

University of Richmond
A&S Faculty Research Committee
Purpose, Policies and Procedures

I. PURPOSE

Faculty Research Committee.

Charge: The purpose of the A&S Faculty Research Committee (FRC) is to provide merit-based financial support for the research and creative activities of full-time A&S tenure-stream and tenured faculty (see II. Policies). Fulfilling that purpose, A&S Faculty can apply to different grant categories in the same academic year. Although the Committee aims to support the research and creative efforts of all eligible faculty, it gives funding priority to:

- New tenure-stream Faculty.
- Faculty whose research or creative work is of the highest quality and thus is most likely to lead to peer-reviewed publication or professional presentation as recognized by the peer-review processes of the different fields in Arts and Sciences.
- Faculty without a recent history of funding from the Committee
- Faculty whose research or creative work cannot be funded by other sources.

Overview

FRC Grant Categories (For more detail, see Section II.B below)

Faculty Summer Research Fellowships are fixed-amount merit-based fellowships to support faculty members' research or other creative work. These come at two different amounts (currently \$3,000 and \$6,000):

- Faculty Summer Research Fellowship - A (10 weeks): \$6,000 for 10 weeks of dedicated research.
- Faculty Summer Research Fellowship - B (5 weeks): For faculty who are teaching one-term summer courses, the FRC offers the option of \$3,000 for 5 weeks of dedicated research.

Faculty Summer Research Fellowships can be taken in two forms:

1. As a Stipend (i.e., paid as salary to the individual faculty, see Disbursement)
2. As a Professional Development fund (i.e., funds will be directly deposited into the Faculty Development Fund (FDA A1 account).

Faculty *must choose* only one of the two categories *at the time of application*. Thus, the whole amount of the fellowship must be taken only under one of the options. Also see below: Calendar and Deadlines #1 and Conditions of the Award (particularly # 5–7).

Faculty Research Grants are grants for varying amounts, usually less than the current maximum of \$6,000, based on a detailed budget that specifies costs of carrying out the project. *Note:* Faculty are encouraged to seek financial support from outside the University as well. For this purpose, they should consult the Office of Foundation, Corporate and Government Grants.

Faculty Travel Grants. Faculty travel grants are to support international travel to present at conferences, seminars, exhibitions, and other venues appropriate to a faculty member's discipline. A detailed budget and explanation of expenses for travel, food, and lodging costs are required. Please keep in mind that travel to libraries, archives, and other sources is funded through Faculty Research Grants.

Calendar and Deadlines

Deadlines for Fellowship and Research Grant proposals are announced early each semester; proposals *must* be submitted by the FRC announced deadline day and time. The Committee meets once per semester to review Summer Research Fellowships and Faculty Research grants; Faculty Travel Grants are reviewed on a rolling basis starting on 1 July of each fiscal year.

I. *Faculty Summer Research Fellowships* are primarily awarded late in the fall term; along with new proposals, declined proposals may be revised and re-submitted in the spring. Faculty that have received three consecutive Summer Research Fellowships at the time of application will be given lower funding priority and Fellowships will be awarded if funds are available after the FRC spring meeting.

II. *Faculty Research Grants* are awarded primarily in the fall but could also be awarded during the spring term if funds remain available. Proposals declined in the fall may be re-submitted in the spring.

III. *Faculty Travel Grants* proposals are considered on a rolling basis until all funds are allocated. Applicants are strongly encouraged to submit travel requests at least one month before the date of the conference; applicants submitting within 30 days before traveling should justify the short period given to FRC to review their application. Travel requests submitted during or after the conference event took place will not be accepted.

II. POLICIES

- FRC provides support for full-time A&S tenured and tenure-stream A&S faculty. The Office of the Dean of A&S discourages Endowed Chairs for applying to FRC Travel awards; based on this practice FRC will not consider travel applications from current holders of Endowed Chairs.
- FRC consists of eight voting tenure-stream faculty representing all three A&S Divisions and three *ex-officio*, non-voting, members who serve as links to the Office of the Dean of A&S and the Office of Foundation, Corporate, and Government Grants.
- Faculty members serve for a three-year period and can be reappointed after a one-year leave from FRC. The committee is responsible for the allocation of funds available as needed. Proposals submitted by current and past FRC committee members are evaluated under the same criteria and standards that apply to evaluate any full time tenure stream A&S faculty member.
- The Chair of FRC is elected by the voting members of the committee during the spring semester and begins serving on 1 July of the same year. FRC Chair can be re-elected to serve for a second year term. FRC Chair responsibilities include: calling and leading committee meetings, maintaining allocation of annual budget, setting and announcing application deadlines, responding to faculty general questions, maintaining and transferring FRC records to

