

**FLORIDA GULF COAST UNIVERSITY'S
OFFICE OF RESEARCH AND SPONSORED PROGRAMS
and
OFFICE OF GRADUATE STUDIES
FUNDING OPPORTUNITY**

**FACULTY RESEARCH INCENTIVE THROUGH GRADUATE STUDENT RESEARCH
ASSISTANTSHIPS**

PROPOSAL PREPARATION AND SUBMISSION

The Offices of Research and Sponsored Programs and Graduate Studies are pleased to announce a new graduate student support initiative: funds to support graduate student research assistantships. These annual awards provide both graduate student support, through research assistantships, and seed money for new research endeavors for faculty members. Graduate faculty members are invited to apply for research assistantship awards (not to exceed \$10,000 for one academic year period) to be offered to new, highly qualified graduate students. In addition, the awards are designed to facilitate new faculty research projects for which extramural funding has yet to be obtained.

ORSP will provide 5 - \$5000 awards through a peer-review proposal competition. Colleges are required to provide a 1:1 match, bringing the total of each award to \$10,000 (\$50,000 for all 5 awards). Each \$10,000 award is to support a graduate student research assistantship through a stipend for a 9 – 12 month period. Funds can only be used to support student salaries. The award-receiving student must be conducting research that supports the faculty project. The supervising faculty member and student are encouraged to develop a portion of the project or some ancillary project as the student's graduate research thesis or capstone scholarly experience. The expectation is that with a research assistantship the faculty member will be provided with the resources (i.e., time) to better develop a competitive extramural research proposal in the subsequent year. Faculty members, therefore, are freed to invest more time to conduct research while graduate programs are provided with resources to improve quality through recruitment of stronger students. These proposals are also available to collaborative faculty member teams. Finally, research projects that concern FGCU effectiveness are welcome. However, a regular faculty member, rather than a non-faculty staff member, must be the submitting principal investigator.

Eligibility

All full-time faculty members currently employed at FGCU with graduate faculty status are eligible to apply. Collaborative teams of professionals are also welcome. The lead principal investigator, however, must be a member of the graduate faculty and must be the faculty member serving as the graduate student's mentor and supervisor.

Project Scope and Restrictions

Proposals should be limited to projects that can be completed within 12 months from the start of the project (July 1st – June 30th). Awards are limited to a maximum of \$10,000 per project. Projects may receive partial funding in some cases. Monies must be used to support a graduate student stipend for 9 or 12 months of the fiscal year.

Funding will not be provided for projects judged to be profit-oriented.

Submission Instructions and Deadline

Applicants should submit, no later than December 1, their proposal and accompanying materials to the *Office of Graduate Studies*, care of Michael Savarese. All proposals must be submitted using the enclosed application form. In addition, a cover letter and letter of support from the applicant's Dean, outlining the College's willingness to support the match dollars, should accompany the proposal. If the applicant is also seeking funds from an external source for other aspects of the project (beyond the RA salary expense), both the source and the nature of the requested support should be stated in the applicant's cover letter.

More than one award may be made to each College, though the intention is to fund all Colleges with at least one award if high-quality proposals are submitted.

Grant Award

Upon receipt, complete applications will be forwarded to *ORSP* and proposals will be reviewed by the Faculty Senate's *Grants and Research Standing Team*. Should the submitted proposal not conform to the guidelines presented above, the proposal will be returned to the Principal Investigator. All applicants will be notified by the middle of March of the status of their proposal submission (approved or denied). Project initiation dates may occur as early July 1st or as late as the start of the fall semester of each year.

Required Final Report

- Funded projects are to be completed within one year, with a brief final report (approximately 3-4 pages) due on or before June 30th.
- This report should detail the project's execution and should discuss the project's preliminary or final results. The report should also explain the benefits provided to the graduate research assistant. External sources of funding that will be sought as a result of receiving the award must be identified in the final report.

