CAREER ENHANCEMENT

The University Council for Research will be accepting proposals for
Career Enhancement Grants
from the date of this notice until the closing date of
Friday, February 16, 2007 at 4:00 pm.
The Council plans to announce the awards by April 2007.

The **CAREER ENHANCEMENT GRANT PROGRAM** provides support primarily, though not exclusively, for artistic, creative and scholarly activities for which there is little or no extramural funding. The program supports faculty in all disciplines in all ranks.

Attached is a description of the program with rules on eligibility and criteria used in judging proposals, together with application forms.

Only one proposal per faculty member will be accepted for this program. Persons receiving Council for Research support in two of the last four years are not eligible to apply for this program. Applicants are discouraged from submitting essentially the same proposal to the Proposal Development Program.

PLEASE NOTE:

THESE PROPOSAL GUIDELINES AND FORMS ARE FOR ONLY ONE OF THE TWO COUNCIL FOR RESEARCH COMPETITIONS FOR 2007-2008. The other program is the **PROPOSAL DEVELOPMENT GRANT PROGRAM.**

Application kits for both proposals are also available
on the Research Office website at:

http://www.uri.edu/research/tro

Click on "Council for Research"

If you would like more information, please contact:

Research Office
70 Lower College Road
874-5475

URI COUNCIL FOR RESEARCH
CAREER ENHANCEMENT GRANT PROGRAM

A.   PROGRAM DESCRIPTION

The University of Rhode Island Council for Research invites applications for the **Career Enhancement Grant Program.** This program is intended to provide support primarily, though not exclusively, for artistic, creative and scholarly activities for which there is little or no extramural funding and which enhance the faculty member's professional standing.

In support of the efforts of the ADVANCE Program, the Council for Research especially encourages Career Enhancement proposals that satisfy the general ADVANCE principles of increasing diversity and promoting equity campus wide. These principles include: the need to support underrepresented faculty research and provide them with career development and training opportunities, the need to support individual and department efforts that foster climate change, the need to improve and expand upon available networks and social support services for all underrepresented faculty, and the need to increase administrative collaborations that engage in and promote organizational change.

Faculty may apply for funds for Faculty Salary Support, Graduate Student and Research Support, Equipment, or any combination of these. Proposals can request a maximum award of $10,000. The average award for the last year was $4,416 and 50% of all awards went to assistant professors in the first four years of their appointments.

Specifically, the following guidelines apply:
❖ **Faculty Salary Support** is available to allow faculty to devote full time to artistic, scholarly, or creative activities related to proposal development during the summer. The salary is intended solely for the support of the grantee and not for specific project expenditures. The maximum amount available for the **summer** is $4,000 for a single investigator and $7,000 for a joint interdisciplinary proposal.
❖ **Graduate Student and Research Support** is available to defray the cost of graduate research assistants, student hourly help, artistic and laboratory supplies, telecommunications expenses, travel to collect data and/or to obtain information regarding specific research project interests, etc. Funds are intended to pay for those expenses necessary for the completion of the applicant's specific project, but cannot be used to augment Faculty Salary Support. Please note that funds in this category cannot be used for the purchase of equipment.
❖ **Equipment Support** is provided to secure instrumentation and/or equipment that is not normally available through department budgets or other University sources. (Cost sharing with such sources is encouraged prior to requesting assistance from the Council.) An item does not qualify as equipment if it costs less than $5,000.
❖ Please note that funds in any of these categories cannot be used for the purchase of routine office supplies, equipment repair, calibration, and/or maintenance, or for other purposes not related to the specifically proposed project.

B.   ELIGIBILITY & CONDITIONS

1. **Career Enhancement Grants** are intended to provide support for research and scholarly/ creative activities. **Proposals which provide the applicants with new skills, tools, and information for their teaching, research or professional activities are encouraged.** Grants are available in all disciplines, such as arts, humanities, social sciences, biological and physical sciences and engineering. The Council makes no distinction between *basic* and *applied* research, and does not favor one category over another.
2. The Program encourages proposals from **all** faculty. In case of comparable rankings, preference will be given to junior faculty in the first four years of appointment. Consideration will be given to senior faculty in special circumstances such as jump-starting new career directions. **Special emphasis will be placed on proposals that support the general ADVANCE principles listed above.**

3.   The program encourages proposals from all faculty, both tenure-track and non-tenure-track, as well as research scientists, administrators and staff. Proposals also are accepted from adjuncts in a continuing appointment.

