

Common Questions & Application Information for Faculty Development Awards (FDA) and University Small Research Grants (USRG) Programs

What Is an Faculty Development Award (FDA)?

A Faculty Development Award (FDA) is primarily used for travel. Priority will be given to requests for travel to international meetings held **outside** the United States. International meetings held within the United States are accepted but will have a lower funding priority than others.

FDA Applicant precedence is given in the following order (1 being highest). If you:

1. are invited to an international meeting held outside the United States to give a presentation* or address a group;
2. are the recipient of an award;
3. plan to travel to the office of potential external sponsor(s);
4. will serve as a judge or referee;
5. will participate in a colloquia or workshop;
6. will participate in foreign exchange travel (either KSU faculty going to a foreign institution or a visitor coming to KSU);
7. will use matching funds on certain fellowships (such as NEH)
8. will present a poster session;
9. are invited to an international meeting held within the United States to give a presentation or address a group (not as a second author on a paper presented by someone else)

Applicants are expected to routinely seek outside support. Thus, lower priority is given to previously funded FDA and USRG awardees who have not subsequently attempted to obtain extramural support. Applicants with extensive outside support also receive a lower priority.

Opportunities to meet with students at foreign institutions to discuss graduate study at Kansas State University may enhance requests for foreign travel but cannot be the sole purpose of the travel. Faculty Development Awards are **not** used for research travel (see University Small Research Grants below).

What Is a University Small Research Grant (USRG)?

A University Small Research Grant (USRG) is designed as a **seed grant** to support **research, scholarly activity, and other creative efforts**. These small grants can cover graduate or undergraduate student hourly assistance (but not assistantships), small equipment, supplies, materials, services associated with the activity, computing for data processing, and travel to a site where the activity will occur (but not travel to meetings or conferences). Computer software can be requested to support scholarly activities in USRG applications.

Neither program supports sabbatical travel, construction, publication costs, faculty salaries, classified salaries, or graduate student assistantships. Proposals will not be accepted to reimburse costs incurred prior to the review of the grant. Awards will not be given for activities normally considered departmental responsibilities (e.g., designing a new curriculum, surveying alumni).

Who Can Apply and When?

New faculty (assistant professors and above) can apply each round of funding (spring and fall) for their **first two years at KSU (maximum of four consecutive proposals)**. Faculty members at KSU more than two years may apply every other round (i.e., there must be one intervening round between submissions).

Funding priority is given to an applicant who:

- 1) is a new faculty member;
- 2) is in a discipline where outside support is minimal but who is pursuing available opportunities;
- 3) is shifting research fields or specialties and needs to demonstrate mastery of new techniques or to conduct pilot projects that will enhance their chances of securing extramural funding; or
- 4) does not already have start-up or other commitments from the University.

For travel support occurring before July 1, apply in the **fall** competition.

For travel support occurring after June 30, apply in the **spring** competition.

Fall competition funds must be committed before the close of the current fiscal year (June 30) and will be allocated after the beginning of the next fiscal year (July 1).

Since the USRG program parallels the Agricultural Experiment Station (AES) and the Engineering Experiment Station (EES) programs, eligibility is restricted to faculty **not** eligible for AES or EES support.

TO BE CONSIDERED FOR FUNDING, the following documents **MUST** be included:

1. **Original, Signed, Application form***;
2. **Abstract** (1 page maximum);
3. Department Head's **Letter of Support/Recommendation**;
4. **Itemized Budget and Justification** (with supplemental funding information);
5. **Detailed Itinerary** (with cost & back up documentation if travel is involved) (***Pertinent Pages Only***);
6. **Full Narrative** explaining why funds are needed (**10 page maximum**);
7. List of **funds applied for/received** in the past three years;
8. **Short vita** (**2 page maximum**);
9. **Any additional documentation** necessary to explain proposal;
10. **and three (3) COPIES of EVERYTHING listed above (Total of 4 packets)**.
If possible, a PDF or Word version of everything should be sent to cboyce@ksu.edu as well.

*If applicant is not available for signature, alternative arrangements may be able to be made by contacting Caron Boyce in the Office of Research and Sponsored Programs at 785-532-6195.

Submit complete packets to:

The Office of Research and Sponsored Programs, 102 Fairchild Hall, by **5:00 p.m.** on the **deadline date** which are the **First Monday in October for Fall** and **March for Spring**.

Things to Remember about the FDA/USRG Application Form:

Last Name THEN First Name

Rank/Title - applicant **MUST** be an Assistant Professor or above

Email Address - **FULL** K-State E-id (ex: joe@ksu.edu)

Office Address - building name **AND** room number

Research Project Title or Event Title – (for FDA include location and travel dates)

Total Request – Use whole dollars

Include ALL signatures and all support documentation.

ADDITIONAL DOCUMENTATION

The NARRATIVE (10 page maximum)

This is your chance to explain why your proposal should be funded, how it will help you attain your goals and how it will enhance your field of study at Kansas State University. Clearly state the purpose, goals, and importance of your request. Make the proposed project relevant to your professional development at K-State. Consideration is given to the importance of the proposed activity to the applicant's field, the applicant's ability to complete the work, and the probability that the work will lead to scholarly contributions such as publications, exhibitions, etc.

