

The Division of Research & Economic Development & URI Faculty Senate Committee on Research and Creative Activities invite applications for:

## **2024-2025 Career Enhancement Grants**

**Proposals are due at 4:30 pm February 16, 2024**

All funds must be expended between July 1, 2024 and June 30, 2025

The University of Rhode Island's Faculty Senate Committee for Research and Creative Activities is accepting applications for the Career Enhancement (CE) Grants Program sponsored by the URI Division of Research & Economic Development.

Grants of **\$1,000 to \$10,000** will be awarded to support a faculty member's artistic, creative, and/or scholarly activities either by helping to jump-start new work or by supporting scholarly activity for which there is little or no extramural funding. Proposals that equip faculty with new skills, tools, and information and particularly those that address topics related to equity, diversity, and inclusion are encouraged. This year **\$70,000** is available for the funding of the URI Career Enhancement grants.

**Eligibility:** A PI may receive no more than one URI Proposal Development or CE grant every three years. All full-time URI faculty from any discipline with a continuing appointment may serve as a principal investigator (PI) for these grants.<sup>1</sup> Prior applicants are strongly encouraged to consider past reviews when resubmitting proposals and to clearly identify that the proposal is a resubmittal.

All applicants are encouraged to contact Karen Markin, Ph.D. (Director of Research Development; 401-874-5971 or [kmarkin@uri.edu](mailto:kmarkin@uri.edu)) for assistance with InfoReady and advice on proposal design, including access to recent successful proposals.

### **The Application:**

- I. Project abstract (max. 200 words)
- II. Project narrative (2-3 pages)
- III. Brief bibliography / works cited (max. 1 page)
- IV. Budget (use the budget form provided on the InfoReady site)
- V. Budget justification (max. 2 pages)
- VI. CV (max. 2 pages)

---

<sup>1</sup> Faculty separating from the University in the year following the award are not eligible. A project intended to serve as the basis for extramural funding should be submitted as a Proposal Development Grant.

# Application Guidelines

PI's must submit a persuasive and concise proposal that is understandable to members of the Faculty Senate's Committee for Research and Creative Activities Subcommittee for Competitive Grants. Your proposal will be assessed by colleagues from outside your discipline. The proposal must articulate the value and broader relevance of the project in simple, clear, non-specialist terms.

## **I. PROJECT ABSTRACT (maximum 200 words)**

The abstract is entered in a text box within the online application. Applicants unfamiliar with the standard conventions of grant proposal abstracts should seek assistance.

## **II. PROJECT NARRATIVE (maximum of 3 pages)**

Provide a succinct statement of the rationale and objectives of the proposed work, and background information that places the project in a broader scholarly context. The non-expert reader should clearly understand why your project is important, significant, and innovative, and how it benefits your research program, URI, and the wider world. The project should have clearly defined deliverables such as refereed publications, scholarly reports, creative works, or other outcomes appropriate to the nature of the work.

Provide a clear statement of your methodology with specific information about what you plan to do and how you plan to do it during the grant funding period (1 year). Include a brief timetable. This section should emphasize the achievability of the project and explain how the results and benefits of the work will be disseminated.

## **III. LITERATURE CITED SECTION OR BIBLIOGRAPHY (maximum of 1 page)**

## **IV. BUDGET & V. BUDGET JUSTIFICATION (maximum of 2 pages)**

A budget justification explains how each item contributes to the goals of the project. Budgets must follow URI requirements for salary, equipment purchases, and travel.

**Faculty salary** - is allowable either to purchase course release during the academic year (10% per course + fringe rate) or for faculty summer salaries on nine-month appointments. The summer re-contracting received from all funding sources may not exceed 27.8% of the faculty member's academic year salary. Fringe is exempt from faculty summer salary. Co-PI's must be named on the application and the itemized budget.

**Graduate and undergraduate student research assistants** - may be funded provided their work is for the project only, and not the completion of a thesis or dissertation.

Salary is by current rates available at: <https://web.uri.edu/research-admin/proposal-budgeting-guidance/>.

