

Request for Proposals: Faculty Summer 2009 Research Award Program

Purpose The purpose of this program is to support faculty research activity in the College of Science and Health. The program aims to support the continuation of ongoing research or initiation of new research programs that would culminate in publications in peer-reviewed journals or external funding. The award consists of a summer stipend (or a lesser amount of “seed money”) for the investigator and support for student assistants, supplies.

Focus The Center’s focus reflects the composition of the College of Science and Health, seeks to encourage new researchers, and to fund all types of basic and applied research which are appropriate for each of the nine departments in the College.

Proposal **One original and one electronic copy (MS Word or pdf, including narrative and all completed forms) of the application must be submitted to the Center for Research no later than 2:00 p.m. on Friday January 30, 2009.** Submit paper copy to CfR, c/o Office of the Dean, Science Hall 317. Send electronic copy to **COS-CfR-submissions@wpunj.edu**. Awards will be announced by Friday March 27, 2009.

Each proposal must contain the following items in order:

- 1) Page 1 (Cover Sheet) of Application Form, including project abstract and all appropriate signatures (form CfR2004-page 1).
- 2) Budget Summary Form and narrative budget justification (form CfR2004-page 2).
- 3) Complete list of other potential funding sources (form CfR2004-page 3). **(All sources and amounts, including pending requests or proposals, must be listed.)**
- 4) Project description consisting of five pages or less, single spaced, including references. Additional information (e.g., examples of survey instruments), if necessary, should be supplied in an appendix.
- 5) Vita of applicant (maximum two pages).

Outcomes of previous CfR awards (publications, documentation of external grants awarded, or other evidence of productivity) should be submitted to the CfR and will be made available to reviewers and the panel that makes funding recommendations. The investigator should cite such outcomes in their CV and submit them for their file, but should not provide extra copies or attach these documents to their proposal.

Application Form The application form (Form CfR2004) is available electronically (as an MS Word file) on the Center for Research website <http://www.wpunj.edu/cos/CfR>.

**IRB &
Committee
on Animal
Welfare**

If human subjects or animals are involved, the application form must have the appropriate signature. For human subjects, contact the IRB, c/o the Office of Sponsored Programs at extension 2852 for the appropriate protocol before submitting the proposal. For research involving animals, contact the Committee on Laboratory Animal Welfare (CLAW), c/o Dr. Robert Benno at extension 3440.

**Project
Description**

The project description should be written in the following format:

Introduction:

- A well-formulated and clearly stated problem and/or hypothesis.
- A clear demonstration of the significance of the proposed project and the expected contribution to the field.
- A demonstrated familiarity with the pertinent literature in the field.
- A clear demonstration of how the project will contribute to the development of an ongoing research program including specific goals and objectives for the two-month period of the award.

Research Plan:

- A well-conceived research design or program suggesting a reasonable promise of successful execution.
- A *detailed* outline of the method or approach to be used in solving the problem, e.g., sample size, necessary equipment and supplies, the kind of data, how it is obtained and analyzed, reliability & validity, etc..
- A clear definition of the role of each investigator, especially the role of the students. The need for consultants should be thoroughly explained.
- A detailed schedule and time line for the planned research within the award period **must** be included. If student assistants are going to be involved, a plan for the appropriate training and supervision of them should be included.

Bibliography

Note: All research activities should be conducted at WPUNJ, local/regional health care facilities, or outdoor sites in the vicinity of WPUNJ. Funding of activities not conforming to this policy is subject to approval by the *CfR* Advisory Committee.

**Faculty
Eligibility
and Salary**

All full- or half-time faculty members with continuing appointments in the college, including those on leave or on sabbatical, are eligible to submit proposals for summer awards. For the purposes of this award, a “continuing appointment” is defined as an appointment for the years immediately preceding and following the award period.

Stipend	The maximum faculty stipend is \$4000 for each award. Faculty who wish to collaborate on one proposal may do so by sharing the \$4000 stipend, or they may submit separate applications with separate goals and objectives. Teaching or service activities of applicants are not restricted. Investigators seeking/receiving summer research support from other sources (internal or external) are required to provide this information in their application and to justify the need for supplemental funding from the Center. Omission of such information may result in revocation of the CfR award. The stipend for faculty will be paid during the summer months. Faculty with full summer salaries paid through external grants are assumed to have represented to the grant agency that their entire research effort during these months will be devoted to the externally funded project and are therefore ineligible for CfR stipends.
Student Assistants	In addition to the stipend of the faculty submitting the proposal, students' salaries may also be supported under the award. Students are limited to eight weeks employment. Students may not work more than 20 hours per week. The role and number of hours of work anticipated for each student must be described in the budget section of the application. Students must be supervised regularly. Projects that provide research experience (including safety and laboratory procedures) are preferable. The actual hourly rate of payment will be determined by the Center for Research and William Paterson University policies at the time of the award.
Subsequent Awards and External Funding	Effective in the academic year 2005-2006 faculty members who receive CfR awards twice must submit a proposal for external funding of their research before they will be eligible for a third award unless a waiver* is received from the dean of the college. In seeking external funding, faculty members are encouraged to consult with the university grants officer. *Waivers may be granted because: (1) additional research is needed to support a tangible proposal, (2) documentary evidence of no available external funding for the research, or (3) anticipated responsibilities that prevent undertaking research on a scale larger than that which is supported by CfR.
Unfunded Grant Proposals	Faculty members whose grant proposal was not funded will be eligible for two more CfR awards before they must submit a second proposal for external funding. The dean and CfR Advisory Committee will determine eligibility for continued CfR funding on the basis of: (1) the grant notification letter (2) reviewer comments, if available, and (3) consideration of opportunity for proposal resubmission.
Equipment	Only certain minor equipment purchases are fundable. Acquisition of any items must follow the University guidelines. All equipment remains the property of William Paterson University, the College of Science and Health, and when not in use by the principal investigator must be made accessible to all faculty needing it.
Supplies	Limited funds for supplies will be granted. Applicants should give specific details of the supplies required for the project (<i>e.g.</i> , amount/type).

