

Jacksonville State University  
Faculty Research Committee

### **Guidelines**

The Faculty Research Committee consists of nine (9) full-time faculty members selected by the Faculty Senate, subject to approval by the Vice President for Academic and Student Affairs. The Associate Vice President for Academic Affairs serves as an ex-officio member. Members serve for three-year terms, with one-third of the Committee being replaced annually each May.

The Primary Functions of the Faculty Research Committee are as follows:

1. to encourage and promote scholarly research/creative endeavors in all academic disciplines;
2. to establish and maintain procedures to solicit and evaluate *internal* research grant proposals;
3. to forward recommendation regarding funding and support to the Vice President for Academic and Student Affairs;
4. to make an annual report to the Vice President for Academic and Student Affairs on the effectiveness of the JSU Faculty Research Grant Program and to make recommendation for improvement;
5. to review applications for faculty research recognition and to make recommendation for recognition to the Vice President for Academic and Student Affairs.

### **Grants**

Research proposals are accepted from all fields of academic endeavor, including all artistic fields wherein the results are publishable or presented externally to the University. However, proposals for dissertation/thesis research or curriculum development proposals will not be accepted. Curriculum development is broadly defined, including most pedagogical research or educational outcomes assessment. Proposals for Curriculum Development activities, including such things as revising a current course, introducing innovative procedures into a course, developing concentrations, assessing curriculum effectiveness, proposing interdisciplinary programs, etc., should be submitted to the University Curriculum Committee for consideration rather than to the Faculty Research Committee. Research grant proposals should be in the format in the proposal format section of these Guidelines, and should be submitted to the Chairperson of the Faculty Research Committee. The proposal must include the objectives of the project, the methods and techniques involved, the value of the research to the discipline and to Jacksonville State University, a detailed budget, prospects of future extramural funding, and plans to present or publish the research results. A literature review, where appropriate for the discipline, must also be included. In addition, the faculty member's department head and dean must sign the checklist, indicating what support the department or college can give to the proposed research project.

Deadlines for submission of proposals are published yearly by the Chairperson of the Faculty Research Committee. Proposals are evaluated by the Faculty Research Committee, which then recommends funding to the Vice President for Academic and Student Affairs. To support a diverse population of researchers, a general limit of \$3,000

is placed on each proposal. However, proposals exceeding this limit which have exception quality with possible broad benefits to the University will be considered.

Awards are generally made for the current fiscal year, although a proposed project could extend for several years. A one-year funding of a multi-year research project does not guarantee future funding. No research projects will be funded if the principal investigator/research coordinator fails to submit a summary report detailing the results of previously funded research projects.

The Committee recommends “seed money” to begin projects, but will not continue funding of on-going research. Principal investigators are encouraged to seek external funding, citing the University’s funding as endorsement of the research. The Committee places higher priority on proposals from new faculty or from faculty who have not submitted previously. It also appreciates proposals submitted by teams of researchers across departments and proposals including researchers. If students are involved in research projects, they may not receive pay if they are receiving University credit for their participation in the project. Other student workers will be paid at standard University rates. The preferred option for using students would be University credit rather than monetary compensation.

All funds must be expended by the end of the University’s fiscal year (September 30). A faculty member is limited to the submission of one proposal as principal investigator per year. Ten copies of each proposal must be submitted to the committee.

## **Budget**

**All funds must be expended by September 30, the end of the University’s fiscal year.**

A line item budget request shall be a separate item from the body of the research proposal. It should be typed on colored paper for easy recognition by the members of the Faculty Research Committee. Budget requests should not be inflated and should minimize expenditures for equipment. The Faculty Research Committee reserves the right to modify line items in a budget request. If the principal investigator/research coordinator is conducting research with another academic institution, agency, etc., the amount of funding from that participating body must be indicated. Any changes made in the budget during the grant period that exceed \$200 in any one account must be approved by the Chairperson of the Faculty Research Committee. The line item budget should be in the following format:

I. Permanent Equipment

II. Expendable Supplies and Equipment

III. Travel: In accordance with University guidelines no funds are available for travel to meetings for the presentation of papers. Requests for such funding should be submitted to the Professional Development Committee. Travel funds will be allocated for direct research or data collection purposes only.

IV. Miscellaneous Costs: Includes such items as duplication, photographic work, interlibrary loans, etc. Student research assistants will be paid at standard University

rates. Funds requested to pay for statistical analysis or self-publication will not be allocated.

V. Total Amount Requested: Total from I-IV above

VI. Other University Support Required: (Examples: Printing, postage, clerical assistance, etc.) Please note if department or college can provide some of this.

VII. Justification: If a line item costs \$500 or more, give reasons for inclusion and indicate the impact that the purchase of the item may have on future research activities for the investigator and colleagues.

Appendix A – Abbreviated Curriculum Vita: The length of the vita should be limited to what is applicable for the submitted research proposal, typically no more than two pages.

