



Cleveland State University

Office of Sponsored Programs & Research

2010 FACULTY RESEARCH AND DEVELOPMENT PROGRAM GUIDELINES

FRD SPONSORSHIP AND PURPOSE

The University Research Council in partnership with OSPR is pleased to announce the 2010 Application Guidelines for the Faculty Research and Development (FRD) Program with funding made available through the State of Ohio's Research Incentive Program. The Ohio Research Incentive Program has three primary use provisions: (1) enhance the quality of research and scholarship at Ohio's universities; (2) increase the level of federal and private research funding received by Ohio universities; and, (3) encourage research efforts that support Ohio's economic growth and development.

FRD: AN INVESTMENT IN OUR FUTURE

The FRD is a multilayered initiative designed to advance the State of Ohio's research and economic development agenda and Cleveland State University's research vision and mission.

CSU Research Vision: Raise the research profile of Cleveland State University and establish the University as a recognized contributor to local, regional, national and global research and developmental priorities by remaining dedicated to the proposition that faculty, students and staff, either individually or in organized research settings, are central to the attainment of increasingly higher levels of research activity, discovery, distinction and excellence.

CSU OSPR Mission Statement: Promote, build and grow the University's research capacities and portfolio by: fostering a culture of research excellence, scholarship and inquiry within the CSU community; aligning the University with local, state and national research and developmental priorities; providing the requisite leadership for promoting and supporting research and inquiry; making strategic investments in support of mission critical research and research excellence; crafting new pathways for faculty and student participation in the research enterprise; and, by encouraging the collaborations and partnerships necessary for success in the rapidly changing research arena.

AVAILABLE FUNDING

The University has allocated \$80,000 in support of the FRD for Program Year 2010. While the FRD has no minimum dollar threshold **the maximum request cannot exceed \$20,000.**

ELIGIBILITY

Full time faculty with tenure or tenure-track appointments at the time of application are eligible to apply for FRD funding. Faculty members on professional leave are also eligible; however, FRD funds cannot be used to augment professional leave salary.

Temporary, visiting, adjunct faculty are not eligible, nor are postdoctoral research associates or fellows.

New FRD Provisions

1. Faculty who are currently members of the University Research Council can apply for FRD grants provided they: (a) recuse themselves from the FRD review process, and (b) receive approval from the Vice President for Research/Chairman of the University Research Council to apply.
2. Past award recipients can apply for a new FRD grant three years from the end date of their previous award provided an external proposal was submitted or published under the previous FRD award. A copy of the proposal (required) and reviewer comments (suggested) should be submitted as supplements to the current proposal.
3. The award period is 12 months from the date of official notification and authorization to expend. A one-time only six month no cost extension can be requested, but it is fully expected that awardees will conform to the timelines presented in their original FRD submission.

DEADLINES

There are two submission deadlines:

1. March 23, 2010: Proposal submitted to Academic Dean for review and signature.
2. April 6, 2010: Completed, executed and technically compliant proposal submitted to OSPR by 5:00PM (no exceptions).

Submit one fully executed hard copy to the Office of Sponsored Programs & Research (OSPR) by the final deadline date and one electronic copy (Word or PDF file) via email to Darlene Hill at d.hill02@csuohio.edu. OSPR is located at 2258 Euclid Avenue, Parker Hannifin Hall, Room 204, tel: 216-802-3374. Questions concerning the 2010 FRD Program may be addressed to Dr. Jerzy Sawicki at j.sawicki@csuohio.edu.

FRD REVIEW AND SELECTION CRITERIA

Stage 1: Technical Review

Each submitted proposal will undergo a two-stage review process. First, all proposals receive a “technical” review to insure that (1) applicants are eligible for FRD and (2) proposals are compliant with all FRD “technical” specifications, requirements, instructions and guidelines. This first “technical” review will be performed by OSPR’s staff members. If, based on this review, compliance issues are identified applicants will be so informed and will be granted two business days to correct all deficiencies. In no case will the proposal deadline be extended. It is therefore strongly suggested that all proposals be submitted at least five business days prior to the deadline to insure sufficient time to make any necessary changes.