4.   A faculty member who is separating from the University in the year immediately following the award is not eligible to participate in this program.

5.   Faculty Salary Support is not available for any faculty member paid for a full-time, calendar year appointment. For faculty with an academic year appointment, summer salary support is available such that the total summer re-contracting from all sources does not exceed 27.8% of the faculty's FY2007-08 academic year salary.

6.   Proposal Development Grant Program funds cannot be used to support projects in fulfillment of advanced degrees by faculty. Funds may be used to support projects for instructional development only to the extent that the project is essential to the preparation of one or more proposals to extramural funding sources.

7.   Proposal Development Grant Program funds cannot be used to pay for reprints.

8.   Proposal Development Grant Program funds cannot be used to pay for the rental of on-campus equipment.

9.   In the event that, as a result of expending Proposal Development Grant Program funds, any items eligible for patent or copyright are developed, or any books or works of art are produced, the University patent and copyright policy shall apply (cf. *University Manual* 10.40.10).

10. Publications that result from Proposal Development Grant Program funding must include an acknowledgement of this support, and a copy of the publication must be delivered to the Research Office Division of Research Development.

11. All funds, including student support, must be expended starting July 1, 2007 and ending December 31, 2007.

12.   Recipients of Career Enhancement Grant Program funding are required to provide to the Research Office Division of Research Development, **no later than June 30, 2008,** one complete copy of each formal proposal submitted to extramural funding agencies that result from their work funded by the Program. Failure to prepare and submit at least one such proposal will result in the faculty member being declared ineligible to apply for future funding from the Research Office.

13. **Recipients of either a Proposal Development Grant or a Career Enhancement Grant may not receive an award more than twice in any successive four-year period.**

C.   SUBMITTAL GUIDELINES

1.   APPLICANTS MUST SUBMIT A CLEAR AND CONCISE PROPOSAL THAT IS UNDERSTANDABLE TO AN EVALUATOR WHO MAY NOT BE FAMILIAR WITH THE RESEARCHER'S DISCIPLINE OR AREA OF SPECIALIZATION.

2.   Applicants must list specific funding programs to which they are intending to submit proposals developed with the assistance of this grant. Names of program officers should be included.

3.   The proposal shall consist of three major sections. The first section, entitled **Introduction**, should include a succinct statement of the objective of the proposal and background information. The second section, entitled **Methods**, should precisely indicate how the research or scholarly activities will be accomplished by the grantee (e.g. sampling techniques, statistics, literary analysis, historical research, artistic media, etc.); and the third section, entitled **Significance**, should discuss the importance of the research or scholarly activities, the short- and long-term benefits to the applicant's professional development, and where you plan to submit your proposal for extramural funding. The proposal when printed out must not exceed three (3) single-spaced 8x11 pages with font size no smaller than 12 point.

4. Each proposal package shall be comprised of the following documents all available on the Council for Research website at: *http://www.uri.edu/research/tro/cfrintro.htm*

   (a) A paper copy of the Career Enhancement Grant Program Application cover sheet, with all required signatures. Please mail to: Council for Research, c/o Geneva Walker, Research Office, 70 Lower College Road, Kingston, RI 02881.

   (b) The two page budget form in pdf format. Name the pdf document starting with your first initial and your last name as one word followed by the letters propCE.pdf, e.g. jsmithbudCE.pdf (J. Smith's budget for Career Enhancement).

The above three components [Items 4 (c), (d) & (e)] are to be submitted as a **single pdf document.**

Name the pdf document starting with your first initial and your last name as one word followed by the letters propCE.pdf, e.g. jsmithpropCE.pdf (J. Smith's proposal for Career Enhancement).

    (c) A current *curriculum vitae* (maximum of two pages) including a list of publications and funded projects that have relevancy to the proposed project.

    (d) Project Summary, a maximum of 25 lines: typewritten, single-spaced, with type size no smaller than 12 points.