The review team consists of a diverse group of individuals from across campus. Make sure your proposal can be understood by faculty who may be reading out of their area of expertise and I assure you that they will apply the same academic rigor as to more familiar information. Proposals are reviewed for conceptualization, approach, methodology, reasoning, clarity, and responsible use of resources.

FDA International Conference Proposals should address the following:

1. What is the significance of the conference to the applicant's field?
2. What is the participation level and type by the applicant?
3. What is the frequency of the meeting (annually, biannually, etc.)?
4. How was the peer review accomplished?
5. Was this solicited or an open-ended invitation?
6. Will the papers or proceedings be published for all or part of the presentations?
7. How will Kansas State University benefit from the applicant's attendance?

FDA Foreign Exchange Proposals should address the following:

1. What instructional or research contributions will the visiting faculty member bring?
2. Does the travel directly facilitate scholarly activities at K-State?
3. What expertise is already available at K-State?
4. What can be gained by the exchange?
5. Approximately how many students will be impacted?
6. Will the travel provide multi-cultural exposure not represented among KSU faculty?

FDA External Sponsor Visit Proposals should address the following:

1. Give an outline of the project for which outside funding is being sought.
2. Why will travel be more effective than contact by e-mail, telephone, or mail?
3. Is the project interdisciplinary?
4. Is this a large-scale project such as a center or institute?
5. Will travel include visits to more than one potential sponsor in the same city?
6. Will this project carry full overhead rate if funded?

NOTE: FDA acceptance to visit a funding agency should be considered a commitment by the applicant to complete and submit an appropriate proposal for outside funding.

Meetings and conference travel must be requested through Faculty Development Awards. If research travel is necessary, clearly explain why the research cannot be carried out without travel and give evidence that proposed travel is cost-effective.

PRIOR PROPOSALS

Supply a list of **all proposals** (include extramural activity, FDA and USRG) **prepared in the past three (3) years**. Separate the list into Funded and Pending/Not-Funded proposals. List each proposal by title, source and amount requested. In a one paragraph report, briefly explain the status/outcome of all FDA and USRG awards received.

THE VITA (2 page maximum)

Provide a short curriculum vita that indicates the applicant's previous scholarly or creative work pertinent to the proposed effort. If there are particular past activities that require more extensive treatment, describe them in the narrative section.

ITEMIZED BUDGET and JUSTIFICATION

Break down costs and explain expenditures for all items. A travel agency itinerary detailing the costs and travel plans is highly encouraged. For USRG proposals that include travel, make sure to justify the travel in relation to the specific scholarly effort. USRG travel awards are rarely made for projects within 100 miles of the official domicile (unless the project requires many trips and/or overnight accommodations and the purpose served by the travel is well justified in the narrative).

Identify any supplemental funding sources (ie: co-sponsors, department, etc.) and itemize amount of contribution. The Committee looks favorably on projects that are co-sponsored (while recognizing that disciplines differ in their opportunities for additional funding). Funding from multiple sources is neither required to receive an award nor is it a guarantee of funding. If funds are requested from a co-sponsor and denied, this should be explained. Remember to have co-sponsor(s) sign the application form. If applicant uses personal funds to cover part of expenses, this can be listed. Personal funding is neither expected nor encouraged by the Committee.

Contingencies: There are times when awards are contingent upon certain criteria being met. For instance, **FDA proposals** may be contingent upon a paper being accepted for presentation. **USRG proposals** may be **contingent upon approval of a relevant University compliance committees** when the research involving vertebrate animals (IACUC), bio-hazardous or radioactive materials (IBC); and/or humans (IRB). Approval or acceptance does not have to be received prior to the request for funding but does have to be received before the award will be distributed.

What Happens Next?

Proposals are reviewed by a committee of experienced researchers composed of representatives from all colleges on a rotating basis. Two or three primary reviewers are assigned to each proposal. These reviewers give their recommendation to the committee and then the committee discusses the strengths and weaknesses of the proposal. Proposals are evaluated on scholarly merit, the qualifications of the applicant, and the potential that the proposed activity will lead to outside funding (in fields where such funding is available) or positive impact on work at K-State.

Once the committee reviews are complete, the information received is analyzed against the available budget. Decisions are made on whether the proposal will be funded by the Associate Vice President for Research and if so, the amount of the award. In the spring review, decision letters and copies of the primary reviewers' comments are mailed to each applicant. If an award is given, a change-in-budget transaction is made and this information is forwarded to the departmental accountant. If the award is in the spring, the money will be available at the beginning of the following fiscal year, after July 15th.

Special Circumstances:

Out-of-round reviews for funding, not to exceed \$500, may be approved when a documented emerging opportunity is shown.

Prior to submitting your proposal:

- Verify that application is complete and signed;
- Verify that all supplemental documentation is included; and
- Make sure your dean has evaluated, approved and signed the proposal.

INCOMPLETE PROPOSALS WILL BE RETURNED.