Norman Campus Research Council Faculty Investment Program (FIP)

Please note: This page was last revised on September 17, 2012. Significant changes from the March 28, 2012 revision are noted in red text.

1. Program Overview
2. Eligibility and Award Limitations
3. Proposal Preparation and Submission
4. Proposal Review
5. Post-Award Requirements

1. Program Overview
The Faculty Investment Program (FIP), operated by the Norman Campus Research Council, provides funding on a competitive basis to develop and expand the scholarly (i.e., research and creative) activities of Norman campus researchers, including researchers associated with Norman Campus Programs at OU-Tulsa. The FIP is designed to provide maximum flexibility in meeting faculty needs via strategic investment of funds with a high degree of expectation and accountability. Ultimately, FIP is expected to enhance the national and international reputation of the University of Oklahoma via excellence in scholarship.

The FIP specifically seeks to assist researchers with the following:

• Stimulating new areas of intellectual inquiry;
• Developing collaborations with other disciplines or re-directing scholarly research into new areas within a given discipline;
• Developing collaborations with other institutions including private industry and major national centers and laboratories;
• Promoting scholarly outcomes via support for publication, presentation, performance, and exhibition;
• Increasing the visibility, especially internationally, of OU scholarship;
• Supporting data collection and processing;
• Supporting activities that position a project to be competitive for external funding;
• Addressing issues to improve the competitiveness of a proposal for external funding that previously was rejected;
• Enhancing the educational mission of the University via the linking of research and teaching, particularly at the undergraduate level;
• Enhancing diversity and promoting workforce development in STEM (science, technology, engineering and math) fields.

The goal of obtaining external funding is not a requirement. However, proposals requesting seed funding to develop projects that may lead to external funding, particularly if such projects involve multiple disciplines, are highly encouraged. This includes proposals from faculty in disciplines that traditionally may not have been perceived as having as many opportunities for seeking external funding (e.g., humanities, fine arts), though many such opportunities exist and can be explored via interaction with the Center for Research Program Development and Enrichment (http://crpde.ou.edu).
2. Eligibility and Award Limitations
Funds are provided for the personal research of tenured or tenure track faculty of all ranks, as well as research faculty and permanent professional or technical staff members who hold the terminal degree appropriate to their discipline. Instructors, lecturers, adjunct faculty, visiting faculty, research personnel funded from external grants and contracts, and students are not eligible for this particular program. Proposals that request support for non-OU personnel, such as travel funds to bring a collaborator to campus, must provide a strong justification for the request in the budget section (see Proposal Preparation and Submission). The maximum award under the FIP is $15,000, and proposals are welcome in any amount up to the maximum. Matching funds from colleges and departments are not required for the FIP.

Eligible individuals may receive no more than one award from the FIP program in a given fiscal year (1 July – 30 June). However, proposals for new funding may be submitted during a fiscal year in which an award is active provided the requested funding begins in the subsequent fiscal year. Additionally, the Research Council may place additional limitations on new proposals. For example, if a proposal funded by the Council states as a goal the submission of a proposal to an external funding agency, the Council may require proof of submission before agreeing to consider a new FIP proposal. Eligible individuals may receive funding simultaneously from more than one Research Council or Vice President for Research program. However, such information must be disclosed for each funding request and clear and compelling arguments made as to why the requested funding does not duplicate funding already awarded. For example, a faculty member may receive funding from the Junior Faculty Fellowship, Faculty Travel, and Faculty Investment Programs simultaneously provided no duplication of purpose exists.

3. Proposal Preparation and Submission
Investigators are strongly urged, though not required, to utilize the resources available within the Center for Research Program Development and Enrichment (CRPDE; http://crpde.ou.edu). To schedule an appointment for assistance, call 405-325-3714 or 405-325-0268, or send an email message to crpde@ou.edu. The CRPDE director and associate directors attend all Council meetings (though they are not members of the Council and do not vote) and thus can provide guidance regarding all aspects of proposal content as well as conduct a pre-submission assessment. Note that proposals to be reviewed by CRPDE must be provided to CRPDE by the first of the month in which the proposal will be submitted to the Research Council (deadline is the 15th of the month; see below), thus providing at least two weeks for consultation and review/comment. As noted below, investigators are required to work with CRPDE on all FIP proposal resubmissions.

Proposal Content and Format

Proposals must use a font of 11 points or larger. Page margins should be 1” on all four sides. Line spacing must not be smaller than 1.5 lines.

A complete Faculty Investment Program proposal includes six required components and supplemental materials that may be required for certain projects.
1. Cover Sheet
The proposal cover sheet is available as a separate download. Complete the proposal cover sheet form and obtain all required signatures. Incorporate a scanned copy of the signed form into the final proposal.

