



Faculty Research Grant Guidelines

Program Snapshot

Title	These guidelines are for two Faculty Research Grant programs: 1) Junior Faculty Research Grants (FRGs) in Science and Engineering 2) Willson Center for Humanities and Arts (WCHA): Junior and Senior Faculty Research Grants in the Humanities and Arts
Purpose	To provide "seed money" in support of research and scholarship by faculty
Deadlines	First Tuesday in February for both programs. Grants will start July 1.
Eligibility	Available to instructors, tenure-track faculty, and research scientists; Sciences and Engineering FRGs are designed for early career faculty (instructors, assistant professors and assistant research scientists); Willson CHA grants fund both junior and senior faculty
Amounts	On average, grants are in the \$3,000 - \$10,000 range
Questions?	Please be sure to read the FAQs at the end of these guidelines. Science and Engineering FRGs: Please email ovprip@uga.edu with any questions. Humanities and Arts FRGs: Please email wcha@uga.edu with any questions.

Program Description

The Vice President for Research solicits proposals from members of the University faculty for financial support of research projects through the Faculty Research Grants (FRG) Program. This program is sponsored by the University of Georgia Research Foundation, Inc.

The goal of the program is to support and encourage the development of strong programs of research and creative scholarship by early-career faculty members throughout the University. (Willson CHA grants are also available to senior faculty, including groups of two or more faculty engaged in research or scholarship.) Grants are considered "seed money" for research, in that they should lead to the growth and development of continuing research programs. They are not a source of continuing support for an ongoing program, nor should they be viewed as an alternative source of funds for programs already developed to a level that normally would justify support from external agencies. Neither should they provide "matching" funds, where such funds are required as part of an external proposal, nor travel funds to attend professional meetings. Support for these items is provided by the schools and colleges, or in special cases, through the Office of the Vice President for Research through separate programs.

Proposals will be peer reviewed by subcommittees selected according to research discipline. Applications for research in Science and Engineering are coordinated by OVPR. Applications for research in the Humanities and Arts are reviewed by the Willson Center for Humanities and Arts.

Eligibility Criteria

Eligibility for Science and Engineering FRGs is limited to UGA instructors or assistant professors on tenure-track appointments, and to individuals holding the appointment of assistant research scientist. Temporary, visiting, adjunct, or part-time faculty are not eligible, nor are postdoctoral research associates or fellows.

Willson Center for the Humanities and Arts (WCHA) grants fund both junior (tenure-track) and senior faculty. Willson Center proposals may be submitted by either individual PIs for a one-time non-renewable grant or by two or more faculty for annual renewable research projects (contingent on annual review and approval of the FRG program in the UGARF annual budget).

In a given year, only one proposal may be submitted by any eligible individual. If appropriate, proposals may be submitted jointly by more than one individual, but no individual may serve as proposer on more than one project, whether joint or single. In order to *submit* a proposal in consecutive years, any reports due on previous projects must be received by OVPR. In order to *receive* a Faculty Research Grant in consecutive years, any reports due on previous projects must be received by OVPR *and* the previous project must be completed.

Budget/Funding

Please note that the FRG program is contingent on the annual approval of the UGARF budget. Any awards made are not final until the UGARF Board meets and approves the budget in the Spring.

In general, grants are expected to be in the range of a few thousand dollars (in the range of approximately \$3,000 to \$10,000).

Faculty Research Grants will provide support for the following categories of expenditure:

- General expenses of research, such as supplies, materials, services, animals and animal care costs, etc., that are essential to the project (publication charges are not allowed).
- Equipment essential to the research being proposed. Equipment requests should relate to a particular project, even though the equipment may be used beyond its conclusion. Funding for more general equipment should be requested from other programs. *Equipment requests should be accompanied by an explanation of why the equipment was not covered by startup funds.*
- Travel costs, including subsistence, which are essential for the conduct of the research. *Travel to professional meetings, even to report on research supported by a Faculty Research Grant, will not be funded through this program.*
- Graduate research assistants as support staff for faculty research. Grants are not intended to support solely students' thesis or dissertation completion. Proposals requesting graduate student stipends should make clear the role played by the student in the proposed research program.
- Labor costs for other personnel essential to the project.