the next FRC chair, communicating with the Office of the Dean of A&S, and requesting FRC data and information kept in the Office of the Dean of A&S relevant to the normal and effective functioning of FRC. The FRC chair will communicate with the Chair of the Nominating Committee to appoint three-year faculty appointments to serve on FRC, as well as to fill semester or yearly sabbatical replacements of FRC serving members. Financial support for research or creative work is given in accordance with the policies and procedures formulated by the Faculty Research Committee. Questions on the proper use of funds allocated to FRC award recipients can be initiated by FRC or the Office of the Dean of Arts and Sciences, in which case the Associate Dean of A&S and the Chair of FRC will work jointly to address questions and/or concerns.

- Applicants should ensure the current version of the “Faculty Research Committee Guidelines” (this document) is used in preparing an application for funding. The document is available at the A&S Policies website: <https://asadmin.richmond.edu/research/faculty-research-support/FRC-Guidelines.pdf>

A. Examples of Research Activities Supported.

The following list should be used for example purposes only and should not be considered complete or ordered by significance.

Humanistic Studies: Research projects in the humanities, including literary history and criticism, linguistic analysis, biography, and the editing and study of texts and works of art.

Creative Arts Projects: Performances, exhibitions, and creation of specific projects in art, music, writing, and theater.

Scientific Experimentation and Analysis: Research projects in the natural, mathematical, and behavioral sciences.

Research Development: Participation in research-related workshops, seminars, conference, institutes, and symposia not given regularly as courses or programs.

THE FRC DOES NOT FUND ACTIVITIES PRIMARILY DIRECTED TOWARD THE ENHANCEMENT OF TEACHING.

Funding for research, conferences, symposia, etc., on pedagogy and teaching (formerly funded by the PETE committee) is available from the Office of the Provost.

B. Categories of Support for Research.

From the Committee’s Annual Budget

Faculty Summer Research Fellowships. These merit-based Fellowships provide funds to enable faculty to concentrate on research or creative work during the summer. Fellowships can be taken as either:

1. *Faculty Summer Research Fellowship as Stipend* is added directly as taxable income to the June 1 faculty paycheck.

2. *Faculty Summer Research Fellowship as Professional Development* is an untaxed research account from which faculty may be reimbursed for research-related expenses. Proposals are encouraged to provide a *tentative* itemized budget; a budget *is not required* given that professional expenses are variable and sometimes unexpected. These funds will be directly deposited, shortly after the funding is awarded, to the faculty FDA.

Faculty Research Grants. These grants cover the expenses of conducting research or other scholarly activity as indicated above (II.A). Examples of items that may be funded are listed below. Funding is not necessarily limited to the items in this list, nor is the funding of items listed necessarily assured. An itemized budget is required. Research grant funds will be directly deposited, shortly after the funding is awarded, to the faculty FDA A1 account. Research grants may fund travel (including funding for transportation, lodging, and meals at rates within reason) to libraries, archives, and other special resources with needed material not otherwise accessible. The Committee generally does not fund living expenses beyond 28 days in duration.

Special Equipment and Supplies. Items that normally would not be used for classroom or laboratory instruction. All equipment remains the property of UR.

Computer Facilities and Other Rental Fees. Data sets, database searches, unique/special software, equipment time.

Technical, Secretarial, and Student Assistance. The Committee does not fund general student assistance; however, exceptions may be made for students whose skills are unique and indispensable to the project. Salaries and benefits should be in keeping with current University guidelines. Funds can be provided for clerical supplies and mailing expenses when these can be shown to be clearly in excess of what might reasonably be covered by departments.

NB: Page changes for publication in refereed journals and costs of publishing books (subventions) are currently not funded by FRC.

Faculty Travel Grants. These grants may cover international travel *to present* at conferences, seminars, exhibitions and other venues appropriate to a faculty member's discipline. The maximum amount of the travel grant currently will not exceed \$2000 per faculty during a fiscal year.

Additional notes:

- (a) In most cases, a faculty member will not receive a second travel award during the same fiscal year unless the combined travel awards do not exceed the \$2000 cap, and there are sufficient funds remaining in the FRC budget.
- (b) A detailed budget includes an explanation of expenses and how travel costs were estimated is required. A link to the web site for the conference or similar venue is also preferred.
- (c) A faculty member who holds an Endowed Chair will not be considered for a travel award unless that person can demonstrate that said Endowed Chair does not provide funding for travel.

C. Eligibility for Award.

Financial support in all categories is given only to full time, tenured or tenure-stream A&S faculty members of the University of Richmond who will be full time faculty members of the

University the year after the end of the grant or Fellowship.

