

Research Excellence Committee (REC) Awards

Guidelines

Introduction and Purpose

The Research Excellence Committee invites applications from full-time faculty and professional staff for grants to support research and creative projects. REC awards fund projects to initiate new areas of research and creative production, to conduct pilot and planning projects for larger, externally-funded grant proposals, and to prepare work for publication. Essentially, REC awards provide "seed funds" for faculty and professional staff to launch or to advance research and creative production that will benefit Bradley as well as the recipients.

The Committee may receive more requests than it can fund, and awards may be less than requested. **Applicants must submit specific budgets with complete budgetary justification.** It may decide to retain funds for subsequent allocations if a sufficient number of meritorious proposals are not received in response to this request for proposals. Applicants will be notified of the outcome of the review process within two to four weeks.

Applicants are encouraged to contact the any member of the Research Excellence Committee or OTEFD for guidance in proposals preparation.

Eligibility

Research Excellence Committee Award proposals may be submitted by any full-time member of the Bradley faculty or professional staff. Eligible applicants may submit a proposal as an individual or as a member of a project team. Following proposal submission, the Director and Assistant Director of OTEFD will review all proposals to ensure their eligibility for consideration. Proposals will be reviewed and approved by the Research Excellence Committee. The Committee will return incomplete applications without consideration.

Allowable and Non-Allowable Costs

Research Excellence Committee Award funds may be used for a wide variety of direct costs not otherwise paid by a department, division or college. Funds may be used to pay subjects, research assistants, or non-faculty project personnel. **Undergraduate assistants typically receive \$7.00 per hour, while graduate assistants receive \$8.00 per hour. Applicants must justify the requested funds for research assistants and personnel, and include a statement justifying the qualifications of the personnel to complete tasks.** Permanent equipment and extraordinary supplies are eligible costs. Travel which is specifically required for the performance of the research or creative activity also is an eligible project cost.

REC awards **may not be used for faculty salaries** (including summer), curriculum development (funds for projects of this type are available through the Teaching and Learning Excellence Committee), publication by vanity or non-refereed presses, completion of thesis and/or dissertation of the applicant, ordinary secretarial assistance, meal expenses, travel which is not specifically required for the performance of the funded research or creative activity, or travel to professional meetings. **Requisitions or reimbursements for items not listed in the grant will not be funded.**

What to Submit

Applicants should write their proposals to be understood by a committee of their peers in other disciplines. The applicants must electronically submit the completed proposal package to otefd@bradley.edu, including:

- Completed application. Save and print for your records.
- For the budget items, a sheet must be attached titled "**Budget Explanation Page**" for clarification and justification. Proposals without a budget explanation page will be returned without review.
- The narrative which should be developed using the following format and headings.

Problem Statement: What is to be done? Why is it important to your discipline? What are the deficiencies of other efforts? How is this project a logical extension of your work?

Objectives: What do you specifically propose to do about the problem? Why? To what extent? With what results? In what order? For how long?

Methodology: How, exactly, do you plan to approach the problem? What is your detailed plan of action? How and why did you choose this method? Can you do what you propose--do you have the training, staff, and facilities?

Expected Outcomes: What will be the results of this activity (book, essay, composition, and sculpture)? What potential impact will the proposed activity have upon your professional growth, discipline, the University, and the scholarly community at large?

Time line: List of project activities, expected completion times and milestones.

- If applicable, you must include results from latest REC or Summer Stipend received.

References Cited: Names of authors in alphabetical order, article title, book or journal title, volume number, page numbers, and year of publication. Grants without references will be returned without review.

- Copy of **current vitae** for principal project participants.
- ***Optional:*** A recommendation letter from a colleague at or outside Bradley commenting on the scholarly merits of the proposed activity. Any supporting forms can be attached to the email when submitting your proposal package.

The completed proposal package should be electronically submitted to otefd@bradley.edu for consideration.

Deadline

Research Excellence requests have open enrollment throughout the academic year and are reviewed on a rolling basis as long as funds are available.

Project Changes

Minor changes may be made in the project submitted, however, any significant changes in the project or its budget must receive prior REC approval. A recipient wishing to make such a change should send an updated proposal to otefd@bradley.edu that describes the change and demonstrates that the modification is within the intent of the award.

Report

Recipients must submit a written report on the work accomplished during the grant period. That report should be sent to the otefd@bradley.edu ninety days after completion of the project. Recipients that do not submit a summary report may be ineligible to receive REC funds in the future.

Selection Criteria

The Research Excellence Committee evaluates applications based on the criteria listed below. **Proposals should not be written with these specific headings.**

A. Quality of the Proposed Effort:

- originality, relevance, soundness
- significance of the outcomes
- feasibility
- contributions to the scholarly community
- promise for publication and/or presentation of the outcomes

B. Contributions to applicant's Professional Development:

- starting of new areas of research
- initiating new and significant research directions
- involves collaboration with others
- long term impact on career path and its acceleration,
- the ability of the applicant to complete the proposed project.

C. Contributions to the University:

- the activity's impact on enhancing university's reputation
- potential for attracting external funding
- meaningful involvement of students in research and scholarly activity
- benefits to the recipient's teaching activities
- contributions to the community

Proposals that include resource contributions from the proposer's department, division, college, or external sources are strongly encouraged. Supporting recommendations from the applicant's chairperson/director would also add to the strength of the proposal. Projects that are intended to lead to an application for external funding are heavily encouraged and should include a description or a copy of the granting agency's guidelines or similar literature.

REC may submit proposals to external reviewers if it lacks sufficient expertise to make a judgment.