2. Project Description (limited to 6 pages, formatted as described above)
Keep in mind that your proposal will be read by a diverse group of faculty, many of whom will have little or no background in your field. One reviewer will have some knowledge in a discipline closely related to your own, but will not be from your department or field or scholarship. Therefore, the project description should keep jargon and acronyms to a minimum.

To aid in the review process, the Project Description sections below should be clearly delineated in the proposal.

A. **Intellectual Merit:** Provide a context for the work being proposed, i.e., by describing your research relative to activities conducted previously by you or others, as well as by others elsewhere today.

B. **Technical or Creative Approach:** Describe the methodology and provide other details of the work to be performed (e.g., procedures, productions, protocols, experiments, studies, observation, information and data collection, surveys, analyses, performances, practices, exhibitions) in a manner that will be useful for assessing overall likelihood for success. Provide a timeline for the project (major milestones or decision points).

C. **Outcome and Impact on the Field of Scholarship:** Explain how the selected technical or creative approach will lead to a successful project. Clearly describe the project’s expected outcome(s). In addition, indicate how a successful outcome to the project will advance the field of scholarship, such as by adding to the knowledge base, developing new methodologies, or performing or displaying new works. Note that an outcome (e.g., publication of a book) is different from an impact (e.g., the book is expected to be used by certain organizations to broaden understanding of a particular subject). Where appropriate, highlight the originality of the outcome(s) and/or the significance of the impact.

D. **Impact on Investigator(s) Scholarship:** Describe the relationship of the project to the investigator’s scholarly program. Is the project a culmination of prior work? Does the project provide the foundation to move scholarship in a new direction? Will the project generate results that will be published in the peer-reviewed literature or used to make the investigator more competitive for external funding?

E. **Qualifications and Collaborative History of the Investigator(s):** Demonstrate that the investigator(s) is/are qualified to perform the work, and if appropriate, that a successful history of collaboration exists, especially for projects involving personnel at other institutions. Note: this section should supplement, not replace, the two-page CV and should highlight those accomplishments that enhance the project’s likelihood of success.

F. **Rationale for Funding Request:** Explain why funding is being sought from the Research Council in comparison to other available sources, and whether one or more proposals for the same or similar purpose have been submitted elsewhere.

3. **References (no page limit)**
Provide complete references for all work cited in the Project Description.

4. **Budget and Budget Justification (maximum of one page)**
Include an itemized budget with a compelling narrative for how funds will be spent and why they are needed. Especially important is a direct linkage between budget items (e.g., funding for a student) and the project narrative (e.g., the collection and analysis of data by the student). If appropriate, provide supporting documentation such as quotes from vendors for purchases of equipment etc. If the project seeks funding for specific individuals, e.g., a student having expertise, note why they in particular are required. The support can be used for any legitimate purpose associated with the project if justified in the proposal. This includes but is not limited to travel. Note that proposals must adhere to State of
Oklahoma travel guidelines, teaching release policies (subject to approval by the chair/director and dean), student stipend rates, data collection practices, tuition, equipment, summer salary and support for staff.

5. Investigator and Co-Applicant Curriculum Vitae (limit 2 pages each)
Submit a two-page *curriculum vitae* for the applicant and each co-applicant (NSF versions are acceptable) that includes a list of the individual's undergraduate and graduate education and postdoctoral training; professional appointments; up to five publications, exhibits, or other works most closely related to the proposed project; and up to five other significant publications, exhibits or other works, whether or not related to the proposed project.

6. Funding History (limited to one page)
If appropriate, include a brief statement of previous funding history related to this project including successful and unsuccessful proposals submitted internally as well as externally. If no relevant funding history exists, please so indicate. Provide a brief synopsis of accomplishments (outcomes and impacts) from the most recent project(s) funded by the Research Council whether or not related to the current submission.

7. Supplementary Documentation (no page limit, but content limited to the items listed; consult CRPDE for advice on appropriate supplementary materials.
These items are project-specific, and not all proposals will include them.
• If the project will involve human subjects, laboratory animals, rDNA and/or radioactive materials or biohazards, you must describe your plans to obtain necessary approval letters, or other relevant documents, by the time a Research Council award is expected to be made. The appropriate committees are: Human Subjects-Institutional Review Board; Laboratory Animals-Institutional Animal Care and Use Committee, and Radioactive Materials-Radiation Safety Committee and the Biosafety Committee.
• If the proposal seeks funding for teaching release, approval letters are required from both the department chair/director and the college dean at the time of proposal submission.
• If the proposal requests support for an activity for which you have documentation, such as a book contract, or identifies matching or in-kind support, include a copy of the documentation in your proposal.

All proposal components should be combined into a single PDF file, in the order listed above. PROPOSALS RECEIVED WITHOUT ALL OF THE REQUIRED MATERIALS, OR WHICH DO NOT FOLLOW THE REQUIRED FORMATTING, WILL BE RETURNED WITHOUT REVIEW.

