Research Funds and Application Guidelines

2003–2004

Office of the Vice President for Research
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For information on Cost-sharing guidelines and regulations, please contact the Office of the Vice President for Research at 863-7999 or e-mail Kaelyn_McGregor@brown.edu.
Research Funds and Application Guidelines

The Office of the Vice President for Research (OVPR) is pleased to announce the following research funds for 2003–2004. This report describes the various funds that are available to Brown faculty and explains how to apply for the support.

Departmental Research Funds
for the Arts, Humanities, and Social Sciences

Last year, the University established a new fund to help support faculty research in departments and fields in the humanities and social sciences with limited external funding opportunities. Expenses that may be supported by this fund 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, and department chairs will make awards from these allocations to individual faculty members. For the current year, up to $2,000 per faculty member is to be distributed on a merit basis. Department chairs will receive $1,000 per full-time faculty member and are responsible for soliciting brief written proposals from interested faculty, managing a merit-based process for awarding funds to applicants, and reporting on the uses of the grants to the Vice President. All expenditures under this program must be in accordance with University policies and procedures.

Eligibility

Any professor at any rank or any senior lecturer active in research is eligible. Faculty members who hold named chairs are eligible to receive these funds, but emeritus faculty are not.

Amount and Duration of Awards

Awards will be up to $2,000 per faculty member. Funds will be allocated to departments by February 2, 2004. Preliminary reports should be submitted by each department chair to the Vice President for Research by March 8, 2004. The reports should summarize, in a few sentences, the allocation process and the faculty to whom awards were distributed, along with the projects they proposed. Final reports from the chairs containing one-paragraph synopses of each funded project are due in the Office of the Vice President for Research by January 14, 2005.
The Richard B. Salomon Faculty Research Awards

The Richard B. Salomon Faculty Research Award program was established to support excellence in scholarly work by providing funding for selected faculty research projects deemed to be of exceptional merit. During 1995–1999, 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.

Awards of up to $15,000 will be made by the Vice President for Research and an ad hoc committee of faculty advisors, in response to research proposals submitted to the Office of the Vice President for Research. A total of $200,000 will be awarded in 2004. Expenditures under this program must be in accordance with University policies and procedures. The guidelines for submitting proposals and for selecting recipients are outlined below.

Eligibility

Any professor at any rank or any senior lecturer active in research is eligible. Faculty members who hold named chairs are eligible to receive these funds, but emeritus faculty are not.

Amount and Duration of Awards

Awards of up to $15,000 will be made (awards ranged from $3,500 to $15,000 in 2003). Proposals for more than $15,000 that involve a collaboration of two or more faculty members will be considered and are encouraged.

Awards are normally for one year, but extensions may be granted with appropriate justification. Requests for extensions must be submitted to the Vice President for Research before the end of the one-year award period.

Criteria for Selection

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

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

Preference will be given to those

- Who have not previously received a Salomon Award.

Guidelines for Applying for Research Funds
• Who, despite the intrinsic merit of the proposed research, have not yet been able to obtain adequate external research support.
• Who would not receive external funds because such funding is not available.

Award Conditions

Award funds may be used to support 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, research stipends for undergraduate research assistants (RAs), or secretarial service may be supported by award funds. Expenditures for faculty salaries (either summer or academic year) are not permitted.

Within 60 days of the end of the approved one- or two-year award period, the recipient must provide the Vice President for Research 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.

Procedure for Submitting Proposals

Proposals for funding should be submitted to the Vice President for Research, Box 1937, no later than December 1, 2003. Selections will be announced by January 12, 2004, and the award periods will begin on or after February 1, 2004. Five complete copies of the proposal and supporting documents must be submitted.

The body of the proposal, including footnotes, should not exceed 1,500 words (excluding bibliography/references, figures, budget, budget justification, and supporting documents) and should include

1. An abstract describing the proposed research project and an assessment of how Brown's position in the field will be advanced.
2. A summary of the relevant background literature in the field of research that puts the proposed project into the appropriate context and explains how it will significantly contribute to the faculty member's scholarly field.
3. A description of the proposed research project in terms that do not require reviewers to be experts in the subarea 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 an assessment of the potential for subsequent external funding.
Each proposal must be accompanied by the following supporting documents:

1. A current *curriculum vitae*.

2. An endorsement from the proposer’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 rank the proposals.

3. The names of two scholars qualified to review and comment on the proposal. At least one reviewer should be a tenured faculty member at Brown University who is familiar with the proposer’s research field. A short biographical sketch of any outside reviewer should be included, along with the reviewer’s name, address, telephone number, and email address (if available).

