Faculty Research Grant (FRG) 2016 Guidelines
(Limited to $5,000 award)

* Please familiarize yourself with the current guidelines and application requirements *

The Faculty Research Council (FRC) considers it essential that any project recommended for funding contributes to the general knowledge of the discipline or be considered a scholarly product. Research, as conceived by the FRC, addresses a general problem, theory or hypothesis that can be published. For this reason, the FRC places great emphasis upon the clear and detailed definitions of the general problem and the objectives of the research and upon the detailed description of the methods to be followed in carrying out the project. Similarly, the FRC recognizes that publication takes many forms, ranging from articles and books to exhibitions and performances.

**Eligibility:**
* Tenure and tenure-track faculty
* Full time researchers and scholars employed by the University for 2 years or more, with a terminal degree in their field.
* FRC members can submit an application but must step down from the FRC for one year; their respective dean must name an interim replacement
* New tenure-track faculty are encouraged to apply for a Faculty Research Grant since the review emphasis is on the potential and promise of the project rather than past productivity.

**Processing:**
Faculty members submitting applications are required to coordinate with their administrative head both to apprise those administrators of anticipated expenses in their research that may draw on departmental, college, or university resources and to secure approval for the use of such resources. All applications must be endorsed by the departmental/divisional chair and academic dean. The original paper copy should be submitted to the Office of Research and Sponsored Programs on or before Monday, October 12, 2015. An electronic copy (with signatures) may be submitted in lieu of the paper copy by sending it via email to internalgrant@shsu.edu. An acknowledgement will be sent to the PI when the submission is received.

**Conditions:**
A faculty member may not apply for both a Faculty Research Grant (FRG) and an Enhancement Research Grant (ERG) in the same year.

Two copies of the Final Research Report must be submitted by October 15, 2016. One copy will go to the investigator's department chair, the other will be kept on file at the Office of Research and Sponsored Programs. The Faculty Research Council may request an interview with the grant recipient if substantive questions arise regarding the Research Report.

All Final Research Reports will be bound and available at ORSP and the Newton Gresham Library. Failure to submit a final report on a project previously funded by the Faculty Research Council (FRC) will result in automatic disqualification of all subsequent applications to the SHSU Internal Grant Program.

Faculty Research Grants awarded to faculty members who terminate employment with Sam Houston State University during the funding period are not transferable.

Levels of funding for each proposal may be less than that requested by the applicant.

**Policies and Procedures:**
The Faculty Research Council will evaluate and collectively prioritize all proposals for funding, based on these criteria:

1) Design and Feasibility of the Operational Plan (Background and History; Project Objectives; Methods/Approach)

2) Significance of Results

3) Vita
**Compliance:**

**IRB/IACUC:** Prior to release of funds, investigators whose projects involve human subjects or animals are required by Federal Law to obtain full approval from the Internal Review Board (IRB) or the Institutional Animal Care and Use Committee (IACUC). Evidence of an IRB or IACUC application (copy of application title page) must be provided as part of the grant application. The pending application must reflect the exact title of the submitted FRG proposal. There can be no exception to this policy. IRB and IACUC guidelines are available on the ORSP web site.

**Export Controls:** Although research may be exempt from Export Controls under certain exclusions, the University must demonstrate that the appropriate export control reviews were performed. Therefore, there are a series of six questions included in the FRG application that must be answered by the investigator. If you answer “Yes” to any of the questions, then your research may be subject to Export Controls and an assessment will need to be done. The Office of Research and Sponsored Programs will help determine if an Export License is required.

**Time Lines:**
The funding term of the 2016 Faculty Research Grant (FRG) will be June 1, 2016 through August 31, 2016.

**Copyrights and Patent Policies:**
Policies regarding copyrights and patents are set forth in the Intellectual Property Policy Revisions adopted by the Board of Regents of the Texas State University System and may be obtained from the SHSU Academic Affair’s web site http://www.shsu.edu/dept/academic-affairs/faculty-handbook/SHSUFacultyHandbook.pdf#page=32

**Publications:**
Publications of FRG projects must acknowledge the support provided by Sam Houston State University.

**Equipment:**
Since the funds administered by the Faculty Research Council (FRC) are appropriated by the State of Texas, all purchases must be made according to the purchasing regulations for research funds as established by the State Board of Control. Equipment purchased with research funds is the property of Sam Houston State University and will be listed on the inventory of the principal investigator’s department/division. At the termination of the grant period, the recipient of the grant no longer has the exclusive right to use the equipment unless an extension is awarded.

**Proposal Format:**
Refer to the FRG 2016 Application Form found on the ORSP web site:

- **Application Cover/Signature Routing Sheet**  
  PI information, project title, compliance information, and interdisciplinary summary.

- **Compliance Page**

- **Proposal Narrative** must contain the following sections in this order:
  
  - **Background and History:** Briefly state the background and history of the project. This should describe similar projects that have been previously undertaken, the relationship of the present proposal to these previous projects, and an adequate knowledge of other related activities in the field.
  
  - **Project Objectives:** Define the project and clearly state the specific objectives, including the purpose of the project.
  
  - **Methods/Approach:** Outline the procedure to be followed. Show that the project is feasible given the limitations of time, funds, facilities, and equipment. If the proposed project is part of a larger project, state its scope and objectives.
  
  - **Significance of Results:** Show and describe in detail how the proposed project will contribute to knowledge or techniques in the relevant discipline. References should be placed at the end of the section.
  
  - **Budget and Budget Justification:** In the designated space of the application, determine the budget and describe the necessity for the proposed use of funds. Salaries may not conflict with teaching load or other departmental obligations.
  
  - **Vita:** Must be current and is limited to 2 (one-sided) pages.