- Personnel expense for faculty is in the form of course buyout to the department only. *This program cannot pay any salary directly to the faculty member or give additional compensation. For Willson Center for the Humanities and Arts (WCHA) grants, course buyout will generally be considered only if the individual's requirements could not have been met by the Willson Center Faculty Fellowships. See the Willson Center's [website](#) for more information on those fellowships.*

Guidance for constructing the budget:

- The appropriateness of the budget will be considered during the evaluation process, and budgets may be adjusted by the review committee. Each item in the budget must be justified as expenditure required by the research plan and not available through other sources.
- In the Personnel category, benefits **MUST** be included for any UGA personnel charged to the project. Check here for benefit rates: <http://research.uga.edu/spa/frequently-used-information/?toggle=rates>. The PI and Co-PI can only be included in the Personnel category under Course Buyout. *This program cannot pay any salary directly to the faculty member or give additional compensation.* See the next paragraph regarding course buyout.
- **Consult your department or college's business manager for the correct course buyout and benefit amount. OVPR is unable to provide guidance on the correct course buyout amounts. Submission of the application confirms that the applicant has obtained appropriate unit approval for a course buyout should the grant be awarded.** To be eligible for course release in the summer, the PI must have Instructional EFT in the summer and this must be reflected in the EFT on the cover sheet of the application. *For Willson Center for the Humanities and Arts (WCHA) grants, course buyout will generally be considered only if the individual's requirements could not have been met by the Willson Center Faculty Fellowships. See the Willson Center's [website](#) for more information on those fellowships.*
- If large items of equipment are requested, this section must indicate whether similar equipment already exists on campus and, if so, how fully it is currently utilized and why the equipment was not requested as part of the recruitment package.
- Travel costs to conduct the research, including subsistence, is allowable. Travel to professional meetings, even to report on research supported by a Faculty Research Grant, will not be funded through this program.
- **Construct a budget using any of the following categories. List the item(s) and amount(s) then follow each category with a justification. A template for the FRG budget can be found here:** <http://research.uga.edu/docs/forms/iga/FRG-Budget-Template.xlsx>
 - Personnel:
 - 1) PI/Co-PI course release buyout in Academic Year. Must include benefits.

- 2) PI/Co-PI course release buyout in Summer (only allowed if have Instructional EFT in summer). Must include benefits.
 - 3) Student Employees - Grad Assistantships, training grant recipients, Fellowships. Must include benefits.
 - 4) Staff. Must include benefits.
 - 5) Other Professionals, Students and Grad Students (NOT UGA staff and not eligible for Grad Assistant Health Insurance – NO BENEFITS)
- Equipment
 - Supplies/General Expenses (Honoraria may be included here.)
 - Travel (Conference travel not allowed. See Budget/Funding section.)

Evaluation Criteria and Procedures

The goal of this grants program is the development and maintenance of excellence in the overall research program of the University. Thus, while the quality and significance of the work proposed are of paramount importance, special consideration will also be given to other factors relevant to the university-wide nature of the program. For example, proposals from faculty in the earliest stages of their scholarly development will generally receive higher priority than those early career faculty who have established programs, consistent with the "seed money" concept of these grants. "Pilot studies" opening a new area of research will have an advantage over proposals to continue an already well-developed program.

Major points that reviewers will consider are given below (this list is not meant to be exhaustive).

General

- a. Does the proposal communicate the importance of the work and the enthusiasm of the proposer?
- b. Have the proposal format guidelines (especially page limits) been followed?

Significance

- a. Is the importance of the project within its field made clear?
- b. Is the field one that is, or should be, within the scope of the University's research program?
- c. Will successful completion of the project have an impact upon the field?
- d. Is the project significant to the development of a program of scholarly activity by the proposer?

