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OU-Tulsa
College of Arts & Sciences
Program for Research Support
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Program Overview

The Program for Research Support is designed to help OU-Tulsa faculty members establish research/creative activity or community projects and provide support to the development of their programs. Three internal grant mechanisms will support programs at various stages of development.

Eligibility and Award Limitations

The research support internal grant programs are open to all OU-Tulsa College of Arts & Sciences faculty. This includes assistant, associate, and full professors, ranked renewal term faculty, instructors, and lecturers in the OU-Tulsa College of Arts & Sciences. Eligible individuals may not apply for more than one award if the scope of the research is similar or the same. The award funds can be used for any legitimate purpose associated with the project if justified in the proposal.

Partnership Development Grant – up to $500
This funding will allow faculty to align their research interests with new and developing community partners.

Funding Alignment Grant – up to $1600
This funding will help ensure the research agenda established by the partnership development grant is connected to the priorities of one or more external funding sources that match the project as a funding priority.

Preliminary Data Collection Grant – up to $7500
This funding will support a faculty member with the resources needed to collect primary data to support an external grant proposal.

Proposal Preparation and Submission

Proposals are accepted on a rolling basis and must be submitted electronically (a single PDF document is required) to the Faculty Fellow for Research Advancement at OU-Tulsa, College of Arts and Sciences.

Proposal Content and Format

All proposals submitted to the Faculty Fellow for Research Advancement must include the following, clearly delineated in separate sections, within the allocated page limits indicated below for each proposal component. Line spacing must not be smaller than 1.5 lines, font size must be at least 11 points, and 1" margins must be used.

a. **Application Cover Sheet** *(use attached form)*
   Complete the application cover sheet and utilize the checklist on the cover sheet to ensure that all items have been completed.
b. **Abstract** *(no more than 250 words)*

c. **Project Description** *(maximum of 5 pages)*
   o The Project Description should describe the overall research plan/community project. Not all reviewers will be experts in your field; therefore, you should describe the relevance of this project, methodology, and anticipated research/community project for a general audience. You may need to define concepts and give a bit more context to your work than you would when writing to an audience in your discipline.
   o It is recommended that you address the following in your project description. These items will be evaluated as part of the review criteria:
      ▪ Describe the goals of the project.
      ▪ Define the methodology and/or activities within your proposed project and how they relate to your project goals.
      ▪ Provide a timeline for the proposed activities and describe how this relates to your request for funding.
      ▪ Describe the measurable outcomes of the project, including associated metrics.

   <u>If you are applying for the Partnership Development Grant (up to $500):</u>
   o Include the name of the new or developing community partnership in your project description.
   o Provide contact information for the person or people with whom you are working athe the prospective partner agency.
   o Describe the itemized plan for using the requested funds.

   <u>If you are applying for the Funding Alignment Grant (up to $1600):</u>
   o Provide a clear and compelling statement for how use of the requested funds is connected to the priorities of one or more external funding source that matches the project as a funding priority.
   o Name the external funding source that you have identified for future support of this project as it develops.

   <u>If you are applying for the Preliminary Data Collection Grant (up to $7500):</u>
   o Provide the date that you were awarded a Funding Alignment Grant, and the amount of the award.
   o Provide a brief description of the expenditures from the Funding Alignment Grant award.
   o Describe the itemized plan for using the requested funds for data collection
   o Provide a statement of the anticipated contribution of requested funding to support an external grant proposal. Name the external funding source that you have identified for future support of this project as it develops.

d. **References** *(no page limit)*
   References can be included on a separate page(s) from the project description. References do not count against the 5-page limit for the project description.
e. **Budget and Justification** *(<u>maximum of one page-use form</u>).*
   Include an *itemized* budget with a compelling *narrative* for how funds will be spent and why they are needed. Especially important is a direct linkage between budget items (e.g., funding for a student) and the project description (e.g., the collection and analysis of data by the student). If appropriate, provide supporting documentation such as quotes from vendors for purchases of equipment, etc. If the project seeks funding for specific individuals, e.g., a student having expertise, note why they in particular are required. The support can be used for any legitimate purpose associated with the project if justified in the proposal. As a corollary, how start-up funds have been, or will be used, must be included. If no startup funds were given or they have been expended, then state this within the budget justification.

f. **Supplementary information** (not counted as part of the page limits noted above) is required as follows:
- A current copy of your CV that you have or will submit to your department as part of your annual evaluation. Within the CV, include a section that addresses your complete funding (both internal and external funding) history for the past five years, including successful and unsuccessful efforts to obtain external funding. If any of the funding you have received (internal or external) overlaps in scope with the proposed application, provide detail regarding this overlap. This is particularly important if you have received a large externally funded grant, please help reviewers understand that funding in relation to your request for additional funding through the Program for Research Support at OU-Tulsa.
- If the project will involve human subjects, laboratory animals, rDNA and/or radioactive materials or biohazards, you **must** describe your plans to obtain necessary approval letters, or other relevant documents, by the time a Research Council award is expected to be made. The appropriate committees are: Human Subjects-Institutional Review Board; Laboratory Animals-Institutional Animal Care and Use Committee, and Radioactive Materials-Radiation Safety Committee and the Biosafety Committee.

PROPOSALS SUBMITTED WITHOUT ALL OF THE REQUIRED MATERIALS, OR THAT DO NOT FOLLOW THE REQUIRED FORMATTING, WILL BE RETURNED WITHOUT REVIEW.

Proposal Review

Criteria

Proposal reviewers will consider the following aspects of the proposal.

- Intellectual merit of overall project
- Quality and appropriateness of the goals of the project
- Credibility and clarity of the methods described in the proposal
- Preparedness of the investigator to do the proposed work
- Potential for impact on the investigator(s) scholarly program (e.g. publications, planned proposals, programs, other scholarship or service)
- Appropriateness of budget (does it support the project) and justification of resources requested
- Quality of the proposal writing (spelling, clarity, level of jargon, organization, inclusion of required materials)

Review Process

The proposal review panel is comprised of OU-Tulsa faculty with a robust research and grant portfolio. Each application will be evaluated by at least three faculty members according to the review criteria. The reviews are made on a rolling basis. Notification of funding will occur the month following the proposal submission date.