**2021-2022**

**Request for Proposals**

**UDMPU Faculty Research Awards**

**Deadline for Submission: January 15, 2021**

Please submit proposals via e-mail to the Internal Research Fund Committee at [FRA@udmercy.edu](mailto:FRA@udmercy.edu) by **January 15, 2021 at 11:59pm EST**. Proposals must contain all items requested and must strictly adhere to instructions. Please note that late or incomplete proposals will not be considered. If any part of the proposal is submitted after the deadline, the proposal will not be accepted for review by the committee.

The amount of funding for the 2021-2022 Faculty Research Awards is contingent upon the inclusion of funds as per section 11.7 in the UDM/UDMPU contract. Grant monies will be available until **June 30, 2022.** **Purchase Orders need to be submitted to Procurement Services before the fiscal year ordering deadline, usually sometime in May.** The ordering deadline announcement is distributed by Procurement Services by email. All monies not spent by June 30, 2022 will be forfeited. This includes all receipts not submitted by this deadline. Though all funds must be spent by June 30, 2022, the research is not required to be completed by this date.

It is the responsibility of the faculty member awarded the funds to ensure that the guidelines are met. All University policies concerning expenses are applicable. Please see the University purchasing website for applicable policies: <http://www.udmercy.edu/purchasing/index.htm>

All Faculty Research Award (FRA) grants awarded will have the title of the proposal and the abstract posted on the OSPRA website. To view lists of funded proposals over the past three years, please visit <http://www.udmercy.edu/academics/academic-affairs/ospra/research-awards.php>

There is no minimum or maximum grant awarded. Last year, the committee provided funding for approximately 70% of the 35 submissions. The average grant was ~$5,700. The FRA committee tries to fund the greatest number of meritorious proposals as possible. As a result, some proposals receive partial funding. A comprehensive and clearly written budget justification is required at the end of the narrative portion of the proposal.

A faculty member can only be the Principal Investigator (PI) on one research proposal for this 2021-22 cycle, though he/she may be the PI on one proposal it is acceptable to also be a Co-PI on multiple proposals. Research must be done by a UDMPU faculty. Collaborative proposals are highly encouraged.

Only electronic submissions will be accepted. You may submit a **maximum of four documents**, including the following:

1. A scanned copy of the signed **cover page** via email, file entitled “LASTNAME Cover”.
2. Proposal Narrative including Budget Justification – **6 pages maximum** (excluding references/bibliography, which should be included with Supporting Documentation, and), file entitled “LASTNAME Narrative”.
3. The **Budget** Excel Document, file entitled “LASTNAME Budget”.
4. Supporting documentation, including references/bibliography, in **one file only that does not exceed 10 pages**, file entitled “LASTNAME Support”.

**It is also acceptable to e-mail one file titled “LASTNAME Full Proposal.”**

Please complete the following application, including the cover page, budget and narrative questions, and submit these along with supporting documentation via email to [FRA@udmercy.edu](mailto:FRA@udmercy.edu). For readability, please use 12 point Arial, Helvetica or Times New Roman font or larger, with 1 inch margins. Be sure to include page numbers. If you have any questions about the proposal guidelines, contact the committee Chair, Claudia Bernasconi, via email at [bernascl@udmercy.edu](mailto:bernascl@udmercy.edu).

Please note – if this research/scholarship proposal requires the **use of human subjects, vertebrate animals or recombinant DNA**, attach your approval(s) from the appropriate body, either the **Institutional Review Board (IRB)** for human subjects**, the Institutional Animal Care and Use Committee (IACUC)** for vertebrate animalsor the **Institutional Biosafety Committee** (**IBC)** for recombinant DNA projects. If any of these approvals are pending, please indicate this in the appropriate box on the cover page. Here is the link to compliance information:

<http://www.udmercy.edu/academics/academic-affairs/ospra/compliance/index.php>

Please use language understandable by faculty outside your discipline, as the internal research fund committee is comprised of faculty representing a wide variety of disciplines from all of the McNichols Campus library, colleges and schools.

Please note that, according to the Detroit Mercy/University of Detroit Mercy Professors’ Union contract, priority will be given to tenure-track faculty members in the first, second, or third year of their appointments.

