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

1. **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):

- Summer Research Fellowship - A (10 weeks): $6,000 for 10 weeks of dedicated research.
- 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.

Summer Research Fellowships are paid as a stipend to the individual faculty, see Disbursement.

2. **Research Grants** are grants for varying amounts, up to $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 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).
3. **International 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 Summer 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 Research grants; International 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 resubmitted 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. **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. **International Travel Grant** 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.
- 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 & 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*

**Summer Research Fellowships** provide funds to enable faculty to concentrate on research or creative work during the summer.

*Faculty Summer Research Fellowship* is added directly as taxable salary to the June 1 faculty paycheck.
**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. Expenses will be charged directly to an A&S index/account. Research grants may fund travel (including funding for transportation, lodging, and per diem) 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.

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

**International Travel Grants.** These grants up to $2,000 per year may cover international travel to present at conferences, seminars, exhibitions and other venues appropriate to a faculty member’s discipline.

**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 $2,000 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. **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 FRC 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 $6,000 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, Research Grants, and International Travel awards. However, Summer Research Fellowships 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 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. Faculty with questions about eligibility are encouraged to contact the Chair of Faculty Research Committee before applying.

8. 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.

9. 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.

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

E. Evaluation.
The A&S Faculty Research Committee will give each proposal for a Summer Research Fellowship or a 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 (Purchasing) may be used to facilitate purchase of equipment and supplies whenever it is more economically feasible to do so. 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.

**G. Allocation of Funds.**
The FRC apportions its budget between Summer Fellowships, Research Grants and International 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](https://asadmin.richmond.edu/research/faculty-research-support/application-process.html)

**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 a Summer Research Fellowship with research expenses beyond subsistence who does not receive a Summer Research Fellowship because of lack of funds is encouraged to apply for an Summer Research Grant to cover those expenses. The recipient of a Summer Research Fellowship likewise may apply for an 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.

B. Disbursement

FRC Summer Research Fellowships will be paid as a stipend on June 1, FRC Research Grant expenses and FRC International Travel Grant expenses will be charged directly to an A&S index/account.

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