Ellis College of Arts and Sciences
Faculty Research Proposal Guidelines

1. Please submit (1) one hard copy and (1) one electronic copy of your research proposal to boswela@hsu.edu. Hard copy should be no more than (4) four pages total – (2) pages run front-to-back and stapled – please include your budget. Please indicate the following in your proposal:

   A. Purpose
      1. What background work has been completed to determine the need for this research?
      2. Explain the intended value of this research to your field and/or teaching assignment.

   B. Method/Design
      1. Briefly describe the process you will use to complete this research.

   C. Method of Reporting Results
      1. Faculty Research Colloquium, conference presentation, gallery exhibit, performance, Academic Forum, etc.

   D. Past Funding Received for Research
      1. Provide information on funded research projects over the past (3) three years. Include a brief statement about each project and how the grant money was used. Was the project completed? If on-going, what progress has been made and what plans are in place for completion?
      2. What resulted for the research (i.e. publications, presentations, gallery exhibits, performances, additional research, etc.)?

2. Budgets: Applicants should provide detailed budgets in the research proposal. Distinguish between funds requested to do research and funds requested to present research. Please see #6 Disqualifications. Normally a letter of acceptance indicating your participation in the meeting is required. A short narrative explaining each category of the proposed budget will aid in the deliberations of the Ellis College Planning and Advisory Committee (ECPAC). Suggested categories and requested information include:

   A. Travel – Purpose, mode of transportation and cost, hotel/motel cost and registration fees. Dues, memberships, and meals will not be funded.

   B. Equipment - Purpose, specific items, and cost.

   C. Supplies and Services – Purpose, specific items, and cost.

   D. Ownership – It is the policy of the University that equipment, books, and non-consumable supplies purchased with grant funds under any type of grant program or project administered by, under, or through the auspices of the University, whether internally or externally funded, are the property of the University and remain so after the grant or program there-under has expired or otherwise terminated. Further, it is the policy of the University that any "product" or "result," including a patent or copyright, resulting from grants funded by or through the University may be shared with the University as negotiated with grant recipient(s) unless such ownership is retained by funding entity. (See page 43 in the Faculty Handbook regarding this issue.)
E. Additional Funding – Indicate whether additional money has been applied for or received from sources other than the faculty research committee for the research described in this proposal.

3. Vocabulary: ECPAC is comprised of members from a wide variety of disciplines. Applicants are encouraged to keep this in mind when writing their proposal and to minimize discipline-specific terminology.

4. Continued Funding: If funds are available, ECPAC will support continuing research projects if those studies periodically resulting in the publication of books or scholarly works, public exhibitions/presentation, or if the recipients of the research funds can demonstrate an attempt to publish in refereed journals.

5. Equipment: Any request for the purchase of hardware, upgrades, or software will be subjected to strict analysis as to the central role of these items in the research and the probability that the software purchase would lead to scholarly presentations and publications. The ECPAC Committee feels strongly that almost all computer-related purchases should be the responsibility of the Schools, Departments, and Academic Computing through capital equipment requests. The Committee will not be inclined to fund the purchase of software that accomplishes routine data management or statistical analysis.

6. Disqualifications: ECPAC would like for you to know:

A. Travel expenses to professional meetings will not be funded unless the individual is presenting the results of previously-funded research at the meeting. Normally, a letter of acceptance of your abstract or paper indicating your participation in the meeting is required.

B. Faculty salaries will not be funded.

C. Student workers will not be funded or supplemented through this committee. Students involved in actual research should apply for funding through the Undergraduate Research Program.

D. The proposal, including budgets, must be no more than (4) four pages (2) two pages run front-to-back and stapled.

E. Applications submitted past the deadline or longer than (4) four pages will not be considered for funding.

F. ECPAC will support only those research proposals that are in some way related to the teaching duties of the applicant. The Committee will decide if there is sufficient correlation between the proposal and teaching duties of the applicant. Although not required, an evaluation of your project from your department (chair, colleague, dean) would be helpful. All applications must include the signature of the department chair or the associate dean.

G. Make sure your request is for research activities rather than for faculty development activities (there is another funding source for development).

H. Research involving animals or human subjects must be approved by the University IACUC or IRB before research funds will be released.

Revised, 2014