

**GUIDELINES FOR FUNDING  
FACULTY RESEARCH ENHANCEMENT PROGRAM GRANTS  
2009-2010 Academic Year**

**Purpose**

The Research Enhancement Program (REP) was established by the 70th Texas Legislature to “encourage and provide support for research conducted by faculty members” by providing seed money for research. All public universities in Texas receive support for innovative research and seed monies to attract non-state financial support.

Institutional guidelines should emphasize the use of REP for attracting non-state funding, with priority given to beginning researchers and projects with student involvement. REP funds may be used to support individual faculty projects and other research support activities.

[Taken from “Research Enhancement Program Report-1994,” a report of the 1994 Evaluation Committee submitted to the THECB, October 1994.]

**Priorities**

Research Enhancement Program funds shall be used to improve Angelo State University and to advance the interests of the State of Texas. Equal consideration will be given to high quality proposals for the following types of research projects:

- (1) Research projects that reflect intellectual creativity and that seem likely to promote the scholarly achievement of the faculty and the professional status of the University;
- (2) Research projects that seem likely to benefit the State of Texas and especially the region served by Angelo State University.

In reviewing proposals, THE MOST IMPORTANT CRITERION IS THE QUALITY OF THE PROPOSAL AND THE PROJECT IT DESCRIBES. In accord with the legislative intent of this funding, the Research Enhancement Committee will also give preference to those proposals in the following categories: (Please see point values under Program Evaluation)

- (1) Projects from faculty who wish to establish new lines of research, including beginning researchers as well as more experienced researchers who need start-up support for new directions in their research.
- (2) Projects that seem likely to result in high quality publication or in other prestigious dissemination.
- (3) Projects that actively involve students (undergraduate or graduate) in the research process.

- (4) Projects that have high potential for attracting additional funding from foundations or agencies outside Angelo State University; the external funding source(s) should be identified and a timetable for submission of proposal(s) given.

Normally, faculty will not receive funding from the Research Enhancement Program more than once every two years unless it is demonstrated that this will jeopardize outside funding potential. A proposal will be approved for funding only if it is supported by a clear statement of objectives and a well written narrative description of the proposed research. It is the faculty member's responsibility to state clearly how his/her proposal meets the objectives of the judging categories.

### **Budget**

The maximum amount that can be requested in 2009-2010 is \$10,000. The appropriateness of the budget is considered in evaluating proposals. Funding is available for faculty salaries and expenses related to a research project such as secretarial salaries, student assistant salaries, graduate assistant salaries, capital equipment, expendable supplies, and necessary associated travel. *The budget must be submitted in the Excel spreadsheet template provided.*

Requests for faculty salaries during the 2009 summer session may not exceed \$4,000. *The combination of any monies received from Faculty Research Enhancement funds and other monies from participation in any outside summer program cannot cause the monthly salary rate of a faculty member to exceed his/her regular monthly salary rate.* Such persons ordinarily will not also be given a summer teaching assignment except when, at the convenience of the University, the individual may be asked to teach one or two courses. If a portion of the grant is salary for the grantee, the grantee must actually be conducting the research full-time during the designated pay period. The amount of salary to be awarded will be commensurate with a clear description of the component tasks of the project with a time and date allocation for each task to be performed during the time when the salary is paid. The actual pay period will be determined at the time the grant is awarded.

Since the budget will be a part of the proposal evaluation, it is important to justify the need for the budget item and explain how the expenses relate to the project. For travel requests, describe the purpose of the travel, giving the number of trips involved and the destinations. No budget item will be funded if the justification for the item is not clearly explained.

### **Patents and Copyrights**

For information concerning the University's copyright policy and the patent policy, please refer to Chapter 10, of the *Regents' Rules*. See also ASU OP 76.01.

## **Administration of Funds and Accounting Procedures**

The policies and procedures for the administration of funds allocated for research projects shall be the same as for other University funds. The policies and procedures to be followed are provided online at <http://www.angelo.edu/opmanual>. Any unexpended fund balance in a faculty development account at the close of the fiscal year on August 31 may not be carried forward to the subsequent year.

## **Eligible Applicants**

All full-time faculty members (except visiting professors) who will have completed at least two long semesters of service at Angelo State University at the time the program or project is to be initiated are eligible to submit proposals. No temporary faculty members are eligible for this program. It is expected that the project will take place on campus or at the location designated in the project description. No funding is available for research related to the thesis research for their next higher degree. Projects may be related to completed theses. Only one proposal will be accepted from any applicant. Faculty who failed to submit required reports for previous REP awards will not be considered for funding. If a member of the Research Enhancement Committee wishes to submit a proposal, that member must request the Faculty Senate prior to **Friday, October 16, 2009**, to name a replacement for that year only. A REP Committee member may make such a request at most once during his/her three-year term on the Committee.

## **Applications**

Proposals for programs and projects to be conducted during the 2009-2010 academic year or the 2010 summer session are to be prepared and submitted in accordance with the following instructions.

1. Faculty members should submit **one original** of their proposal, prepared according to the instructions given, to the academic department head by **5:00 p.m. Friday, October 30, 2009**. The department head's signature on the original proposal will indicate his or her approval.
2. The proposal as signed by the department head should be submitted to the dean of the appropriate college by **5:00 p.m. Friday, November 6, 2009**. The dean's signature on the original proposal will indicate his or her approval.
3. Each academic dean will forward the original to the **office of sponsored projects** by **5:00 p.m. Friday, November 20, 2009**. The forwarded original must be signed by the faculty member, department head, and dean.
4. The coordinator of sponsored projects will compile all original proposals, scan the proposals and save them in portable document format (pdf), and submit them via e-mail to the provost by **5:00 p.m. Monday, November 23, 2009**.

## **Proposal Evaluation**

Merit and Soundness of the Proposal	0-60 points
Possible Considerations	
Originality of research	
Feasibility of idea	
Well-documented research plan	
Well-defined budget	
Benefit to Texas or the region	
Well-written and understandable project	
Potential for publication or presentation	0-10 points
Faculty REP history	0-10 points
Possible considerations	
New research initiative requiring start-up support	
Number of times funded by REP (the fewer, the more points)	
Potential for external funding	0-10 points
Possible considerations	
Researched funding sources	
Student Involvement	0-10 points
Possible considerations	
Number of students	
Quality of research experience for students	

All proposals will be evaluated using this point system. However, proposals from faculty who have been funded in the past year will initially be put aside. After the remaining proposals have been considered and approved or denied, remaining funding (if any) may be allocated to the set aside proposals that merit funding according to their total points.

The Research Enhancement Committee will be convened by its chair to review and evaluate the proposals. The proposals will be ranked in order of priority and submitted to the provost by **Wednesday, December 9, 2009**. The provost will make the final decision on all projects to be funded. Funding announcements will be sent out on **Friday, December 18, 2009**.

## **Reports**

A comprehensive written report describing the results and benefits of the completed project must be submitted to the Dean of the College of Graduate Studies by **Friday, October 1, 2010**. These reports will enable the University to assess the effectiveness of the program and to file the required reports with the Texas Higher Education Coordinating Board. Proposals from researchers who have not submitted required reports

in the past will not be considered for funding.