLEGE DEANS' OFFICES ARE NOT RESPONSIBLE FOR LATE OR

<u>MISDIRECTED APPLICATIONS.</u> Evidence of submission for approval must be obtained if either human or animal subjects will be used. IRB approval is required before funds will be awarded.

PROPOSAL FORMAT

CARE SHOULD BE TAKEN TO ADHERE TO THESE PROPOSAL GUIDELINES AND TO EDIT THE PROPOSAL BEFORE SUBMISSION. PROPOSALS THAT DO NOT FOLLOW THESE GUIDELINES OR INCOMPLETE APPLICATIONS WILL BE RETURNED WITHOUT REVIEW.

<u>Cover Page</u>: Provide the requested information and complete the checklist of assurances. In the event that the Department contributes academic year release time, indicate the amount of release time (expressed in credit hours or percent of time). Please note that any research involving human subjects requires evidence of IRB submission. Research involving animals must also be approved by the appropriate committees.

<u>*Abstract*</u>: *Limited to 350 words*

<u>Budget Template and Budget Justification</u>: All proposals must include an <u>internal University of Memphis budget template</u> that has been developed with and approved by one of the Pre-Award Coordinators serving the College of Arts and Sciences, College of Education, and Herff College of Engineering. All cost categories requested should be clearly identified and justified in a separate budget justification document.

Maximum budget allowance = $30,000.   **See details below.

Applicants should only request what is necessary for the success of their proposed project.

Acceptable budget items and category limitations:
- Faculty summer salary ($5,000 maximum per faculty member)
  - *May be taken all in 2024 or split across years (July-August 2024, May-June 2025).*
  - The budget justification must include an explanation of why the effort must be expended during the summer academic term as opposed to effort expended as part of research allocated time in the fall and spring.
  - The salary requested should be proportionate to the amount of effort expended by the faculty member(s) and should be indicated in terms of time period and equivalent corresponding percent of effort.
- Stipends for undergraduate and graduate research assistants ($30,000 maximum; $10,000 per department)
  - Tuition, fees, and graduate student insurance stipends cannot be covered by FRG funds.
  - Sources of tuition, fees, and graduate student insurance stipends should be documented when academic year graduate stipends are part of the budget.
- Domestic or foreign travel necessary for the collection of data or access to specialized instrumentation not available on campus ($15,000 maximum; up to $5000 per faculty member)
  - In the budget justification, the location, anticipated dates, itinerary, and projected costs of the travel should be clearly stated.
- Specialized equipment, software, or consumable research supplies ($15,000 maximum; $5,000 per faculty member)
- Publication subvention ($15,000 maximum; $5,000 per faculty member)
  - indexing, permissions, editing, production cost, and other publishing fees

Expenditures Not Covered by grant program:
- Academic year faculty salaries

- Hiring of personnel
- Taking or developing courses
- Domestic or foreign travel to conferences
- Assistance with writing grant proposals
- General purpose equipment
- Purchase of cell phones
- Course buyouts/teaching release

Project Description: Not to exceed 5 pages. Upload file in Adobe PDF format.
The description should be as complete as possible but limited to necessary and relevant material and written in a clear and straightforward style. The proposals will be evaluated by a review committee composed of faculty who may lack technical expertise in the specific project area. Consequently, it is very important that the text and materials be understandable to an audience of colleagues with varied backgrounds.

Use one-inch margins on all sides with 12-point type, single-spaced, and left justified (do not full justify).

The narrative must include:
- ✓ A concise description of the research question to be addressed, the hypothesis to be tested, or the creative product to be developed.
- ✓ A description of the nature of the interdisciplinary collaboration and value of team science to the proposed project.
- ✓ A clearly described methodology appropriate to the project. Where necessary, the analytic strategy should also be described.
- ✓ The outcome of the project, and the significance of the expected results.
  - o Clearly distinguish outcomes and metrics that are achievable within the one-year FRG timeframe from longer-term objectives and outcomes that the award is expected to lead toward.
  - o Include any plans for the development of future proposals for external funding as an outcome, with specific target programs and timelines.
- ✓ The applicants' qualifications to complete the project and the potential impact of the project on their careers and future funding opportunities.
- ✓ Descriptions of materials, equipment, staff, participants, and facilities required for the project.
- ✓ A detailed work plan with start and end dates, and the expected dates of all major milestones.

The evaluation of the proposal will take the above factors into consideration.

Appendices:
- ✓ All questionnaires, instructions to participants, scoring forms, etc., if relevant to your project (not to exceed 5 pages).
- ✓ Technical explanations
- ✓ Bibliography (not to exceed 5 pages).
- ✓

Summary Curriculum Vitae: Current University of Memphis Curriculum Vitae
- ✓ Provide a PDF of each team member's updated CV from the UofM CV site: https://www.memphis.edu/aa/resources/cv_information.php

FOLLOW-UP REQUIREMENTS

The applicants' submission indicates their agreement with the following requirements:
1) **Report:** The team will provide a short report within sixty days of the conclusion of the grant period (August 30, 2025) via the online reporting form. Applications from faculty who have not submitted a

report on previous FRG awards in the College of Arts and Sciences, College of Education, and Herff College of Engineering will not be considered. This report should explain briefly and in layperson's terms what work was done, whether milestones were met, what outcomes were obtained, what publications or presentations of the work are planned, what grant applications are planned, and what benefit the faculty member and the University obtained.

2) **Acknowledgements:** Any publication resulting from the research supported by a grant from the Team Research Grant Fund shall include the following statement: "This work was supported in full or in part by a grant from The University of Memphis' College of Arts and Sciences, College of Education, and Herff College of Engineering. This support does not necessarily imply endorsement by the University of research conclusions."

3) **Proprietary Information:** The applicant agrees to allow their funded proposal, unless it contains proprietary information, to be reviewed as an aid to new applicants.

SELECTION PROCESS AND CRITERIA

A Review Committee will be appointed by the Associate Deans for Research for the College of Arts and Sciences, College of Education, and Herff College of Engineering. Research team applicants or their partners may not serve on the Review Committee. Criteria used to evaluate proposals include: the project's significance, design and methods, qualifications of the applicants for implementing the project, probability of achieving project objectives, appropriateness of the schedule to accomplish the project activities, and the budget and budget justification. All criteria will be evaluated in terms of the likelihood that the project will result in the acquisition of future external funding and/or recognition for the faculty members, their department, the College of Arts and Sciences, College of Education, and Herff College of Engineering, and the University. Only one grant award will be made for the 2024-2024 academic year.