- If the award recipient determines that the final report will not be completed by this date, she/he **must** submit a written request for an extension, with justification, to ORSP, no later than 30 days prior to the deadline for project completion.

Failure to comply with these instructions may negatively impact any subsequent proposals submitted to ORSP.

Selection Criteria

Recognizing that research and other scholarly activities take many forms at Florida Gulf Coast University, the University-wide *Grants and Research Standing Team (G&R Team)* of the Faculty Senate will be responsible for the review and selection of proposals submitted by faculty. Each proposal will be evaluated using the Evaluation Form included in this application. The evaluation criteria are defined under Proposal Guidelines.

Proposal Guidelines

Applicants must adhere to the following guidelines when assembling their proposals.

Project Format

The main body of the proposal (i.e., the Project Narrative) should be limited to five double-spaced pages, with a minimum 10-point font. A separate section for cited references may be included after the narrative.

Title Page

Include the applicant's name(s), the associated academic unit, and the title of the proposed project.

Project Narrative

The main body of the proposal is to be written in a clear and concise manner, keeping in mind that the proposal's reviewers might not be familiar with the particular field of study involved. This section must address the following elements:

- Definition of the problem and identification of the project's goals.
- Explanation of the project's placement within the current state of relevant scholarship. (In the case of projects that continue work previously supported through the University or through extramural funding, include a discussion of the completed work.)
- Description of the methodology and a timetable for the project's completion.
- Description of the project's expected results/benefits and how these will be disseminated or incorporated into other scholarly efforts. If the proposed project is a pilot, identify any specific programs or agencies that future proposals may target.
- The role that will be served by the graduate student research assistant and how the project will relate to his/her scholarly activities.

Appendix 1: Qualifications of Applicant

Briefly outline the applicant's qualifications (two pages maximum). This should be a summary of the applicant's background, emphasizing experiences and accomplishments that are relevant to the proposed project. A standard curriculum vita is usually not appropriate for this purpose. If the proposal has multiple investigators, each should provide an outline of qualifications.

Appendix 2: Additional Funding and Pending Proposals

- List all proposals for grants or contracts that are pending.
- Detail all current or previous funding relevant to the proposed project and any prior support from ORSP, regardless of subject.
- List potential external funding sources that will be applied to as a result of receiving an award.

Appendix 3: Letter of Support from College Dean

- Each application must be accompanied by a letter from your College Dean committing the use of College funds for the 1:1 match.

EVALUATION CRITERIA

In addition to the evaluation criteria referenced within the Proposal Guidelines, the following criteria are also evaluated:

Project Significance (20%)

Does the proposal identify the need for the project by describing the nature and the magnitude of the problem being addressed as well as the potential contribution the project will make, either toward finding a solution or toward extending existing research efforts? At what scale will the results of the proposed project be of benefit (e.g., local, regional, national, etc.)? NOTE: Applicants are encouraged to include benefits to the University where applicable.

Project Design (10%)

Does the project appropriately address the problem identified? To what extent are the project's goals specified and measurable? Are adequate resources and facilities available to attain these goals? Is the project timetable appropriate?

Qualifications of the Applicant (10%)

Has sufficient evidence been provided demonstrating that the applicant has the requisite experience and competency to successfully complete the project? Has the applicant successfully fulfilled previous research commitments?

Professional Development (15%)

Has the applicant articulated how the proposed project fits into her/his own long-term agenda for research, artistic achievement, or other scholarly activities? In addition, is the value of the project to the graduate student's professional development also clear?

Narrative (10%)

Is the problem addressed and are the goals defined? Is background and methodology clear? Are the expected outcomes presented?

Organization (5%)

The application is clearly written and well organized.

FGCU/ORSP Mission (10%)

Discuss the relationship of the project or research to the University's and Office of Research and Sponsored Programs missions.

Potential for Future Funding: (20%)

Clearly describe your project's potential for external proposal submissions and its chances of being submitted for external funding through OSRP by the end of the project period.