

**General Instructions for
Faculty Awards: SAAG, Eberhardt, Holmok**

Proposals must be submitted via e-mail - No hard copies of applications will be accepted.
The signed and scanned (as a PDF) application should be e-mailed to cbrodie@pacific.edu

Eligibility for Awards

1. All faculty of the Stockton campus may apply; however, priority in making awards is given to full-time, tenure track faculty.
2. Reports from any previous FRC awards must have been filed before a new proposal is considered.
3. Awards are not intended to provide ongoing, long-term support for a project. Therefore, faculty members are eligible for up to three awards for the same general line of research or scholarly work. After three awards, the faculty member must first submit a proposal (requesting at least the total amount of Committee funding) for that work to an outside source. After submitting the external proposal, the faculty member will again be eligible for funding (regardless of whether or not the proposal is funded).
4. Proposals that will help faculty members obtain additional grants from sources outside the University are strongly encouraged.

Limitations

1. Award funds must be used within one year, or returned to the general fund.
2. Salaries are subject to taxes and fringe benefits. Please include these in your budget. Contact your budget officer or the Payroll Office for the current tax rate.
3. Award amounts are subject to University policy regarding substantiation of business expense. Failure to follow such guidelines will have income tax consequences to the recipient of the funds.
4. In general, the cost of transportation (e.g., mileage, airfares) is paid only in cases where it is absolutely required to obtain resources related to research.
5. Proposals for funding levels below the maximum are encouraged.
6. The following expenses are not permitted for any of the awards:
 - a.) Travel, including conference registration, to present papers at meetings.
 - b.) Costs incurred in completing requirements for an academic degree.
 - c.) Any expenses – salary, support, equipment, supplies – associated with teaching.
 - d.) Activities for the primary purpose of retaining or updating teaching skills.
 - e.) Page cost for publication of scholarly articles, if such fees can be waived.

Application Instructions

It is recommended that faculty preparing grant applications talk with academic members of the Faculty Research Committee before submission of the application. Committee members are available to answer questions or to review the draft of your application. This should be done well in advance of the application deadline to allow for possible additions or modifications to your application package. The current committee membership can be found at <http://web.pacific.edu/x15969.xml> or

It is the faculty member's responsibility to submit their application by 5:00 p.m. on the posted deadline. Late proposals or proposals that do not follow these guidelines will not be considered.

Proposals must include the following:

1. A completed application form. Adhere to spaces provided on the form, using a font no smaller than 12-point.
2. A proposal description (typed, double-spaced in font no smaller than 12 point and not to exceed 3 pages in length [5 for Holmok Grants]) that includes the following five items:
 - a. The full title of your project.

- b. A clear statement of the purpose and significance of your activity. Avoid the use of jargon from your own discipline since the Committee is multidisciplinary. Your proposal must use language that is readily understandable to committee members outside your discipline, or it will not be considered. If discipline-specific language is unavoidable, include a list of definitions.
 - c. A detailed description of the methodology you will use and some indication of why this methodology was chosen. (Note: If your activity involves human subjects, live animals, or hazardous materials, proper application(s) must be made to the University's designated committees)
 - d. Anticipated results.
 - e. A statement of the relationship of the proposed project to your long-range objectives and how your results will be disseminated.
3. A budget form which contains details of your proposed budget. Using the budget guidelines below for each category, briefly justify each expense item. Fill in only those categories for which you are requesting funds. Under "Justification," state why these expenses are a necessary part of your project and why your request should be funded at this level. Be sure to show matching or donated amounts where these are made available by your School or Department, or through other sources such as work-study grants.

Personnel: Detail each position, job title, salary or hourly wage rate. Hourly wage rates for research assistants will follow the University Pay scale, available from Human Resources. The proposed rate must be justified in terms of specialized training, responsibilities, etc., required for this specific research project. Normally, the committee expects that full use be made of students eligible for work-study. If this is not possible, justification is required.

Fringe Benefits: These should be included for all salaried and wage positions.

Equipment (any item over \$5,000): This equipment should be specifically related to the proposed project. All equipment funded becomes property of the University.

Supplies: This does not include items normally furnished by departments (e.g. laboratory glassware, files, pencils, etc.). This list must be itemized. Only requests that can clearly be justified as essential to the proposed research will be considered. Also list here any supplies specific to the project which are donated.

Facilities rentals: Include the cost of facilities not available at Pacific, but essential for the project. Examples include facilities such as recording studios, NMR facilities at another university, etc.

Travel costs: These costs are paid only in cases where they are related to obtaining resources related to the approved project. They include the cost of airline tickets, lodging, mileage cost and food per diem at the university's current rate. The current rates are available at <http://www.gsa.gov>. Indicate any contribution from your travel fund and other sources.