### **Evaluation**

If a proposal is submitted by a Committee member, the proposal will be evaluated in the absence of that Committee member.

After valid proposals are evaluated, the recommendation of the Faculty Research Committee will be forwarded to the Vice President for Academic and Student Affairs for approval. The principal investigator will be notified of the Vice President for Academic and Student Affairs' decisions. Members of the committee will not discuss individual recommendation with the principal investigator. All questions should be referred to the Chairperson of the Faculty Research Committee.

### **Appeal**

The principal investigator/research coordinator may appeal Faculty Research Committee recommendation to the Vice President for Academic and Student Affairs. A formal written appeal must be filed within fourteen days after notification of the Committee's recommendation has been received.

### **Revocation of Grants**

In the event that the terms of the approved proposal are not implemented, grants may be revoked in full or in part by a majority vote of the Faculty Research Committee, with final approval by the Vice President for Academic and Student Affairs. Prior consultation/correspondence with the principal investigator/research coordinator is required before revocation can be implemented. Any principal investigator/research coordinator leaving the faculty of JSU shall notify the Faculty Research Committee. Revocation of the grant is automatic under such circumstances.

## **Principal Investigator or Research Coordinator**

The principal investigator/research coordinator must be a full-time member of the JSU faculty. The principal investigator/research coordinator is the sole individual responsible for all aspects of the research project. Title and responsibility for a project may be transferred from a principal investigator/research coordinator to another individual by means of a formal written request from the principal investigator/research coordinator to the Faculty Research Committee. An affirmative majority vote of the standing Faculty Research Committee is necessary to recommend the transfer. Final approval of the transfer must be made by the Vice President for Academic and Student Affairs.

## **Equipment Purchase**

Once the project has been completed, all equipment, books, and other materials purchased for the project become the property of the University. Although equipment may be purchased to support research efforts, a thorough search of University inventories shall be conducted before requesting equipment in a proposal. Proposals which appear to be designed specifically for the purchase of equipment (e.g. P.C.s) will not be recommended for funding. The sharing of equipment is strongly encouraged.

## **Acknowledgements**

The principal investigator/research coordinator will acknowledge the support of a Faculty Research Grant by citations in published works. However, such acknowledgments in no way reflect the view of the Faculty Research Committee or the University.

## **Faculty Research Progress Report**

The principal investigator/research coordinator will acknowledge the support of a Faculty Research Committee with a brief description of the project's results and a list of publications or other evidence of accomplishments resulting from the sponsored research. The report is due by September 1 of the current fiscal year and should be provided according to the following format:

- I. Name
- II. Brief Progress Report on the Research Project (Note: Failure to submit progress reports will result in a cessation of funding for future research projects.)
- III. A list of the following:
  - A. Papers read at professional meetings, in the following format: Name. Date. Title of paper. Organization (society) where paper was read. City. State.
  - B. Journal Articles, using the following format: Name. Date. Title of paper. Journal; volume; pages. Note of abstract by inserting "abstract" after pages.

C. Other evidence of accomplishments.

I. An offprint or photocopy must be forwarded to the Chairperson of the Faculty Research Committee from all publications resulting from funded research whenever such publication occurs.

**TEN COPIES OF THE PROPOSAL MUST BE INCLUDED OR THE PROPOSAL WILL NOT BE CONSIDERED.**

Revised May 1998

Jacksonville State University  
Faculty Research Committee

**Concerns of the Research Committee**

In reviewing the checklist in the Research Grant Proposals and the Guidelines, the Committee noticed that the Department Heads and Deans are, in general, not supportive in any of the resources (clerical, student assistance, mailing/postage, photocopying, telephone, etc.). In order to promote research at the University, the Committee believes that the departments and deans should be able to help support research. The Committee believes this should be addressed to the deans and department heads.

The Committee would also like to suggest the amount of funding be increased. The Committee has not been able to fully fund many research projects and faculty are still having to provide personal monies for their research. The Committee asks that increasing the funds available be considered for the next academic year.

The Committee also would like to suggest having a “Grants Officer” who would be able to help faculty obtain/locate equipment needed for a project on University grounds. Many times one department does not know what resources are available from another department. Having a Grants Officer would help cut down costs for obtaining equipment in some research proposals.

The Committee would like some clarification on projects to fund from faculty that have been hired for a particular project. This also carries to the Faculty Awards Banquet. Should these people be recognized for a job that they were brought here to do? The understanding is that they are not going above and beyond their call of duty as regular faculty.

In putting the Guidelines on the web and the reference to Committee members within the document, the Committee suggests that a list of Committee members be included in this document. This could be done at the beginning or the end of the document.

The Committee also inquired about the length of time for keeping projects and committee papers. Upon inquiring and looking through the broken filing cabinet, the last set of papers dated back to 1995. The papers from this far back, needless to say, were overflowing this two-drawer broken filing cabinet. To my knowledge, this filing cabinet floats from one chairperson to another. If it were not for spare closet space, I would not have been able to house the cabinet in my office. I do not know what the past chairpersons have done regarding this. The Committee recommends that documents should be kept for 5 years and then disposed of.

