

Bryer Research Fund Application and Submission Guidelines

Application Preparation Guidelines

A request for Bryer Research funds includes both an electronic **and** hard copy * submission.

The electronic copy should be sent to research@umflint.edu and should consist of 3 files:

1. Bryer **Application Form/Curriculum Vitae** for all investigators in the project;
2. Bryer **Project Budget Form/Budget Narrative/ Proposal Narrative** (see details below). *Please make sure that ALL IDENTIFIERS have been removed from the electronic file, including in the Bibliography/references cited page.*
3. Support Documents (if applicable)

* Electronic copies are required to simplify dissemination of the proposal to the Research and Creative Activity committee. A hard copy of the proposal is required to provide signatory approval for the Office of Research file from Department Chairs, Deans, etc.

(All of the above must be prepared using Microsoft Word and paginated).

Blind Review: The RCAC evaluates each Bryer Research Fund proposal through a blind review process. Application forms and curriculum vitae are separated and retained for Office of Research records only. The proposal narrative, budget and any supporting documentation are reviewed by the committee. ***For this reason, applicant names must not be included anywhere in the electronic file names, proposal narrative (including bibliography), budget narrative, budget form and/or supporting documentation. Non-conforming applications will not be submitted for review.***

Proposal Narrative:

The proposal narrative must include:

1) Project abstract:

State the objectives, approach, and project plan in a summary paragraph. Please keep to a maximum of 250 words.

2) Description of project:

- a) **Literature Review:** Provide evidence that the current literature related to this topic has been reviewed.
- b) **Contribution:** Describe the contribution that this project will make to the objectives of the Bryer Research Fund.
- c) **Purpose:** State the purpose of the project or the problem the project with address. The purpose is usually a broad statement that is more specifically addressed in the objectives (see “d” below) of the narrative.
- d) **Objectives:** State the research objectives of the project. These are the more specific goals (often measurable) of the project that will address the broader purpose statement (see “c” above).
- e) **Professional Outcomes:** State the expected professional outcomes of the project (e.g. *produce a book, submit article to a conference, provide initial data to allow for application for further funds from an external sponsor, etc.*)
- f) **Research Methodology:** Describe the research methodology to be used to address the objectives of the project.
- g) **Limitations:** Describe the limitations of the project.
- h) **Participant Roles:** Describe the role of each investigator or contributor included in the project. What is the contribution that each participant will make to reach the objectives of the project? If applicable, discuss the **role that students** will play in the project.

For proposals that include a **Co-Investigator**, include the following information:

- Why is a Co-Investigator needed to accomplish the goals of the project?
 - If any publications/papers are expected from the project, how will the authorship be listed?
- i) **Timeline:** Provide a timeline that illustrates the plan for accomplishing each task in the project. This timeline should be reflective of all tasks identified in the research methodology (or creative process) described in “f” above. Proposed projects are expected to be completed within one year.

Budget Narrative:

Project budget requests are limited to no more than \$7,000 with a minimum of \$5,000. The committee will consider funding only those requests that reflect

reasonable and necessary costs to achieve project objectives. The committee reserves the right to offer less than the original requested amount based on their assessment of the importance of the project, reasonableness of the request and available funds. Provide a descriptive Budget Narrative that explains each of the following categories included on the Budget Request form that are included in the project budget request:

1) Principal Investigator (PI) and Co-investigator compensation:

PI and Co-PI Researchers that are to be compensated under Bryer research grants must be full-time UM-Flint faculty. The specific activities to be performed by each researcher should be described in detail and justification of the need for each participant should be provided. Salary rates should be checked with the Human Resources Office (2-3150) or your departmental office prior to submission of the grant request.

2) Research and assistance:

Whenever possible, it is expected that students on the UM-Flint campus will benefit from Bryer Research funds by being hired as research assistants on projects. Please contact either the Human Resources (2-3150) office or your departmental office for assistance in determining wages for student.

3) FICA and fringe benefits:

Applicants should factor FICA and fringe benefits into their requests.

a) FICA:

Students: UM-Flint students being employed by a project do not require payment of FICA

b) Fringe Benefits:

Re-assigned time requests: If a re-assigned time (rather than spring or summer salary) is being requested (e.g. during the 9 month academic year), the average cost of fringe benefits for **faculty/staff** members should be calculated at a rate of 30% (0.3).

Spring or Summer (1/9 up to \$5,500) salary requests: Because the university covers health costs for faculty/staff throughout the year, it is not necessary to calculate these costs into fringe benefits. Fringe benefits for salaries requested during the Spring or Summer semesters (e.g. 1/9 salary up to \$5,500 requests) are calculated at the rate of 28% (0.28).

4) Itemized Expendable Supplies:

Laboratory supplies, office supplies, etc.

5) Permanent equipment:

Specify and justify major items of equipment to be purchased. Be sure to include any shipping charges. Demonstrate that equipment requested is not available for use from any other source (e.g. a nearby campus, other department, etc.). Ordinary office equipment, including desktop computers, is NOT eligible. In rare cases, funds may be requested for highly specialized computer hardware/software. On completion of the project, all equipment becomes the property of the relevant department of the university.

6) Travel and Subsistence:***a) Travel to conduct research, to performance sites, etc.:***

Grants may include costs of travel to research/performance sites, field work, etc. Cost estimates should include number of travel days, destinations, travel mode, etc. Two airfare estimates are required. The current University mileage reimbursement rate applies. Lodging is to be budgeted at the cost of reasonable single occupancy, and meals are limited to \$50 per day unless special circumstances require an increased amount. Where school or departmental allowances are less than these amounts, the school or department limits apply. The University Standard Practice Guide SPC 501.4-1 (<http://spg.umich.edu/pdf/501.04-1.pdf>) provides information about documenting and reporting travel and subsistence expenditures and should be consulted in advance of your trip.

b) Dissemination costs:

Travel to present the anticipated results of the research project is not allowed as a part of the original Bryer grant.

SUBMISSION REQUIREMENTS

Both hard copy and electronic copies of applications must be received in the Office of Research by 5:00 p.m. on the appropriate deadline date.

- 1) An electronic copy of all of the above items should be sent to:
research@umflint.edu before 5:00 p.m.;
Include only one application per email transmission.

- 2) Deliver a hard copy of all of the above items to the Office of Research at 530 French Hall before 5:00 p.m.
Include only one application per envelope.

If you have questions about your electronic submission, please contact the Office of Research at 762-3383.