    (e) Project Proposal (no more than 3 pages).

Please Note: the Research Office will not accept incomplete submissions.

5. To submit your electronic proposal and budget documents, go to the Council for Research website at: *http://www.uri.edu/research/tro/cfrintro.htm* and click on "2007-08 Proposal/budget Submissions." Follow the directions at that location. For questions, problems or more information contact Charlene Dunn, 874-5475, candy@uri.edu.

6. Applicants are required to submit the proposal package described in Item 3 above no later than **4:00 pm on February 16, 2007**. Late submissions will not be considered.

7. An applicant who has been previously funded by any Council for Research program is required to submit one paper copy of the final report for the most recently funded project with their 2007-08 proposal cover sheet (see 4 (a) above. The report should include a summary of accomplishments resulting from the Grant (e.g., publications, exhibits, etc.). If a report is not submitted, the applicant will be ineligible for future support from the Council for Research. The final report forms are available on the Council for Research web site at: *http://www.uri.edu/research/tro/cfrintro.htm*

8. Applicants are required to state whether funding has been obtained, or is being sought, from other sources to support the same project.

D.   CRITERIA USED IN JUDGING PROPOSAL DEVELOPMENT APPLICATIONS

1. The Council is particularly interested in supporting requests that have the best chance of attracting extramural support.

2. Review criteria: potential for extramural funding (25%), quality, clarity. significance, achievability (75%).

E.   BUDGET GUIDELINES

1. Applicants must submit a project budget with appropriate justification backup using the forms provided. **The Council will review budgets and full amounts requested may not be awarded.**

2. Applicants are required to give budget justification for all travel and equipment requests stating why it is necessary and/or an essential part of the project.

3. Applicants must submit pricing sheets for all equipment requests.

4. Applicants who require assistance in the preparation of project budgets are encouraged to seek assis- from Sponsored Projects Review personnel at 4-5891 up to ten (10) days before the deadline for submittal of proposals.

5. Specific requirements for budget preparation are as follows:

    (a) **Personnel**: Personnel expenses include those associated with the following: support for the Applicant (Faculty Summer stipend) at a rate not to exceed $4,000 for the summer; Graduate Student Support for both Summer 2006 and the 2006-2007 academic year at the prescribed hourly rates of: Level I=$17.40, Level II=$18.06, Level III=$18.71; Undergraduate Student Support, Level 1, at the rate of $7.10 per hour. [For rates at other levels of Undergraduate Support, visit the Research Office website at http://www.uri.edu/ research/tro and click on the "Graduate Tuition Rates (PDF Format)" link located under Sponsored Projects Review. You can also contact Sponsored Projects Review at 4-5891. To calculate the expenses associated with personnel, determine the number of hours required for individual support personnel in each category (i.e., Graduate, Undergraduate and Other), and multiply those hours by the appropriate hourly rate. FICA is calculated for graduate and/or undergraduate student(s) summer salary only by multiplying the total number of hours required by.0765. No FICA is needed for faculty salary. On the Budget Sheet, enter the amount for Faculty Salary Support into Summer Recontracting (Account 5276); enter the amount calculated for Student Support into Student Help – IPR (Account 5240); and enter the amount for FICA benefits into FICA for Summer Students (Account 5281.) Sum these amounts and enter the total in the space provided.

(b) **Equipment:** List each item with a unit cost of $5,000 or greater. Provide sufficient detail and justification for each item identified.

(c) **Travel:** The following information is required under budget justification for each trip: indicate the actual fare if traveling by public carrier (air, rail, bus, etc.); if traveling by privately owned vehicle, use the authorized standard rate of $0.445 per mile; identify the destination(s) and indicate the number of days per destination per trip. There is no fixed rate for lodging but travelers should attempt to secure the most reasonable, economical lodging available in close proximity to the work location. State per diem rates of $24 for meals and $5 for miscellaneous expenses, such as tips, are allowed. Calculate expenses *on a per trip basis* and enter totals for Mileage, Out-of-State Travel, Other Travel, and Foreign Travel in the spaces provided.

(d) **Supplies:** List each type of supply separately. Provide sufficient detail and justification for each item identified. Enter totals for supplies into the appropriate budget categories.