**Salary for other personnel** - such as postdocs or Co-PI's may be included. Co-PI's must be named on the application and the itemized budget. To calculate non-faculty personnel salaries (i.e. graduate students, undergraduate students, other) multiply the number of hours by the appropriate hourly rate. FICA for student(s) summer salary is calculated by multiplying the total number of hours by 0.0765. FICA does not need to be included with faculty salary.

**Equipment** - Equipment (>\$5000 unit cost) that is not normally available through department budgets or other University sources may be purchased using grant funds. Cost-sharing is encouraged (include a cost-sharing plan, e.g., letter of support from the PI's Dean). A quote for each equipment request must be included. URI policies on equipment purchasing are available at <https://web.uri.edu/purchasing/>.

**Supplies** – For artistic, laboratory, fieldwork, computer, media and telecommunications expenses, etc. may be requested (list all separately). Funds should not be used for routine expenses (e.g. office supplies, equipment repair or maintenance).

**Travel** - Funds can be requested for travel essential to the enhancement of the project. All travel costs should be calculated in accordance with the University's travel policy available at <https://web.uri.edu/controller/travel/>.

**Other Costs** - Funds not covered by the above categories may also be included and must be clearly justified. If in doubt, consult with Karen Markin ([kmarkin@uri.edu](mailto:kmarkin@uri.edu)).

## **VI. A CURRICULUM VITAE (maximum of 2 pages)**

The CV should include a list of the PI's publications relevant to the proposed project.

## **VII. LIST OF CURRENT, PENDING, SUBMITTED, AND PRIOR GRANT SUPPORT FOR UP TO THE LAST 5 YEARS**

### **REQUIREMENTS AND CONDITIONS**

- If use of CE funds results in patents or copyrighted material, the University patent and copyright policy shall apply (University Manual 10.40.10-10.44.10).
- Publications or creative works that result from a CE grant must include an acknowledgement of this support, and (where feasible) a copy of the work or report on work presented should be delivered to the Office of Research Development.

- All funds must be expended between July 1, 2024 and June 30, 2025.
- Awardees are required to provide the Director of Research Development with a final report on activities supported by the grant **no later than three months after the end of the grant (September 30, 2025)**. Submission of the final report is required for the awardee to be eligible for future CE or PD funding. The final report form is available on the application website:  
<https://uri.infoready4.com/CompetitionSpace/>.
- Awardees will be asked to serve as reviewers in future competitions.

### **CRITERIA USED IN EVALUATING CAREER ENHANCEMENT APPLICATIONS**

The Subcommittee for Competitive Grants is tasked with comparing proposals from across all faculty researchers at URI. The Committee will support proposals that demonstrate the highest probability of stimulating scholarly activity for the purposes of career enhancement. Criteria for proposal evaluation are:

- Background and scholarly significance, including a clear description of the work proposed, evidence of the project's achievability, impact, and innovation **(40%)**
- Rationale for how funding will provide career enhancement for URI faculty **(40%)**
- Investigator track record. The CV should capture the applicant's relevant expertise and accomplishments appropriate to their career level. The applicant should be well-prepared and demonstrate a strong likelihood of achieving the project goals **(10%)**
- Proposal presentation (adherence to formatting requirements) and clarity of proposal for a diverse readership; written in fluent English with minimal jargon **(10%)**

### **Final Notes:**

- In the case of comparable rankings of proposals, the current levels of support and faculty rank will be considered, with preference given to early career faculty.
- The Committee is especially interested in receiving applications from faculty in disciplines historically under-represented or under-served by external research funding.
- Recipients of either a Faculty Career Enhancement Grant or a Research Proposal Development Grant within the last 3 years are ineligible.
- Faculty Career Enhancement Grants cannot be used to support projects in fulfillment of advanced degrees, projects for course development, time needed for preparation of extramural grants, or to pay for reprints of published work.

### **APPLICATION FORMAT AND SUBMISSION**

Proposals are to be single-spaced, with minimum 12-point type and 1-inch margins. Prepare and submit your application online using InfoReady and ensure you include all seven required components; do not exceed the recommended page limits (below). The CE application is available at <https://uri.infoready4.com/CompetitionSpace/>

***INCOMPLETE PROPOSALS, AND THOSE THAT DO NOT MEET THE FORMATTING AND CONTENT REQUIREMENTS, WILL BE RETURNED WITHOUT REVIEW***