**Proposal Submission**

*Submission of new proposals:* Proposals to the FIP must be submitted electronically as a single PDF file to the Center for Research Program Development and Enrichment (crpde@ou.edu) by the 15th of the month (or the following Monday if the 15th falls on the weekend) and will be reviewed at the Council meeting on the 3rd Monday of the following month.

*Resubmission of Declined Proposals:* A declined FIP proposal may be re-submitted once per fiscal year (1 July – 30 June). Letters for declined proposals will provide proposal review feedback. In order to resubmit a proposal, investigators must consult with CRPDE prior to the resubmission. Each resubmission should include a one-page cover letter describing how each of the comments in the
feedback letter has been addressed in the resubmitted proposal or via information provided in the cover letter. When information is written into the proposal, the cover letter should indicate the corresponding proposal page number.

4. Proposal Review

The Research Council review will consider all of the following aspects of the proposal in making funding decisions:

- Intellectual Merit
- Technical or Creative Approach
- Outcome and Impact on the Field of Scholarship
- Impact on Investigator(s) Scholarship
- Qualifications and Collaborative History of the Investigator(s)
- Appropriateness of Budget and Justification of Resources Requested

Click here for the proposal review form.

The review of proposals submitted to the Research Council is an extremely important activity that is conducted with the highest standards of ethical integrity per Council policy. FIP proposals will be reviewed as follows:

- CRPDE will conduct an initial review of submitted proposals for completeness and adherence to formatting guidelines. Proposals that are incomplete or incorrectly formatted will be returned without review. If they are corrected and returned by the 15th of the month, they will be reviewed by the Council as indicated in the Proposal Submission section and on the FIP deadlines calendar. If CRPDE receives them after the 15th of the month, they will be reviewed according to the FIP deadlines calendar.

- Proposals that are complete and meet the guidelines will be sent to the Chair of the Research Council to determine, based on information on the proposal cover sheet, whether any conflicts of interest exist between those submitting the proposal and members of the Council. All conflicted Council members must recuse themselves from participating in the review and will leave the room when the remaining Council members discuss and vote on the proposal.

- Drawing from the remaining un-conflicted Council members, the Council Chair will assign two individuals to serve as lead reviewers, one having expertise in a discipline closely related to the proposal. If the latter does not exist, two Council members will still serve as lead reviewers and the Council Chair, in consultation with the Vice President for Research, will identify an un-conflicted OU faculty member, external to the Council and having expertise in a discipline closely related to the proposal, to serve as a reviewer. In this manner, all FIP proposals will be reviewed by an un-conflicted individual having expertise in a discipline closely related to the proposal topic. If the Council Chair is conflicted, the Vice President for Research will assign reviewers.

- The two Council lead reviewers, and the external reviewer, if utilized, each will provide an independent written proposal review, with the latter participating in the Council meeting discussion via telephone. External reviewers will not, however, vote on the proposal, though they will be subject to the same confidentiality provisions as Council members. Guided by input from all assigned reviewers, non-conflicted Research Council members will vote on the proposal.

- CRPDE, in collaboration with the Council Chair, will prepare a narrative summary of the reviews and discussion, then this summary and the vote will be forwarded to the Vice President for Research, with whom the final funding decision rests. A decision letter with Council feedback will be sent to
the lead applicant/principal investigator as soon as possible after the meeting at which the proposal was reviewed. As noted above, investigators are required to work with CRPDE on all FIP proposal re-submissions. Note that the reviews, discussion, and vote regarding all Research Council actions are held in strict confidence. The project investigator(s), project title, and proposed and approved budget amount for all funded projects are posted on the Research Council web site.

5. Post-Award Requirements
Recipients of research council funding are subject to the following requirements.

Reporting  At the end of the project, or within one year from the date the project is funded – whichever comes first – the principal investigator is required to submit a brief (1-2 page) final report to the Vice President for Research. This report should describe the outcomes and impacts of the project on the field of study, on the scholarly programs of the investigators, and on the University as a whole. It also should describe any deviations from the work from that originally proposed and include activities in progress (e.g., proposals, performances, manuscripts) that relate directly to the project.

Serving as a Reviewer  By accepting funding from the FIP, faculty members are obligated to review no more than three Research Council proposals, in a subject area familiar to them, within a two-year period that begins when their proposal is approved for funding.

Acknowledging Research Council Support  All written publications, whether in hard copy or electronic form, that have benefitted from Research Council funding must contain the following statement of acknowledgment: "This research was supported (in part, if appropriate) by a grant from the Research Council of the University of Oklahoma Norman Campus."
# FIP Deadlines 2012 - 2013

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<th>If you need funding by:</th>
<th>CRPDE Pre-Review Deadline (optional unless resubmitting)</th>
<th>Proposal Submission Deadline</th>
<th>Research Council Review Date:</th>
<th>PI Notification of Review Outcome:</th>
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<tbody>
<tr>
<td>October 1, 2012</td>
<td>August 1, 2012</td>
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