**Budget Guidelines**

1. The budget justification must include specific details, including how funds will be used, why each cost is necessary to complete the research/scholarship project and the dates the money is intended to be used. Please also provide appropriate supporting documentation.
2. Note that expenses that can be covered by the faculty development fund provided in Section 11.6 of the union contract (i.e., the UDMPU faculty development voucher) cannot be included in funds requested. Funds for dissemination activities (e.g., publication charges) and faculty developments (e.g., attending conferences) are provided by Section 11.6 and are therefore not appropriate for this grant program. Funds to support travel necessary to conduct the research or scholarship are appropriate but need to be justified.
3. All travel fund requests must be in accordance with University of Detroit Mercy travel expense policy. Please see the policies posted at <https://www.udmercy.edu/faculty-staff/procurement-services/policies.php#Expense_Reimbursement_Policy>. Reimbursement for automotive travel is determined by the standard IRS mileage rate posted on the purchasing website and is updated annually. <https://www.udmercy.edu/faculty-staff/procurement-services/policies.php>
4. Faculty may request research assistant stipends. The need for and the role of the research assistant needs to be presented in the Budget Justification. The budget must clearly outline how the faculty member wants the funds to be paid to the research assistant/s. For your reference consult the Detroit Mercy Job Classification and Pay LevelsGuidelines at <https://www.udmercy.edu/academics/academic-affairs/ospra/research-awards.php> . Faculty can choose to have the funds paid as wages and/or in tuition remission. If choosing wages, please indicate an hourly rate and number of hours per week to ensure compliance with the Affordable Care Act (ACA).
5. Faculty requesting a course release cannot request in excess of contract stipulated funding (i.e., no overload), nor in excess of adjunct faculty pay for the college/school where the faculty resides. A course release, by definition, can only be used toward on-term, required contract loads. Faculty cannot request off-term support. **If you are requesting a course release, please attach a letter of approval from the dean's office.** This letter should indicate the dean’s approval for you to buy out of the course and the amount of funds required to pay another instructor (overload pay for regular faculty or adjunct pay).
6. Requested equipment and supplies should be needed for the proposed research project. Prior to requesting new equipment, please identify if the needed equipment is already available at Detroit Mercy. In the budget narrative, please explain the need for the specified equipment. All requests for equipment must include an actual quote with all available discounts applied.
7. Requests for funding an outside statistician are discouraged. The IRF committee encourages in-house collaboration whenever possible.

**Completing the Budget Form**

* To complete the budget, open the Excel spreadsheet and fill in each line item of the budget**. If you are not requesting a course release, please put a 0 in the amount line.**
* You may list more than one research assistant and/or add lines if needed. **If you are not requesting a research assistant, please put a 0 in the amount line.**
* For supplies, please remember to factor in postage, shipping fees, *etcetera*.
* For travel expenses by car, you must use the University of Detroit Mercy current mileage rate. The Purchasing Department sends an email informing all employees of the mileage rate for the current year.

**Scholarship/Research Criteria**

The UDMPU Internal Research Fund committee will review and evaluate proposals based on the following criteria and a 100 point scoring system.

|  |  |  |
| --- | --- | --- |
|  | Criteria | Possible Points |
| 1. | The proposed research/scholarship is comprehensive and cohesive, demonstrating an ability to achieve the stated research goals. | 20 |
| 2. | The scholarship/research plan is feasible, demonstrating an ability to fully implement the project. | 25 |
| 3. | The principal investigator has the relevant experience necessary to complete the project. | 10 |
| 4. | There is evidence that the proposed research/scholarship will benefit the stated discipline and/or support the mission of Detroit Mercy. | 15 |
| 5. | There is evidence of a plan for publication, presentation, leveraging external funding, or another scholarly outcome. | 10 |
| 6. | The budget amount requested is supported by data that justifies the amounts. The budget justification is specific for each item requested. Funds requested are clearly related to conducting the research/scholarship. The budget shows good stewardship of limited resources. | 20 |
|  | **Total Review Criteria** | **100** |
|  | **The principal investigator is a first, second, or third year tenure track or clinical track faculty member?** | 10 |

**Committee members in AY2020-21 are as follows:**

School of Architecture - Claudia Bernasconi - Chair

College of Business Administration – Staci Kenno

College of Engineering and Science - Alexa Rihana

College of Health Professions – Sonia Kowalski

College of Liberal Arts and Education - John Porcerelli

Libraries - Cindy Gillham

MFA Rep - Jonathan Finkel

UDMPU Representative – Diane Robinson-Dunn

Administrative Representative - Ann Serra (*ex*-*officio* and non-voting)

