

Faculty Research and Creative Activity Application and Submission Guidelines Revised 2/12

Application Preparation Guidelines

A request for Faculty Research and Creative Activity (RCA) 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. Faculty Research and Creative Activity **Application Form/Curriculum Vitae** for all investigators in the project;
2. Faculty Research and Creative Activity **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 RCAC 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 Research and Creative Activity 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/Artist’s Statement:** For research proposals, provide evidence that the current literature related to this topic has been reviewed. For creative activity proposals, provide an artist’s statement which should include the background of applicant, other relevant work of the artist and/or others, and how this project advances the discipline.
- b) **Contribution:** Describe the contribution that this project will make to the field.
- 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. (For specific examples of *Purpose* statements, see the chart below).
- d) **Objectives:** State the research or creative activity 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). (For specific examples of *Objective* statements, see the chart below).

<i>Examples: Purpose:</i>	<i>Examples: Objective:</i>
To address health disparities that have been identified as existing in the Flint area relative to Sexually Transmitted Diseases (STDs) and their treatment.	To develop an improved STD screening method for use by health care providers in the Flint area serving low income, African American youth.
To reduce the lack of parental involvement in urban public school systems.	To identify barriers that exist in increasing parental involvement in the Flint Public Schools
To fill a gap that currently exists in the body of knowledge relative to Gustav Mahler’s contribution to the New York Philharmonic Orchestra Tour America.	To review historical manuscripts located in two archived collections to collect, organize and analyze information contained therein that describes the activity of Gustav Mahler during his role as conductor of the NY Philharmonic Orchestra from 1910-1915.
To investigate student directing educational programs offered by universities similar to the UM-Flint for the purpose of enhancing the current UM-Flint Theater Department curriculum by adding student directing opportunities.	To offer a student-directed theatrical performance during the 2008-9 UM-Flint Theater Performance schedule.
To build pride in residents of the City of Flint about their hometown by educating them about the positive aspects of the city’s history.	To create a collection of paintings suitable for gallery exhibition that illustrates the positive aspects of the history of the City of Flint.

- 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/Creative Process:** Describe the research methodology (or creative process) 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.
- j) **Future Plans:** Identify two to three potential future funding sources for the continuation of your work, if applicable.
- k) **Quality of Life/Economic Development:** Because the mission of the UM-Flint includes a strong commitment to serving the needs of the community in which it is located, projects that will make an impact in this way are given priority. Therefore, if applicable, describe if and how the project will make a contribution to the quality of life and/or economic development of the community.

Budget Narrative:

Project budget requests are limited to no more than \$20,000. 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 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 RCAC grants must be 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.

Re-assigned time requests: Be sure to include Reassigned Time Request Form with RCAC grant application.

Spring or Summer salary requests: 1/9 up to \$6,000

2) Research and clerical assistance:

Whenever possible, it is expected that students and/or clerical staff on the UM-Flint campus will benefit from RCAC funds by being hired as research assistants, clerical support staff, etc. on projects. If necessary, services from off-campus can be included if they are not readily available on campus. For example, services for transcribing qualitative interviews, assistance from individuals with special language skills, technical specialty skills (e.g. video production, etc.) are often necessary but not able to be fulfilled with the staff/student resources currently available on campus. In these cases, these services can be included as a part of the RCAC grant request. However, when services of individuals from outside of the campus community are being included in a grant request, justification as to why these services are required (e.g. the contribution to achieving the project's purpose, objectives, etc.) and a statement of the reason for recruiting individuals from off-campus should be included in the budget narrative. Please contact either the Human Resources (2-3150) office or your departmental office for assistance in determining wages for student/clerical assistants.

3) FICA and fringe benefits:

Applicants should factor FICA and fringe benefits into their requests.

a) FICA:

Students: UM-Flint students, whether attending full or part-time, do not require payment of FICA for work

Non-students: Non-student employees require a payment of FICA in addition to the hourly wage they will earn. FICA is calculated at the rate of 7.65% (.0765 x hourly wage).

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 \$6,000) salary requests: Because the university covers health insurance 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 \$6,000 requests) are calculated at the rate of 20% (0.2).

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 507.10-1 (<http://spg.umich.edu>) 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 RCA 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.