- Duplication** No funds are available for duplication, slide making, etc., unless directly related to the research project or associated conferences.
- Publication Costs** Individual award budgets will not include allocations for publication costs. However, funds for typing technical manuscripts, for reprints, etc., may be requested separately under the Center's Mini-Grant Program.

Processing of Proposals and Administration of Awards

Submission of Proposals Proposals will be received and processed by the Director of the Center for Research according to the guidelines established by the Advisory Committee to the Center.

Evaluation of Proposals *Applicants are requested to provide at least two "independent" external reviewers who are experts in the discipline and have not had any substantive contact with the applicant, and at least two other external reviewers who may be former mentors or coauthors. The Director may also add or substitute reviewers. On the basis of the external reviews, the Cfr Advisory Committee will make funding recommendations to the Dean of the College of Science and Health for final approval. A copy of the reviewer's checklist is attached at the end of this guide.*

Research proposals will be judged on the scholarly merit of the proposed research, including the following:

- outcomes of previous Cfr-funded activities
- demonstrated ability of the applicant to perform such research successfully
- student participation
- projects not previously funded
- interdisciplinary focus.
- Following and adhering to Cfr guidelines.

If two proposals are judged equal in merit, preference will be given to new applicants and to proposals from departments that are not well represented in the awards. Mindful of the objectives of this program as well as with most federal and private granting agencies, there will be no recourse for appeal.

Awards The Director of the Center for Research will send information concerning post-award administrative procedures to successful applicants.

Grant funds **cannot** be used to reimburse commitments of expenditures made prior to the beginning of the grant period.

All funds awarded must be expended by August 31, 2009. No request will be honored after that date. No additional funds will be available. Any change in budget must be approved by the Director. Funds not expended will return to the Center for Research.

- University Policies** The successful applicant must adhere to university policies on human subjects, laboratory animals, patents and copyrights, recombinant DNA research and the use of radioactive materials.
- Income and Patents** Patents and income generated from *CfR* supported activities are subject to the William Paterson University policy.
- Progress Reports & Publications** All research awardees are expected to present their findings at the Faculty/Student Scholarship Day in the spring semester 2010. An abstract of that presentation will serve as a preliminary report and is due January 31, 2010. A final report, along with reprints of any publications resulting from funding, should be submitted by January 31, 2010.
- Publications resulting from research supported by this program should contain the following statement: ***“This research was supported (in part) by a grant from the Center for Research, College of Science and Health, William Paterson University of New Jersey.”*** A copy of each publication should be submitted to the Center for Research.

Reviewer's Evaluation Form

This form will be forwarded to the applicant

Proposal title: _____

Author: _____

Please rate the enclosed proposal in the categories below, using this scale:
5 = Excellent, 3 = Average, 1 = Poor, NA = Not applicable, NB = No basis to judge
[If responding by email, indicate your rating by bolding, underlining, or by deleting the other choices.]

- | | | | | | | | |
|--|---|---|---|---|---|----|----|
| 1. Well-formulated and clearly stated problem and/or hypothesis. | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 2. Significance of the proposed project as a contribution to the discipline. | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 3. Demonstrated familiarity with the pertinent literature in the field. | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 4. Clear demonstration of how the project will contribute to the development of an ongoing research program including specific goals and objectives for the two month period of the award. | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 5. Well-conceived research design or program suggesting a reasonable promise of successful execution. | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 6. Detailed outline of appropriate methods and procedures to be used in solving the problem, e.g. setting, sample size, necessary equipment and supplies, the kind of data, how it is to be obtained and analyzed, reliability & validity, etc.. | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 7. Preparation/competence of the investigator to conduct the proposed research | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 8. Likelihood that the proposed research will lead to results suitable for publication within 3 years | 5 | 4 | 3 | 2 | 1 | NA | NB |
| 9. Overall rating of this proposal in comparison with similar proposals that you have reviewed | | | | | | | |
| -for funding by a University or similar agency | 5 | 4 | 3 | 2 | 1 | NA | NB |
| -for funding by a national agency (NSF, NIH, or similar) | 5 | 4 | 3 | 2 | 1 | NA | NB |

PLEASE PROVIDE WRITTEN COMMENTS ON THE NEXT PAGE.

COMMENTS