Stage 2: Content/Fiscal Review

All technically qualified proposals will then be forwarded to the University Research Council’s FRD Review and Selection Committee for scoring and award determination. Each proposal will be scored against the following criteria and awarded points as indicated from 1 to 9 (1 = exceptional; 9 = poor) for each scoring category (see below). Peer reviewers may only vote in single integers.

- 1 - Exceptionally strong with essentially no weaknesses (Exceptional)
- 2 - Extremely strong with negligible weaknesses (Outstanding)

- 3 - Very strong with only some minor weaknesses (Excellent)
- 4 - Strong but with numerous minor weaknesses (Very Good)
- 5 - Strong but with at least one moderate weakness (Good)
- 6 - Some strengths but also some moderate weaknesses (Satisfactory)
- 7 - Some strengths but with at least one major weakness (Fair)
- 8 - A few strengths and a few major weaknesses (Marginal)
- 9 - Very few strengths and numerous major weaknesses (Poor)

Review and Scoring Criteria:

1. Advancing CSU Research and Scholarship (1 to 9):

FRD proposals must clearly demonstrate how funding will enhance a faculty member's research and scholarship and contribute to CSU research excellence.

2. External Funding Potential (1 to 9):

- a. Proposal clearly identifies available funding opportunities and sponsors;
- b. Research and scholarship are relevant and responsive to identified sponsor funding priorities;
- c. Principal investigator has demonstrated familiarity and/or experience with targeted sponsors and sponsor programs;
- d. Proposal includes a detailed timeline and plan for preparing and submitting a full proposal for external funding within 24 months of initial FRD funding.

3. Qualifications/Experience of Principal Investigator(s) or Contributor(s) (1 to 9):

- a. Principal investigator's record of research, scholarship and experience is of a quality and caliber necessary to successfully compete for sponsor funding in the near term;
- b. Principal investigator's research and scholarly productivity is consistent with his/her academic rank and years of academic service and the proposed scholarship/research builds upon previous scholarship and experience;
- c. Current research and scholarly accomplishments places the faculty member in the 1, 2, 3 or 4th quartile for research/scholarship when compared with disciplinary peers; and,
- d. Qualifications and experience of team members, including graduate assistants, are consistent with the level of complexity and capability required by the proposed research/scholarship.

4. Budget Plan (1 to 9):

- a. Budget is fully documented, thought out and justified;
- b. Funds requested are allowable, consistent with levels of proposed activities and realistic when matched against project goals, objectives and deliverables;
- c. Budget items are necessary and essential to task completion;
- d. Cost sharing either "real dollars" or in-kind are fully documented and committed, available and realistically achievable.

FRD AWARD TERMS AND CONDITIONS

- a) Acceptance of an FRD award signifies the recipient's intent to continue as a regular faculty member at CSU during the one year duration of the grant and the faculty member's obligation to submit a proposal to an external funding agency within 30 months of award inception.

- b) FRD award period is **12 months from the date of official notification** and authorization to expend. A one-time only 12 month no cost extension can be requested, but it is fully expected that awardees will conform to the timelines presented in the FRD submission. All unexpended grant funds at the end of the award period will revert to the FRD fund.
- c) All required certifications to include, but not exclusive to, Human or Animal Subjects, Hazardous Materials use and the like must be provided to OSPR prior to beginning work.
- d) The Office of Vice President for Research and Graduate Studies reserves the right to disseminate funded proposals and to publish proposal abstracts. If your proposal contains confidential or proprietary information, you must identify those confidential sections or mark the Proposal as containing “Confidential Information” at time of submission, and those sections will not be shared or distributed.

