



## **Lawrence Technological University Research Support Services Committee**

### **Internal Funding Program for Faculty Scholarship, Research & Creativity**

The Research Support Services Committee administers an internal funding opportunity for faculty at Lawrence Technological University. These awards utilize the Research Support Services Committee portion of indirect costs resulting from externally funded projects. The purpose of these awards is to encourage, develop and support faculty research and creative endeavors with the goal of subsequent development of proposals for external funding. These awards are intended to supplement and strengthen the support that comes from both department and college resources, and other university programs. Awards are granted through a competitive application process, with recommendations from department chair and college dean, with final decisions made by the Provost of Lawrence Tech.

The duration of the awards is one year, with all unexpended funds reverting back to the general internal funding pool at the end of the award period.

An award carries with it the responsibility to disseminate the results of any funded internal project either through publication in refereed outlets, or in a medium appropriate to the endeavor. Faculty are encouraged to display their work at the annual Celebrate Research and Creativity Poster Session. A final report should also be filed with the Provost's office within thirty (30) days of completion of the project.

All full-time faculty are eligible to apply. Applications from junior faculty (i.e., pre-tenure) will be given preference.

#### **Faculty Seed Grant Program**

Many funding agencies view preliminary work as a demonstration of planning and commitment to a project and as an indicator of the project's potential for success. Towards that end, the Lawrence Technological University Faculty Seed Grant Program has been established to assist faculty with projects involving new creative works or research ideas. Seed grants are designed to help researchers do the preliminary work needed to apply for larger external funding. This program does not provide bridge funding for ongoing research programs, or to serve as a supplement to research programs funded elsewhere.

Projects that emphasize new methods, theoretical approaches, and curriculum or laboratory improvements are encouraged. Teams of two or more eligible faculty may submit proposals for interdisciplinary projects.

Funds can be used for research and scholarly efforts, instructional impact projects, or other worthwhile professional development activities. Funding can be used for salaries and benefits of students, technicians and other non-faculty project personnel. Other permitted expenses include supplies, equipment and miscellaneous expenses such as project-related photocopying and postage.

Funds cannot be used for faculty salaries (summer or academic year); travel that is not directly related to project research; conferences; consultants, or office equipment (including computers, unless specifically justified).

Applications may request amounts up to \$3000 and are subject to the availability of funds. The review committee will consider exceptions to the \$3000 maximum based upon exceptional merit and availability of funds. An individual faculty member is limited to receiving only one Seed Grant per project. Projects that are already supported by other sources will not be approved for funding. Only one proposal per PI per year will be considered for funding. If the PI receives funding for the project from an external source during the award period, all unused seed funds will be returned to the general pool.

Proposals will be evaluated by the respective department head and college dean for relevance to the faculty member's responsibilities to the department and contribution to the academic discipline. These evaluative comments will accompany the proposal through a competitive review by the Research Support Services Committee with the final decision made by the Provost.

#### Application Submission Process

The completed *Request for Faculty Internal Grant Award* is due into the Research Support Services Committee by January 31 or August 15 of each year for Seed Grant Funding. All four pages of the application, including the two Comment/Signature pages, as well as the Budget Page with justification and listing of all current research support, should be available electronic.

Your project summary should include a statement of the goals of the project, research methodology, likely outcomes of the project, and a rationale or justification of the research.

#### Review Criteria

Proposals will be evaluated using the following non-exclusive criteria:

- 1.) Does the PI clearly explain the significance of the project to the discipline?
- 2.) Does the PI provide information necessary to determine if this is a new direction for the research or creative effort?
- 3.) Is the budget reasonable for the stated objectives and goals?
- 4.) Are the goals and objectives and results stated clearly and are they reasonable, given the funds and time provided? Are they reflected in the methods outlined?
- 5.) What is the probability of leading to external support?
- 6.) Have potential barriers or technical difficulties been identified?
- 7.) Is a literature review provided?

- 8.) Has the PI obtained required assurances (animal, human, radiation, etc.)?
- 9.) Does the PI have the experience needed to carry out the project?

### Grant Administration

The PI is responsible for the administration of grant funds, including making certain that over-expenditures do not occur. The Research Accountant will have oversight responsibility. All expenditure receipts, invoices, etc. should be forward to the Accountant for review and approval.

Equipment purchased with Seed Grant funding will be considered property of Lawrence Technological University, and may not be transferred to another institution should the investigator leave their University employment.

The duration of the awards is one year, with all unexpended funds reverting back to the general internal funding pool at the end of the award period. If the work cannot be completed in the initial twelve-month period, the PI may request one six-month extension by sending a letter to the Provost's office at least thirty (30) days prior to the end of the initial year.

A final report should also be filed with the Provost's office within thirty (30) days of completion of the project.