

Auburn University at Montgomery

Guidelines for Faculty Research Grant-in-Aid

Research Council

Research Council Mission:

The mission of the Research Council at Auburn University at Montgomery is to nurture, support and advance excellence in research, scholarship, and creative activities across all disciplines on the Auburn University at Montgomery campus. The primary goal is to increase and provide support for faculty and students to accomplish the above mission, and also to increase external research funding and recognition of faculty and student excellence.

The Research Council is an advisory council to the Provost. The Council works with the Provost to support the research mission of the university. The Council also works closely with the Office of Research and Sponsored Programs to increase external funding through agreements, contracts, grants, and to provide professional development opportunities and recognition of excellence in research.

Procedures and Regulations:

The Office of the Provost provides funding for full-time faculty and student research projects sponsored by faculty in all disciplines. The purpose of these grants is not to supersede external funding, but rather to provide funding for pilot projects that provide preliminary data for proposals for extramural funding, graduate or undergraduate research projects.

Proposals are accepted several times a year. Calls are sent to all full-time faculty in May (Regular Faculty GIA) and September (New Faculty GIA) support.

Awards are made up to \$7,500 for a period of two years for Faculty and New Faculty Grant-in-Aid.

Distribution of funds is determined by the Research Council members based on their substantive review of the individual proposals. The absolute priority consideration will be given to faculty members with GIA requests leading to external funding proposals and then for faculty members who have not received GIA funding in prior years. These funding sources should not be considered as a substitute for extramural funding.

Review Criteria:

All proposals will be evaluated based solely upon the information presented. Please be advised that all criteria below and all specific questions contained in the Application Guidelines must be

fully addressed in the body of the application. Failure to comply with the format or to provide all required information will result in rejection of the proposal.

Proposals will be judged according to the following criteria:

- Merit of the proposal and relationship to the discipline's body of knowledge
- Consistency of the project design
- Potential for publication or presentation
- Potential of the project for external funding
- Evidence of scholarly productivity

Application Guidelines:

I. Cover Sheet

A. Identification

1. Name and Department of the Applicant
2. Project Title
3. Requested Amount of Funding and Date of Application

B. Eligibility Criteria

1. Faculty Academic Rank
2. GIA Previous Reporting
3. Duration of the Grant
4. IRB Approval (if appropriate)
5. IACUC Approval (if appropriate)
6. Budget (up to \$7,500)
7. Approval/Submission

II. Abstract

Using layman's language, provide descriptive overview of the entire project. Include statements concerning the project's significance, the proposed activities the project will entail, and the project's intended outcome (approximately 250 words).

III. Narrative

A. Background and Objectives:

Discuss your project in the context of your research agenda and your academic field, including documentation/justification with citations from the literature, recent research and/or scholarly accomplishments as appropriate. How will this funding lead to extramural funding? If you have received previous internal funding, list the publications, grants, student support or presentation resulting from this support.

B. Objectives of the Research Project:

This section should answer the question, “What do you intend to do?”

C. Methodology:

This section should answer the question, “How do you intend to do the research?”

Describe project activities in detail and include a step-by-step outline of data analysis.

D. References:

List of references cited.

E. Dissemination Plan:

Discuss plans to disseminate the project outcome, e.g., conferences, publications, and any other research products.

F. Previous Work or Grants Related to Project:

Include any previous work or grants related to this project.

G. Timeline:

Provide the project timeline

IV. **Budget and Budget Narrative**

The format of the budget is simple but the items should be allowable. A budget narrative should be included in this section to justify each requested line item in detail.

A. These are unallowable Budget Items:

- Supplemental Salaries
- Consulting Fees
- Desktop Computer
- Laptop Computer
- I-Pads
- Office Supplies such as paper, envelopes, computer disks, and software
- Travel:
 - Rental Car
 - Conference Registration Fee

- Meal Allowance
- Publication Costs

V. Biographical Information

Not to exceed two pages and include only information which is pertinent to the project, as well as most recent degree and relevant publications, funding records and outcomes, and scholarly accomplishments.

General Information:

- A. All Research Grant-in-Aid awards will be made for two years, and extensions shall not be granted beyond the second year.
- B. All Research Grant-in-Aid awards will be supported by funds budgeted by the Provost Office for the Research Council/Grant-in-Aid and the Ida Belle Young Research Projects. All expenditures will be vouchered through the Research Council and approved by the Office of Research and Sponsored Programs. Any failure to comply will prohibit consideration of any future grant requests.
- C. Any publication resulting from work carried out under the Research Grant-in-Aid program should contain the following acknowledgment:

*“Partially supported by a grant from the
Auburn University at Montgomery Research
Grant-in-Aid Program.”*

- D. The Research Grant-in-Aid recipients shall submit to the Research Council a “Progress Report” at the end of the first year and a “Final Report” at the end of project end-date.
- E. The Research Grant-in-Aid recipients are expected to participate at the Annual Auburn Research Week and present their project research outcomes at this event. The Auburn Research Week is typically scheduled every year during the first week in April.

(Revised in May 2017)