Project Design

- a. Are the objectives clearly defined, and is the basic question to be answered clearly identified?
- b. Are all necessary facilities available?
- c. Does the proposer have the necessary background and expertise?
- d. Are project activities well planned, and do they realistically fall within an appropriate

timetable?

Budget

- a. Have all items requested been justified?
- b. Is the amount requested reasonable and consistent with the total funding available to this grant program?
- c. If equipment is requested, has the possibility that it is already available elsewhere on campus been addressed? *An explanation as to why the equipment wasn't provided upon hiring should be included.*
- d. If support for graduate students is requested, is it clear that their activities are essential to the proposed research program?
- e. For humanities and arts proposals: Proposals for annual renewable research projects by two or more faculty are reviewed annually for continuation of funding. Renewable research projects should provide justification for funding beyond the initial year including external funding objectives in the project summary.

Appropriateness to this Program

- a. Is the proposal consistent with the "seed money" concept, which gives (early career) faculty an opportunity to establish themselves and initiate new programs of research?
- b. Will the proposed project lead to further funding from external sources if continued support is needed and normally available in this area of research?
- c. Would it be more appropriate for this proposal to be submitted directly to an external sponsor?

Review Subcommittee Structure

Applications for research and scholarship in **Humanities and Arts** are peer reviewed by a faculty committee(s) within the Willson Center for Humanities and Arts.

Applications in **Science and Engineering** are peer reviewed by separate faculty subcommittees. Subcommittees are determined at the time of submission collection. Proposals are grouped by a number of factors, including proposal titles and research keywords. Faculty are then assigned to each subcommittee to avoid conflict of interest and maximize review expertise.

Application Preparation

In preparing proposals for this program, an applicant should remember that the review subcommittees cannot include specialists in every field. It is very important, therefore, that proposals communicate the significance of the work to scholars from other disciplines, as well as provide enough detail to permit technical evaluation by those more familiar with the area. The format requirements for proposals, given in these guidelines, are written with this need in mind, and it is essential that proposals follow them as closely as possible.

It is also true that review subcommittee members serve their colleagues on a voluntary basis. **It is imperative that proposals be submitted in a format that does not make inordinate demands on their time. For this reason, limitations on both length and style have been established and will be enforced.**

Proposals in Science and Engineering should be submitted through the [Sciences and Engineering FRG Proposal Submission Form](#).

Applicants to the Humanities and Arts should prepare their final FRG proposal as a single PDF file and upload it to the Willson Center grants system by going [here](#). Humanities and Arts applicants who do not already have an account will need to create a new account in the system. Once an account is created, it may be used for all Willson Center grant applications in the future. Contact the Willson Center at wcha@uga.edu if you have questions.

The following lists the contents of the proposal. Uploads are required as .pdf files.

1. **Cover Sheet (Form field entry):**
 - a. Science and Engineering Proposals – the cover sheet is part of the [Sciences and Engineering FRG Proposal Submission Form](#). *A template of the Sciences and Engineering online submission form is attached to the end of these guidelines.*
 - b. Humanities and Arts Proposals – The cover sheet is part of the [Willson Center Proposal Submission Process Form](#).
2. **UPLOAD: Short biographical sketch** that includes education, job history, publications, funding and proposal submission history. Science and Engineering proposals – prefer NIH biosketch format without the personal statement.
3. **UPLOAD: Detailed budget.** A template budget (with a sample in Tab 2) in Excel can be found here: <http://research.uga.edu/docs/forms/iga/FRG-Budget-Template.xlsx>
4. **UPLOAD: Support Letter. 1 page limit. For proposals in Science and Engineering only.** This should be completed by the applicant's mentor or department head and should endorse the project and focus on the significance of the project.
5. **UPLOAD: Project Summary. 2 page limit. Arial, size 12 font.** This section should briefly describe, in a way that can be understood by faculty members in areas different from your own:
 - a. The research question you propose to answer (first paragraph),
 - b. The significance of this research to the theory, methodology, practice or literature of your field,
 - c. How this research differs from earlier research in the field,
 - d. How this project will contribute to a significant program of research beyond FRG support
 - e. For humanities and arts proposals: Proposals for annual renewable research projects by two or more faculty are reviewed annually for continuation of funding. Renewable research projects should provide justification for funding beyond the initial year including external funding objectives in the project summary.
6. **UPLOAD: Research Plan. 4-page limit. Arial, size 12 font. For proposals in Science and Engineering only. References should be included and are not counted against the 4 page limit.** This section should: provide a detailed description of what you propose to do (**preferably as a list of Specific Aims**) and its purpose and significance; identify relevant research questions; and establish the merit and feasibility of the project. It