**UDMPU Faculty Research Awards – 2020-2021 – Cover Page**

**College/School of Principal Investigator:**

**Title of Project:**

**Principal Investigator (PI) Name:**

**PI Phone and Email:**

**Are you a new first, second or third year faculty**

**member in the tenure or clinical track? \_\_\_\_ Yes \_\_\_\_\_No**

**Co-Investigators (and their College/School):**

**Amount of Funding Requested:**

**New Application or Continuing Application? \_\_\_\_ New \_\_\_\_ Continuing**

*If continuing, a description of the progress and accomplishments of the funded research is required (not included in the 6 page limit)*

**Does the research involve human subjects,**

**vertebrate animals or recombinant DNA? \_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_N/A**

**If you answered YES above, has the proposal been approved by the appropriate body?**

*If so, please attach copy of the approval*

Human Subjects: IRB approval **\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_N/A \_\_\_\_\_Pending**

Vertebrate Animals: IACUC approval **\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_N/A \_\_\_\_\_Pending**

Recombinant DNA: IBC approval **\_\_\_\_\_Yes \_\_\_\_\_No \_\_\_\_\_N/A \_\_\_\_\_Pending**

**Please mark an X next to each statement to indicate that the request has been completed.**

|  |  |
| --- | --- |
|  | All Proposal Narrative and Budget Justification questions answered (6 page maximum)? Emailed file entitled: LASTNAME Narrative |
|  | Signed cover sheet, scanned and included? Emailed file entitled: LASTNAME Cover |
|  | Budget sheet in Excel attached? Emailed file entitled: LASTNAME Budget |
|  | Supporting documentation, 10 pages maximum **in one file**? Emailed file entitled: LASTNAME Support |
|  | Emailed in no more than 4 separate files? (Cover sheet, Narrative, Budget, Attachments) (Note: full proposal in one file is also acceptable) |

**Signature of Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date \_\_\_\_\_\_\_  
Signature(s) of Co-Investigators \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_**

**Narrative** (Entitle file: LASTNAME Narrative)

1. Brief Abstract: Please describe your proposal in 100 words or less. Please remember to use language or define terms so that faculty members from different disciplines are able to understand your intent.
2. If you have had any FRA funding in the past two grant funding cycles, describe the scholarship and resulting accomplishments. Describe any publications and/or grant proposals written based on the results of the scholarship. (NOTE: This section may be up to two pages and is not counted in the six page limit.)
3. What is the goal and/or purpose of the research/scholarship?
4. How does the research/scholarship relate to the mission of Detroit Mercy?
5. Please provide a brief description of the field of discipline and how this research/scholarship will benefit the discipline.
6. Please describe your methods. Include research design if relevant.
7. What are the expected outcomes and how do you intend to measure them?
8. Please describe the relevant experience of the principal investigator/co-principle investigator(s) related to this research/scholarship project and how the experience will enhance the project. Please describe your related publications in the discipline.
9. Please provide a work plan, including specific objectives and the person(s) responsible.
10. Describe any plans for publication, presentation, or other scholarly outcomes.
11. Please describe any planned follow-up activities and how they relate to the goal and purpose of the research/scholarship.

**Budget Justification**

(Include with Narrative in file entitled: LASTNAME Narrative)

Please include a detailed budget justification for each line item on the budget spreadsheet.

**Faculty Course Release:** (Budget justification must include why a course release is necessary to complete the research as described. Please also refer to page 2 of this RFP, and attach a letter from your dean approving the course release.)

**Research/Scholarship Assistant:** (Budget justification must include hourly rate, hours of work expected per week and job responsibilities)

**Equipment/Supplies:** (Budget justification must include how requested supplies are integral to research/scholarship. All requests for equipment must include an actual quote with all available discounts applied). Please identify if the requested equipment is available in the department. If so, justify the need for the equipment.

**Travel Expenses:** (Budget justification must include reason for travel, dates traveling and explanation as to how travel is essential to conducting the research/scholarship)

**Budget**

(Entitle file: LASTNAME Budget)

Please complete the Excel budget sheet. For standard rates and other purchasing policies and procedures, please see the purchasing website at <http://www.udmercy.edu/purchasing/index.htm>

**Supporting Documentation**

(Entitle file: LASTNAME Support)

Include a reference list/bibliography that provides research/scholarship justification for the project and attach to this document. If appropriate, attach any relevant articles published by the faculty member(s) requesting funding that supports this request.

*Approved by McNichols Faculty Assembly. 11/5/2020*