



Faculty Research and Creativity Fund (FRAC)

Project Funding Guidelines

Deadline for Applications: January 13, 2019

Funding Opportunity Overview

The [Center for Research & Innovation](#) (CRI) in the Office of Academic Affairs welcomes proposals from PSU faculty for the next competitive cycle of the Faculty Research and Creativity Fund (FRAC). The FRAC Fund supports faculty scholarship, research, and creative activity as projects, performances, and presentations of scholarly achievement at professional conferences.

Appropriate requests:

FRAC funds are intended to kick start projects that:

- lead to new external funding and follow-on activity;
- leverage funding from other sources;
- build collaborative projects w/ internal and external partners;
- further Cluster curriculum development and pedagogy.

We strongly encourage projects that create opportunities for student involvement in research and scholarship. FRAC funds are intended to support research, scholarship, and creative works, however, *classroom educational activities are not fundable*.

Eligibility

- Tenured, tenure-track, research, and full-time status faculty are eligible to serve as a principal project director/coordinator, artist, or author on a proposal.
- Non full-time PSU contract, clinical, or teaching lecturer may collaborate with a tenure, tenure track, or research faculty on a project.
- PSU faculty may be the principal project director/coordinator, artist, or author on only one proposal in any year.
- There is no limit on the number of proposals in which a faculty member may collaborate and no restrictions on who may serve as collaborators to help build PSU partnerships. Collaborative proposals with multiple partners are encouraged, including off-campus and non-academic collaborators.
- Principal project directors/coordinators, artists, and authors cannot be funded in two successive years by the FRAC. Otherwise there are no restrictions on the frequency of proposal submissions or cumulative funding that can be awarded to a project leader.
- A member of the FRAC Committee may be a collaborator on a proposal. In such instances, appropriate conflict of interest procedures must be followed.

Funding Availability and Limitations

- The annual budget for the Faculty Research & Scholarship Fund is typically \$60,000.
- Typical awards are in the \$2,000 - \$10,000 range
- Summer salary for 2019 is limited to \$4,500 or less per project director/coordinator, artist, author, or collaborator.
- Tuition is not an allowable budget item.
- Professional development or conference travel should be funded through the Cluster, not with FRAC funds.
- Projects must be completed within one fiscal year (period of performance for FY20 is July 1, 2019 - June 30, 2020).

Submission Deadline

- **January 13, 2019 by 11:59 PM,**
- Proposals must be submitted through [InfoReady Review](#).
- Late or incomplete applications will not be considered.

Proposal Preparation and Contents

Proposals must include:

1. Project Summary of Activity (limited to 250 words),
2. Project Narrative (5 or fewer single spaced pages excluding supporting materials),
3. Budget spreadsheet: The provided [FRAC Budget Template](#) (.xlsx) must be used and uploaded separately,
4. [Course Credit Release Approval Form](#) (if applicable),
5. Up to 3 page Curriculum Vitae (required for applicant and key collaborators),
6. Letter of support from outside collaborators (if applicable),
7. Works cited (if applicable).

Project Narrative Requirements:

- Page limit is no more than 5 single spaced pages (not less than 10pt font and 1" margins, numbered pages) excluding supporting materials described above,
- In addition to explaining the proposed project in detail, the Project Narrative must also include descriptions of:
 - Intellectual Merit – advancement of knowledge and understanding within field or across different fields,
 - Broader Impacts - potential benefit to PSU students and providing greater societal outcomes,
 - Detailed methodology and timeline,
 - Specific responsibilities of personnel (including students),
 - Plan for follow-up activity, ie. external grant proposals, partnerships, etc.

Budget Requirements:

- The budget narrative must itemize all expenses as applicable, including:
 - personnel time commitments (days, weeks, months effort for faculty, hours and rate for non-faculty and students),
 - vehicle travel by destination and mileage,

- airfare departure and destination locations,
- lodging expense per night,
- materials and supplies by items needed and cost per item,
- any other costs including services such as printing or sample analysis.
- Must adhere to [PSU/USNH Travel Policies](#),
- The provided [FRAC Budget Template](#) (.xlsx) must be used and uploaded,
- Summer salary is limited to \$4,500 or less per project director/coordinator, artist, author, or collaborator,
- Academic Course release should be budgeted at \$1,500 per credit hour. [Course Credit Release Approval form](#) is required and provided in the application. Faculty teaching overload are not eligible to apply for course release or to teach overload as a result of receiving course release,
- Note that the fringe benefits will accrue at a partial rate of 8.4% on faculty summer salary and other hourly individuals, excluding undergrad or grad students,
- Faculty may request either summer or academic time but not both,
- Tuition is not an acceptable budget item.

Strategic Considerations:

Collaborative, interdisciplinary proposals that advance PSU's strategic clusters and Open Lab framework are encouraged. We also strongly encourage projects that create opportunity for student involvement in research and scholarship, and projects that have strong opportunities for follow-on activity (e.g., external funding and greater collaboration).

Review Criteria

- Intellectual Merit (as defined above)
- Broader Impacts (as defined above)
- Potential for follow-on activity, i.e. partnerships and external funding
- Clarity and articulation of project goals, methodology, timeline, and budget

Notification and Award Terms

The FRAC Council will review all submissions and make recommendations for funding. The Center for Research & Innovation will inform all project applicants of the Council's decision and provide the FRAC Council's review comments by early February 2019. Each recipient will be required to sign a letter of acceptance prior to receiving funds.

Deliverables:

A required final report of 2-5 pages will summarize the salient results from the scholarly activity, products and, a summary of how funds were spent, and follow-on activities effected or planned as a result of FRAC funding. Reports are due on August 1, 2020. Failure to provide an acceptable final report will result in loss of eligibility for future FRAC funding.

Each successful award recipient will make a 5-10 minute presentation of her/his work before a public gathering at PSU (usually this will be during Faculty Week, but another forum may be determined or arranged).

Compliance:

Successful project proposals defined as Research/Development per PSU's Research Integrity Policy, will require that the faculty pass PSU's online [Research Integrity Training](#) prior to beginning work on the project. Additional training may be required based on project specifics.

Contact

Contact Joe Boyer in CRI jnboyer@plymouth.edu or 603-535-2926 if you have any questions.