should describe in detail methods and procedures, facilities available, and a timetable for completing the work. A suggested framework for addressing this information in the Research Plan section includes the use of the following applicable headings: Introduction, Specific Aims/Objectives, Importance of Work, Methods (data collection, survey, questions/constructs, timetable, etc.).

Application Deadlines

Proposals must be submitted electronically by **5:00 pm on the first Tuesday in February**.

Award Procedures and Conditions

All research carried out under the sponsorship of a Faculty Research Grant is subject to all of the University's standing policies regarding research. In particular, proposers of projects involving human subjects, laboratory animals, biohazardous materials, recombinant DNA, etc., must obtain the necessary approvals before commencing work. Money awarded cannot be released until these forms, when appropriate, have been submitted and approved.

Time Period. Grant funds in Science and Engineering and the Humanities and Arts are awarded on a fiscal year cycle, beginning July 1. All awards made are contingent on the approval of the FRG budget by the UGARF Board.

Funds not used within the award year will be forfeited unless a request for an extension is submitted and approved. Email johngay@uga.edu to request an extension. Include a justification as to why the project could not be completed during the grant period and the plan to complete the project in the extension time period. Project accounts may only be extended for one year.

Continued Eligibility. It is expected that those who receive a Faculty Research Grant will continue to meet the eligibility requirements. Any grant recipient who, because of resignation or any other reason, fails to remain eligible at least through June 30 of the award year may be required to return the grant funds.

Reports. The *initial report*, summarizing what has been accomplished during the grant period, must be received by August 31 of the year following the award year. The *final report*, including information on publications and grant proposals generated as a result of the grant, must be received by August 31 of the second year following the award year. You will receive a survey link via email by which to complete your report.

Duplicate Funding. If, prior to an FRG being awarded, external funding is obtained to support any of the items requested in the proposal, the grantee must promptly notify the University of Georgia Research Foundation, Inc.

Acknowledgment. Funds for awarded Faculty Research Grants come from the University of Georgia Research Foundation, Inc., and any publications resulting from the projects awarded should acknowledge the source of funds: "(a portion of) this research was supported by a grant from the University of Georgia Research Foundation, Inc."

FAQ

I am a Research Professional IV; can I apply for a Faculty Research Grant?

No. This is a staff position; FRG funding is limited to faculty positions, both tenure-track and non-tenure track.

Can I request money to attend a conference to present the results of my research?

No. Travel to conferences is most often supported through colleges or (for foreign conferences) can be requested through the OVPR Foreign Travel Assistance program.

I need more time to complete my project and spend the money in my account. What do I need to do?

To request an extension on your project and account email johngay@uga.edu. Please include the original date you were funded and your reason for needing an extension. Project accounts may only be extended for one year after the original end date. Your request will be reviewed as quickly as possible and notification sent to you via email.

I have been awarded a Faculty Research Grant and want to change my budget. What do I need to do?

To request a reallocation of your budget please submit the Faculty Research Grant Project Request form (<http://research.uga.edu/docs/forms/iga/pdf/FRG-Project-Request-Form.pdf>) to johngay@uga.edu. Your request will be reviewed as quickly as possible and notification sent to you via email.

May I submit and be awarded a Faculty Research Grant in consecutive years?

In order to *submit* a proposal in consecutive years, any reports due on previous projects must be received by OVPR. In order to *receive* a Faculty Research Grant in consecutive years, any reports due on previous projects must be received by OVPR *and* the previous project must be completed.