Additional notes:

- (a) The committee will look carefully at simultaneous applications for a Fellowship and a research grant. For the sake of equity and responsibility to the research budget, the committee will be hesitant to award both, simultaneously (within the same year), unless a compelling reason is clearly demonstrated (for example, the clear need for more than \$6000 for a quality project to be feasible).
- (b) For the sake of equity and responsibility towards the budget, the committee reserves the right to add procedures to the application process (for example, that applicants who had had three or more consecutive years of Fellowship funding (at the time of application) are not allowed to apply in the autumn round).

D. Conditions of the Award.

1. In general, the Committee does not reimburse expenses incurred before the application and granting of a request, but it may do so in special circumstances. An example is an occasion when the Committee is unable to rule in time on a grant request submitted before incurrence of the expenditures.
2. Books, equipment, other permanent materials, and unused supplies become the property of the University. Books shall be given to the University Library; other items shall be included in the inventory of the departments concerned.
3. The acceptance of all financial awards means the concomitant acceptance on the part of the faculty member of fiscal responsibility to the A&S Faculty Research Committee. The purpose of a full A&S Faculty Summer Research Fellowship is to permit the researcher to work on the funded project for 10 weeks (*or 5 weeks for faculty who apply for the smaller funding amount*) of dedicated summer work (not necessarily contiguous summer work).
4. Faculty may receive stipends from the A&S Dean's office for supervising undergraduate research over the summer in addition to a Summer Research Fellowship.
5. Faculty members with external (e.g., external grants, etc.) or internal (e.g., summer teaching, study abroad programs, etc.) salary support are eligible to apply for Summer Research Fellowships as Professional Development, Research Grants, and Travel awards. *However*, Summer Research Fellowships as PD and Research Grants should be for some aspect of a faculty member's research not currently supported by their existing funding (e.g., a pilot study for a new project, development of new collaboration, costs associated with development of new proposals for external funding, etc.).
6. Faculty members with external (e.g., external grant, etc.) or internal (e.g., summer teaching, study abroad programs, etc.) salary support are eligible to apply for Summer Research Fellowships as Stipend but applicants must provide a detailed timetable to account for 10 weeks of dedicated work to the A&S Summer Research Fellowship in the context of their other commitments.
7. A faculty could not apply to a Summer Fellowship as Stipend and also as a Professional

Development during the same fiscal year.

8. Faculty with questions about eligibility are encouraged to contact the Chair of Faculty Research Committee before applying.

9. Completion of the research project shall be expected within a reasonable period consistent with the nature of the project. A&S Faculty Research Grants and Summer Research Fellowships follow FDA A1 account standards.

10. All Fellowship and research grant recipients' reports shall be submitted within the application form of the applicant next grant request submission, no separate report should be submitted.

11. All publications, and other forms of outcomes dissemination, resulting from an FRC-supported project shall include the appropriate acknowledgement of assistance from the University of Richmond.

E. Evaluation.

The A&S Faculty Research Committee will give each proposal for an A&S tenure track or tenured Faculty Summer Research Fellowship or an A&S Faculty Research Grant one of the following funding priorities based: on the potential significance of the project's contribution to its discipline; the conception, definition, and organization of the project, its likelihood of completion, previous funding received, and scholarly productivity.

OUTSTANDING PROPOSAL—definitely fund; every effort will be made to fund these proposals. In the event of high demand for support, however, a proposal rated outstanding might not receive funding according to above listed priorities (see I. Purpose and Calendars and Deadlines)

VERY GOOD PROPOSAL—fund if possible; when resources are insufficient to fund all proposals in this category, any of the following conditions may be taken into account in determining which proposals receive support:

- The project can be completed only within the period specified.
- Applicant has not been funded as recently.
- Applicant is on tenure-stream.
- Applicant has strong record of scholarly achievement.
- Project is related to sabbatical.
- Applicant is making effort to return to research after long absence.

PROPOSAL NEEDS REVISION—resubmit; proposal has merit however it needs additional details or clarifications (limited list of examples below):

- Resubmit for more appropriate type of grant, e.g., research instead of travel (Committee will specify).
- Budget needs reconsideration or more detail.
- Proposal needs clearer explanation of the project's potential significance, scope, and/or readership.
- Proposal needs more detailed description of the project.

- Pertinent information is missing, e.g., consent forms, dates, etc., (Committee will specify.)

SUPPORT NOT RECOMMENDED—proposal is weak and need addressing in one or more area before resubmission (limited list of examples below):

- Proposal’s scholarly merit is not competitive.
- Goals and/or outcomes are not clear writing lack of budget (if required)
- Proposal is inappropriate for A&S Faculty Research Committee’s funding (e.g., Teaching or Pedagogical focus is funded through).