REPORTING REQUIREMENTS

A final report is required **no later than 60 days** after the term date of the FRD award. The report should: (1) include a summary of major findings and (2) identify the sponsor to which you will be sending a funding request and the significant results and outcomes including publications and presentations resulting from the FRD award. A copy of all papers, publications resulting from FRD support must accompany the final report.

Any publication resulting from the FRD must carry an acknowledgement that the project was conducted with support from Cleveland State University’s Research Council Faculty Research Development Program.

FRD AWARD ADMINISTRATION

FRD awards are administered through the Office of Sponsored Programs and Research (OSPR). Awards must be expended for the purposes as described in the proposal and in accordance with the proposal budget and applicable University regulations and procedures. Should changes in the scope of work or budget be necessary contact OSPR to request acknowledgement and approval of the proposed changes.

All equipment purchased with FRD funding becomes the sole property of the University and is assigned to the awardees primary department.

PREPARING THE APPLICATION

Please be advised that failure to strictly comply with these specifications will result in “technical disqualification” from further review and consideration. A complete application consists of the following components and must be assembled in the order prescribed:

1. Cover page
2. Abstract
3. Project Description
4. Abbreviated Curriculum Vitae
5. Appendices (if necessary and/or required)

Applications must be prepared using 12 point or larger font on 8.5 inch by 11 inch stock with 1 inch margins. Handwritten materials will not be accepted.

PROPOSAL PREPARATION GUIDANCE

1. Cover Page: A complete, original-signature copy of the application cover page must be submitted with the application.
2. Abstract: A one page abstract suitable for publication must be included.
3. Project Description: It must not exceed **12** pages and should fully describe the project independent of any attachments (Note: The cover page, CV section and appendices are not included in this total).

The following five (5) sections of the Project Description must be included in the order presented and specifically identified with bolded, bulleted or numbered headings.

Section 1: Problem Statement (1-1.5 pages)

Typically called the Summary Statement this section identifies the dimensions and justifications of the problem(s) to be studied and/or the scholarship and artistic breakthroughs to be achieved.

- a. Identify the “unit of analysis” or what research or scholarly problem or question you will be researching or studying and why it is important to do so;
- b. Demonstrate your familiarity with the magnitude, complexities of the research/scholarship to be pursued (literature based);
- c. How this study/research will advance the discipline and contribute to the national dialogue;
- d. How and why the proposed project will contribute to CSU research excellence and the University’s research vision and mission;
- e. Describe what would be your specific aims (goals) within this project (be succinct, use plain English, try to convey big picture).

Section 2: Preliminary Results (2-3 pages)

This section should contain a detailed description of what you have already achieved towards the goals described above. Provide figures, graphs, schemes, illustrations in support (your unpublished and published data).

Section 3: Work Plan/Research Design (3-4 pages)

This section should contain a detailed description of what you intend to do and how you will go about doing it to include:

- a. Project objectives that are coherent, clear, measurable, intuitively reasonable and form a framework for accomplishing the work plan;
- b. Identification of meaningful performance standards for assessing whether objectives have been achieved;
- c. Technical plan that details what you need to do and in what order you need to do it to achieve stated objectives (note: include a timeline); and,
- d. Intended outcomes and deliverables that will result from your work.

Section 4: Capacity and Potential for Attracting External Funding (1 page)

This section focuses on the applicant’s understanding of the competitive environment and the capacity and ability to prepare and to submit a proposal to a sponsor within the time frame required by FRD.

- a. Identify potential sponsors for your research and scholarship and the specific programs that you would submit a funding proposal to;
- b. Demonstrate that your research and scholarship is relevant and responsive to identified sponsor funding priorities;
- c. Include a critical path timeline demonstrating that you know the specific proposal submission deadlines and that you have a plan for preparing and submitting a full proposal to the identified sponsor within 24 months of initial FRD funding;
- d. Detail previous University and/or external funding support and current or pending applications and proposals submitted for sponsor funding including names of sponsors supporting your research and/or scholarship and provide award details including funding amount and other funded collaborators; and
- e. Identification of a qualified collaborating mentor that has a proven history of sponsor funding in the identified area of research/disciplinary/scholarly interest and a clear demonstration of how the proposal has been informed by the expertise of the mentor.