These are the issues the Committee believes need to be addressed. Please consider these and let us work together in providing a solution to them.

Monika Hossain  
Chair, Faculty Research Committee

Jacksonville State University  
Faculty Research Committee

### **Concerns and Position Statement**

It was realized by the Committee and thus noted here that records of application and awards must be kept for a minimum of ten years, due to the various accreditation programs that different programs undergo on periodic basis. Related to this is a need for a new, larger filing cabinet for these records. The present cabinet is broken and too small. Even if the records are to be stored in a permanent location after say five years, thus rendering the present cabinet large enough, it should be replaced, in line with the importance we tell ourselves research has in our community.

The Committee once again concluded that more funds should be available for Faculty Research Grants. This is something that may need constant monitoring as more new faculty members come aboard and as the University grows. Also pertinent here is the fact that CCBA will likely need more research money in the future to meet the research productivity necessary to maintain AACSB accreditation. An increase in funding to \$50,000 seems to be reasonable when looking at the history of requests over the last few years.

The Committee was charged with the task of improving the Guidelines for making application for research money from the Committee. Given the disparate research methodologies found across disciplines and the concomitant variation in the uses for funds between disciplines (equipment for physical sciences, travel perhaps for History), it appears as if no answer completely satisfactory to all can be found. It was concluded that better instructions in the guidelines given to applicants was the best starting point. Two areas of improvement were addressed by the Committee this year, support from the Department Heads and Deans and the wide variation between disciplines of the used for funds and the amount of those funds in a research project between disciplines.

The first of these, the perceived lack of support from Department Heads and Deans was a carryover from the work of the previous year's Committee. There was an apparent discrepancy between the interpretation put on this section of the guidelines and the intent. This refers to items listed on the checklist, including photocopying, clerical support, telephone, mailing/postage, student assistance, etc. This checklist was apparently interpreted by applicants as a way to display lack of support for checklist items and therefore the need for funds from the Committee rather than a method of showing support so the Committee could view the proposal more clearly on its merits rather than being encumbered by these items. A simple addition of requests for photocopying funds for the Committee submissions for 1999-2000 totaled \$5,995 compared to \$40,000 total available to the Committee. This was addressed by changing the wording on this section of the guidelines. This was done at the beginning of my tenure as Chair of this Committee and resulted in application much closer to guideline intentions than in previous years.

The second and hairiest of these problems was the wide variations, discipline to discipline, of both the uses for which funds were requested (equipment in physical sciences, perhaps recording in Music, perhaps travel in History) and the amounts

requested in the same use category (requests for equipment predominating in physical sciences, requests for perhaps recording predominating in Music, and travel predominating in History). Surely these differences reflect to a large extent the differences in research methodology among the various disciplines. It was felt that more guidance was needed for applicants to move toward a more universally understood and standardized system.

The Committee felt that the most efficacious way to deal with this was to provide more guidelines regarding the budget format. This improvement is still in the formative stage and a suggested format is being forwarded to next year's Chairwoman for the further work of the Committee. This more formatted budget would list standardized expense categories for all applicants, suggested dollar maximums for each category, with justification being needed to exceed the suggested figure. The budget guidelines would result in budget categories being the same for all applicants while allowing variation in the amount requested in any one category. It would provide a maximum suggested amount in each category as a goal for the application writer. This should all result in more standard project budgets being submitted across disciplines for the Committee to consider.

This states the Committee's concerns and states where work on improving guidelines now stands.

Sincerely,

Kenneth W. H. Day  
Chair, Faculty Research Committee

2000-2001

Jacksonville State University  
Faculty Research Committee

**End of the Year Report**

The Faculty Research Committee met 5 times during the 1999-2000 academic year. Several new ideas were implemented this year such as putting the Research Grant Proposal form on the web instead of doing a mass mailing. A memo for the calling of proposals and how to access the form was sent out. There were 28 Grant Proposal applicants for the fall totaling \$66,154.34. The Committee decided to fully or partially fund 21 of these applicants for a total of \$40,000. Since the Committee spent all of the funds during the first call, there was not another calling in the spring semester.

The Faculty Research Awards Banquet honored 88 faculty. The banquet was held in Leon Cole Auditorium with three different entrees to choose from. Entertainment was provided.

The Committee took time out this year to update the "Guidelines for Faculty Research Grant Proposals." Several minor changes were made and voted on. This will be updated on the web as well.

At the fourth meeting a new chair was elected. The new chair will be Ken Day. The rest of the Committee is comprised of Elizabeth Engley, Doug Taylor, Wayne Claeren, Karen Henricks, and Terry Marbut. There will be three additional members appointed by Dr. Watts for a total of nine Committee members. Dr. Becky Turner will serve as Ex-officio.

Monika Hossain  
Chair, Faculty Research Committee