F. Disbursement.

The University Office of Strategic Sourcing and Payments (*aka*, Purchasing) may be used to facilitate purchase of equipment and supplies whenever it is more economically feasible to do so. All awards from FRC, *except* Summer Research Fellowship as Stipends, follow A1 account standards for reimbursement. Awards of Summer Fellowships as Professional Development can be used for professional expenses; these expenses will among disciplines and faculty research programs. Research Grants are to be used for the overall research project proposed. Any questions concerning the appropriate use of research funding should be directed to FRC via the committee's Chair. The funds for which travel has been approved may be requested in advance of travel.

G. Allocation of Funds.

The FRC apportions its budget between Summer Fellowships as Stipend and Summer Fellowships as Professional Development as well as between Research Grants and Travel at its discretion to make effective use of available funds.

H. Committee Operations

The Committee shall inform the faculty annually of its purpose, policies, procedures, and activities.

III. Procedures

A. Application

The FRC uses an online application system, which is available at: <https://asadmin.richmond.edu/research/faculty-research-support/application-process.html>

Note that the Summer Research Fellowship application uses the same form for both stipends and professional development.

Notes:

1. A separate application shall be submitted for each project for which a grant is requested.
2. An application may be submitted individually by a faculty member or jointly by two or more faculty members when they plan to work together on a project.
3. An applicant for an A&S Faculty Summer Research Fellowship with research expenses beyond subsistence who does not receive a Summer Fellowship because of lack of funds is encouraged to apply for an A&S Research Grant to cover those expenses. The recipient of an A&S Faculty Summer Research Fellowship likewise may apply for an A&S Faculty Research Grant.

4. Faculty working on long-term projects may apply for continued support. A separate application must be submitted for each period of support.
5. When the Committee has acted upon an application, the Chair of the Committee will notify the applicant in writing as soon as possible of the action taken.
6. Reporting of FRC awards will occur when the individual faculty applies for a new request of the same type, e.g., applying for a travel grant then report on previous awarded travel grant, applying for a Fellowship then report on the previous awarded Fellowship, etc.
7. The recipient of an award who leaves the University of Richmond shall return to the Committee all funds not expended upon the termination of contract (e.g., in the case of the academic year, this means the day of the University faculty meeting after Commencement).

B. Disbursement

1. In the case of FRC Faculty Summer Research Fellowships as Professional Development, FRC Faculty Research Grants, and FRC Faculty Travel Grants the Vice President for Business and Finance will automatically deposit the entire sum of the research or travel award in the faculty FDA A1 account shortly after the funding is awarded.
2. In the case of FRC Faculty Summer Research Fellowships as Stipend, the Office of the Dean of Arts and Sciences will disburse the entire sum of the Fellowship in the June 1st paycheck for faculty who opted for the Summer Research Fellowship Stipend category; whereas the entire sum will be automatically deposit in the faculty FDA A1 account for those faculty who opted for the Summer Research Faculty as Professional Development category.
A copy of the publications resulting from research funded by FRC shall be deposited in the in the University Library without cost to the University.

REPORTING PROCEDURES

All recipients of Arts and Sciences FRC grants are responsible for reporting back to the School of Arts and Sciences on the results and/or outcomes of their grant. Brief reports will be included at the time of the faculty next online application to FRC funding.

Reimbursement and Payment Procedures

Documentation. All requests for reimbursements, including travel, require appropriate supporting documentation and an approval signature from the School's associate dean for research support. As in other areas of Arts and Sciences, Faculty have the option to request reimbursement using: a) per diem option or b) use original receipts that must accompany the form and be taped to an 8 ½ x 11 sheet of paper. Accounts Payable will not accept receipts that are more than 90 days old. Disbursement information and forms are available from the Accounting Office.

- (a) For reimbursement of supplies, materials, etc., the requestor must complete and submit an on-line check request.
- (b) All travel reimbursements must be requested online by completing the travel/expense report

found on Banner Web.

Departmental purchasing cards may be used to purchase supplies and other appropriate items for a research grant, provided that those items are charged properly through Banner (i.e., to the research grant index) and that the chair approves payment for the card charge. Records of such purchases should be maintained within the department office until the annual financial reports are filed and accepted.

FRC Members:

Yücel Yanıkdağ (Chair, II)

Taylor Arnold (at-large, 1 year replacement for Matthew Lowder)

Jory Brinkerhoff (III)

Dan Chan (II)

Emma Goldman (III)

Peter Lurie (I)

Andy McGraw (I)