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 list of the applicant’s other current and pending awards for external research support.
Research Seed Funds

For faculty in the sciences and some areas within the social sciences, the Vice President for Research will oversee a seed fund to help Brown faculty develop competitive proposals for external support, principally for large-scale, multi-investigator projects and centers. By providing funds to seed new research and concomitant proposal writing efforts, we aim to help Brown faculty compete more often and more successfully for large-scale, multidisciplinary, multi-investigator grants. These types of grants are becoming increasingly common in the physical and life sciences, social sciences, and engineering and offer opportunities for translating research and discoveries into commercial applications.

These research seed funds are meant to support activities necessary to advance large-scale, multidisciplinary, multi-investigator proposals. The proposer’s intent must be to submit a proposal with a realistic potential for success in attracting external support. Funds may be applied to pilot research necessary to advance such proposals or to prepare the proposals themselves. The applicants should identify the external sponsor they intend to approach along with a description of the project for which external support will be sought, a budget estimate, and a timeline for submission.

In consultation with an ad hoc committee of faculty advisors, awards of up to $100,000 will be made by the Vice President for Research. Approximately $400,000 will be awarded in 2004. All expenditures under this program must be in accordance with University policies and procedures. The guidelines for submitting proposals and for selecting recipients are outlined below.

Eligibility

Any professor at any rank or any senior lecturer active in research is eligible. Faculty members who hold named chairs are eligible to receive these funds, but emeritus faculty are not.

Amount and Duration of Awards

Awards can be up to $100,000, but most awards will be in the range of $10,000-$50,000. Awards are normally for one year, but extensions may be granted with appropriate justification. Requests for extensions must be submitted to the Vice President for Research before the end of the one-year award period.

Criteria for Selection

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

- The potential for the award to provide a basis for further research support from external sponsors.
- The intrinsic merit of the work.
- Its potential impact on the academic field of study.

Guidelines for Applying for Research Funds
• The likelihood that the award will provide significant progress on a project that would not be possible without the funding.

• The likelihood that the proposed work would 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, research stipends for undergraduate RAs, and secretarial services may be supported by award funds. Expenditures for faculty salaries (either summer or academic year) are not permitted. (FYI, the Office of the Vice President for Research may also be able to offer assistance with proposal preparation.)

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 to the Vice President for Research, Box 1937, no later than January 19, 2004. Selections will be announced by February 27, 2004 and award periods will begin on or after March 19, 2004. *Five complete copies of the proposal and supporting documents must be submitted.*

The body of the proposal, including footnotes, should not exceed 2,500 words (excluding bibliography/references, figures, budget, budget justification, and supporting documents). The document should include:

1. An 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. A summary of the relevant background literature in the field of research that puts the proposed project into the appropriate context and explains how it will significantly extend or contribute to the field.

3. A description of the proposed research project, or proposal development activity, in terms that do not require reviewers to be experts in the sub area of the proposed research, including 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.

4. For multidisciplinary research projects, the faculty should explicitly state how the collaboration will work and how synergy will insure that “the whole will be greater than the sum of its parts.”
Guidelines for Applying for Research Funds

Each proposal must be accompanied by the following supporting documents:

1. A budget that itemizes general categories of expenses for which award funds will be used and a brief justification for these expenses.

2. 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.

3. A list of the proposer's current and pending awards for external research support.

4. A current *curriculum vitae* for each collaborator.

5. Endorsements from the proposer'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.

6. The names of at least two scholars qualified to review and comment upon the proposal. At least one reviewer should be a tenured faculty member at Brown University who is familiar with the proposer’s research field. The proposer should include the name, address, telephone number, email address (if available), and a short biographical sketch of any outside reviewer.