Section 5: Principal Investigator/Contributor Qualifications and Assets (Facilities and Resources) (1 page)

This section describes the Principal Investigator’s qualifications, experience, technical competence and access to facilities and equipment to demonstrate that you have the capacity and resources necessary to successfully complete the proposed activity and compete for sponsor funding.

- a. Description of Principal Investigator’s record of research and scholarship to include clear demonstration that PI’s record of research, scholarship and experience is of such a quality and caliber necessary to successfully complete the proposed activity and to compete for sponsor funding in the near term;
- b. Qualifications and experience of team members, including graduate assistants; and,
- c. Identification of special facilities and/or equipment available and/or required to accomplish the work and compete for sponsor funding and how these facilities and equipment will be acquired if not currently available.

Section 6: Budget Justification (1 page)

This section identifies the funding that is required for conducting the proposed activities. Applicants should use the attached forms to detail expenses by item and provide a brief justification as to why they are necessary to the conduct of your research and/or scholarship. If cost share will be provided, detail its source and amount. Cost share must be certified by an authorized official of your college. Make sure to identify the type of cost share being provided and the amount or value of that cost share. Budgets are carefully reviewed and the University Research Council reserves the right to make awards for amounts different than requested. Your budget must conform to these requirements:

- a. Budget is fully documented thought-out and justified;
- b. Funds requested are allowable, consistent with levels of proposed activities and realistic when matched against project goals, objectives and deliverables;
- c. Budget items are necessary and essential to task completion; and,
- d. Cost sharing either “real dollars” or “in-kind” are fully documented and committed,

available and realistically achievable.

4. Abbreviated Curriculum Vitae: An abbreviated curriculum vitae (CV) of no more than 3 pages for each key person must be submitted. Include details of education, dates attended, field(s) of study and degrees granted. Research and professional experience, previous employment, honors and other relevant experience should be listed in chronological order. List titles, all authors and complete references for all publications and/or relevant presentations during the past five years; you may provide earlier publications and/or presentations which are pertinent to this application (mark these earlier publications with a star). List current or pending funding.
5. APPENDICES: No more than 3 appendices may be included in the FRD proposal as described.

APPENDIX A: This Appendix should contain certification letters as required by FRD guidelines. For example, if released time is requested, the application must include a letter from the Department chair co-signed by the Academic Dean which describes the teaching load policy in the academic unit, how that policy impacts the applicant, and the replacement costs pertaining to the release-time request.

A second example is a letter from a collaborating entity committing cost share like matching funds, or in-kind services such as consultation, use of equipment and laboratory space.

A third example, is a letter from the College or department assuring that the applicant will have access to specialized equipment and/or facilities necessary to the conduct of the research or scholarship.

APPENDIX B: This Appendix should be included if the project has economic or community development potential. The Appendix, in this case, could contain letter(s) of support from local businesses and nonprofit organizations or regional development agencies testifying to the importance and potential of the applicants proposed activities. No more than two or three such letters are required.

Checklist of Required Attachments:

1. Cover Page
2. Signature Page
3. One page Abstract suitable for publication
4. Maximum 12 page Project Description
5. 1-3 page abbreviated CV for each key person
6. APPENDICES: If required by FRD Program guidelines, certification or letters of support relative to:
 - Release-time request(s)
 - Equipment or other cost sharing (including Graduate Tuition)
 - Project's economic development potential
 - Previous grant applications followed after the FRD award
 - Other_____

APPENDIX 1: Application Checklist

Checklist of requirements:

- All required application components (Cover Page, Signature Page, Abstract, optional resubmission information, Project Description, CV and Appendices)
- Font used is at least 12 point with 1” margins
- Project Description is no longer than 12 pages
- All five sections of project description are formally identified
- All required signatures have been obtained
- Application is saved electronically into one PDF or Word document
- One full copy of the proposal has been emailed **and** one signed hard copy has been sent to OSPR on or before the deadline date

APPENDIX 2: Additional Program Information

FRD Recipient Obligations: Faculty members who receive FRD grants must document the resulting scholarly or creative output, including any efforts to attract external funding, before submitting additional requests for support from the Program. Specifically, a faculty member is ineligible to re-apply until work on a previous FRD grant has been completed and a final report has been submitted to and approved by the Director of Sponsored Programs and Research and an external proposal has been submitted and evaluated. or if he or she has received FRD funding during the past three (3) year period

Optional External Review: Proposals may be subject to external review at the discretion of the URC. If external review is required, the URC will select appropriate external reviewers who will be asked to judge the technical merits of the proposal using the same criteria used by the URC.

Unsuccessful Applicants: Unsuccessful applicants will be provided feedback and advice for revising their proposals for future resubmission.

Allowable Costs - Salary Support for Faculty: Up to one month of summer salary (or other off-duty term) may be requested. All requests for summer salary must include 19.3% of salary for fringe benefits. All requests for summer salary support must include a statement detailing why the proposed work cannot be done during the academic year.

In exceptional circumstances only, faculty may request funding to reduce their academic year teaching load in order to devote time to the FRD activities. Release-time in the form of part-time faculty replacement costs is an allowable budget category provided that all appropriate administrative officers approve these arrangements at the time of proposal submission.

Applications requesting release-time must include a letter from the chairperson of the department, co-signed by the academic dean, describing the unit’s teaching load policy, and precise replacement costs for the release-time requested. Part-time replacement costs must include salary, as determined by the chair and dean, and an additional 19.3% to cover associated fringe benefits.

Graduate Assistant Stipends: The stipend must conform to minimum established stipend levels as published in the Graduate Assistantship Policy.



Cleveland State University

Office of Sponsored Program & Research

2010 Faculty Research Development (FRD) Application

Salary Support for Students: Student salary may be requested. Compensation must be consistent with hourly pay rates listed in the Student Employment Manual, at http://www.csuohio.edu/career/HPSTUDEM3.html#_STUDENT_EMPLOYMENT
All requests must include **5.35%** of the wage amount to cover fringe benefits.

Equipment: Equipment (items costing \$2500 or more with a useful life of at least one year) necessary to undertake the project may be requested. If the cost equipment is greater than requested in the FRD proposal, a letter from the appropriate person guaranteeing the balance must accompany the application. Applicants are encouraged to contact CSU's Purchasing Services Department (x3600) to determine the lowest prices available to CSU under various State purchasing arrangements.

Computer purchases are discouraged and rarely funded. OSPR as well as various other departments and the CSU Library have Laptop Loan programs available to Faculty, Staff and Students. Guidelines for the OSPR Laptop Loan Program can be found at http://www.csuohio.edu/offices/ist/studentcomputing/mobile_campus.html.

Materials and Supplies: Materials and supplies required for the project are allowable.

Travel: Travel necessary to conduct the proposed work is allowable, but must be well-justified. Use the Federal Standard Meal Allowance (FSMA) to determine appropriate travel rates. CSU's travel policy contains FSMA info: <http://www.csuohio.edu/offices/spr/policies/>.

Other Expenses: Other expenses (payments to research subjects, consulting, duplicating, mailing costs for surveys and questionnaires, etc.) are allowable if essential for conducting the work as described in the project description.

UNALLOWABLE COSTS:

FRD funds cannot be used for developing instructional materials or for supporting work leading to any academic degree for the applicant.

Tuition: Tuition grants and fees are not allowable under the FRD Program. Tuition expenses must be charged to a department or grant account. A letter from the appropriate person guaranteeing the tuition costs must accompany the application.