4. A *curriculum vita*, not to exceed three pages.

Administration of Awards

The Office of Sponsored Programs will disperse funds awarded by the FRC to the faculty awardee by transfer of FRC funds in one of three ways:

- 1.) For non-personnel expenses, monies will be transferred to an existing designated account in the awardee's department or school
- 2.) For personnel expenses, the individual(s) working on the project will receive a payroll check, with appropriate taxes deducted.

For funds transferred to a departmental or school account, the school's budget officer will be responsible for oversight of the funds. At the end of the project, the budget officer can assist the awardee in preparing the required financial report.

If the project should result in monetary gain, the first monies up to the total of the grant must be returned to the Faculty Research Committee.

If the project results in a patentable invention or discovery, Pacific has an interest in the patent pursuant to University of the Pacific's Intellectual Property Policy. In accepting the award the researcher(s) agrees to execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in Pacific any or all rights to the invention or discovery including assignment of any patents or patent applications relating to the invention or discovery funded by the award.

Final Reports and Acknowledgments

A report of funded activities is due **13 months after the grant was awarded (5 months for Eberhardt Fellowships)** and is to be submitted to the Office of Sponsored Programs. The report must include:

- Cover Sheet
- Summary of complete activity
- Plans for future research on the topic, including external funding to be sought
- Detailed financial accounting of how the funds were spent. Copies of receipts and invoices, and/or a Banner report should be submitted along with the final report.
- List of publications/presentations (completed or anticipated)
- Invention Disclosure Form for patentable inventions or discoveries resulting award

Submission of the report is necessary for consideration of future FRC proposals.

The final report should be submitted electronically to: cbrodie@pacific.edu

The recipient of an FRC grant should acknowledge support from the University of the Pacific for work on scholarly and/or artistic activity in resulting publications and/or performances.

Further Questions

Any other questions regarding FRC awards should be directed to

- Members of the Faculty Research Committee. or
- Carol Brodie, Research & Graduate Studies, 209-946-7367, cbrodie@pacific.edu

Selection Criteria

The following criteria are used by the FRC in selecting awardees.

Application Component	Criteria	Maximum Points
Abstract	<ul style="list-style-type: none"> • Is the abstract clearly written and does it help a non-specialist understand how the proposed work and expected outcomes relate to larger issues in the humanities or sciences? 	20
Research Objectives	<ul style="list-style-type: none"> • Are the specific aims of the proposed work clearly stated and comprehensible to a non-specialist reader? • Given the project period and requested support, are the research objectives reasonable and attainable? • Given the project period and requested support, would accomplishing the stated research objectives be a significant achievement or represent a meaningful advance? 	20

Background and Significance	<ul style="list-style-type: none"> • Does the application persuade the general reader that the issues addressed by the project reflect significant scholarly concerns and/or address important and timely developments in the applicant's field? For example, is this an area of interest for extramural sponsors? • Does the application clearly describe how the proposed work may advance knowledge or practice in the field? For example, does the work address gaps in the literature, advance the state of scholarship, or add value in some other way? • Does the application help non-specialist readers relate the work to larger concerns (e.g., environment, health, technology, economy, culture, society)? 	20
Relation to Applicant's Work in Progress and Long-term Goals	<ul style="list-style-type: none"> • Does the proposed work strongly relate to and advance the applicant's work in progress and long-term goals? • If the proposed work is a divergence from the applicant's existing research, does the application persuade the reader that this new work is well justified, reasonable, and likely to benefit the applicant's research career by opening a new area of significant investigation? Is it likely that the applicant could sustain the new work through extramural support? • If preliminary work has been completed, is the proposed work likely to meaningfully advance the applicant's larger program of research? How? For example, will this project strengthen future extramural applications? • If preliminary work is proposed, are the expected results likely to provide meaningful support to a larger program of research? How? For example, will the work strengthen future extramural applications? 	10
Research Methods and Work Plan	<ul style="list-style-type: none"> • Are the experimental, interpretive, descriptive, analytical, or other proposed research methods clearly articulated and sufficiently detailed that an informed, non-specialist reader can understand how the applicant will actually conduct the proposed work? • Does the application persuade general readers that the proposed methods are reasonable, appropriate, and likely to result in the accomplishment of the research objectives? • Does the work plan state realistic milestones for completing the tasks required to achieve the research objectives? • Is the project likely to result in a competitive extramural application(s) within the next 24 months? • For the humanities, it is still critical that a comprehensive description of the research methods is provided. 	20
Budget Justification	<ul style="list-style-type: none"> • Are the proposed expenditures clearly stated and reasonable? • Do the proposed expenditures strongly correlate with the achievement of the stated research objectives? • Is the budget well justified by the research objectives and the work plan? 	10
Total		100