

2006-2007

Faculty Research Grants Proposal Guidelines

- PURPOSE:** For the purpose of promoting faculty research and professional development, a limited amount of funding is available annually. It is understood that “research” is a comprehensive term including all types of scholarly research, academic projects, studies, artistic performances, and exhibitions.
- AWARDS:** Depending on annual funding, it is expected that one to four (1-4) research awards may be given each year. The awards will vary in amounts from \$2,500 to \$7,500. The award(s) may be used for materials or supplies, research expenses or stipends, salary for research assistance, or travel expenses. Normally funding is not provided for: equipment, furniture or other capital items, or publication expenses (including royalties, fees or licenses), or tuition fees. Research associated with creative publications or performances may be eligible. Recipients of research award are expected to recognize Webster University in any publications or outcomes of their research. The grants may be extended beyond Summer 2007 with approved rationale. Recipients will also complete an end-of-project report summarizing their outcomes. The selection committee reserves the right to select the most outstanding proposal(s).
- ELIGIBILITY:** Requirements/Selection Criteria
- Applicants must be full-time faculty at Webster University.
 - Preference will be given to applications that have the strongest potential to advance academic excellence for the individual faculty member and for Webster University.
 - Priority will be given to projects that cannot be easily done without the assistance of the grant.
 - Awards are for one-year and are non-renewable.
 - This research award may be used in conjunction with a Faculty Development Leave/Sabbatical or other sponsored leave.
- APPLICATION:** Faculty will submit a detailed proposal of their project, including: research title, project description, an itemized budget, an anticipated timeline, research methodology (or a plan of action for the professional project) and a statement on the expected outcomes of this research project. Applicants should also include a recent resume or CV with their proposal. If the applicant has previously received a Faculty Research Grant, the committee would also like a brief summary of the outcomes of that prior research project. For assistance with the proposal, please direct questions to the Office of Academic Affairs or to a prior recipient of a research grant. Assistance is also available on research methodology. If your research includes the use of human subjects, you will need to include a copy of the Institutional Review Board (IRB) approval letter (see www.webster.edu/irb). Applications should be sent to: Research Grant Applications, Office of Academic Affairs.
- REVIEW COMMITTEE:** A peer review committee will consider all completed applications and make a recommendation(s) to the Executive Vice President for funding. The committee will be designated by the Executive Vice President in consultation with the President of the Faculty Senate. Committee membership normally will be chosen from former recipients and deans. Potential conflicts of interest will be avoided in the committee membership.
- DEADLINES:** Applications for funding in the 2006-2007 academic year are due **Monday, November 6, 2006**. The announcement of the recipient(s) of the award will be made within thirty days, or as soon as possible.
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