**Request for Applications**

**Dedman College Dean’s Research Council (DRC) Grant**

**Important Dates**

1. *Application Deadline*: November 16, 2018

Forward one electronic copy to [DedmanResearch@smu.edu](mailto:DedmanResearch@smu.edu) and 5 hard copies of the complete application to Renee McDonald, 200 Dallas Hall.

1. *Department Chair Letter of Support Deadline:* November 26, 2018

Applicants should arrange for a confidential letter of support written by their department chair. The chair must submit the letter of support directly to the Dean’s office. *Review meeting to identify up to three proposals of highest merit will be held in* March, 2019.

1. *Applicants for the 3 highest-ranked proposals will present a summary of their proposed research to the Dean’s Research Council review panel members:* March, 2019
2. *Award Announcement:* April, 2019

**Purpose**

To enhance faculty research by providing grants to support the development of new ideas and areas of research, establish cooperative and interdisciplinary research, and facilitate successful competition for external support. To compete successfully, applicants must demonstrate strong potential to attract external support (e.g., grants, fellowships). It is anticipated that at least two grants (one from category A or C, below, and one from category B) will be awarded.

**Eligibility**

All tenured faculty members may apply. Tenure-track faculty members who will complete their 3rd year review by Spring, 2019 may apply. Previous recipients of a DRC grant may not apply.

**Applicants may apply for only one of the three categories below.**

*A. Pilot/Feasibility Studies*

DRC grants in this category are intended to support research that will strengthen a planned application for external funding. Maximum budget: $30,000

*B. Humanities and Book Projects*

DRC grants in this category are designed primarily to assist faculty in the humanities. Faculty in closely related disciplines whose scholarship utilizes humanities research methods may apply as well. The grant is designed to support scholars whose research requires travel to archives or who need summer support to complete writing projects. Proposals at any stage of research development are allowed (i.e., DRC grants are not limited to early-stage projects). Ideally, the proposed project would also help position the applicant to compete successfully for external fellowships, grants, or awards. **Maximum budget: $10,000**

*C. Interdisciplinary Grants*

DRC grants in this category are intended to support research involving two or more faculty members from different fields, generally from different departments or schools. Proposals for new equipment that would be of value to several research programs will be considered under this category. **Maximum budget: $30,000**

**Conditions of Award**

1. Funds must be expended within twelve months of the award. A six-month extension can be requested no later than 4 weeks before the expiration of the grant.
2. Awardees must agree to present the proposed research at a reception held for the members of the Dedman College Research Council. The reception will be held in the spring semester, following the announcement of the award.

**Budget Conditions**

1. Grant funds may be used for research-related travel, equipment, supplies, software, summer salary, doctoral student stipends, and other direct support. Travel to present research at conferences is not allowable (the university has other mechanisms to support such travel).

**Review Panel**

*DRC members*. The grant review panel will include members of the DRC. Of these, Pierce Allman serves as a permanent member. At the Dean’s discretion, additional members from the roster of the DRC may be invited to serve on the panel.

*Faculty reviewers*. One faculty member from each division of Dedman College will serve on the review committee.

**Review Process**

The Associate Dean for Research and Academic Affairs will chair the review process. The review panel members will meet in February to review the applications. The applicants for the highest-ranked proposals (as rated by faculty reviewers) will be invited to make an oral presentation of the proposed research to the full review panel in March, 2017. The quality of the oral presentation and its accessibility to a lay audience is important to the evaluation process. After the oral presentations, the review panel will make final recommendations for award(s) to the Dean, who will make the final award decision. Awards will be announced by April 1.

**Review Criteria**

The proposals will be reviewed along the following dimensions, which are derived from review criteria of federal agencies that fund extramural research (e.g., NEH, NIH, NSF). Applications that are strong in each of these are more likely to be scored highly.

* Intellectual merit of the proposed research
* Significance and broader impacts of the proposed research
* The quality of the applicant’s previous work and the feasibility of the proposed project
* The rigor and quality of the research methods (i.e., conception, definitions, organization, research design, and measurement and proposed statistical analyses when relevant).
* Overall Impact: An assessment of the application as a whole, after considering all of the above review criteria together

In addition, applications that also contribute to accomplishment of college or institutional strategic objectives are viewed favorably.

**Guidelines for Preparing the Application**

Remember that the review panel includes non-researchers as well as faculty researchers from a wide range of disciplines. If the panel cannot understand your project, they are not able to evaluate it well. Thus, the proposal should be written so that it can be read and understood by someone who is not an expert in the field of the proposed research. For all sections of the application, use a 12-point font, single-spaced text, and no less than 1-inch margins on all sides. Tables and figures are allowed to be in smaller fonts if necessary. ***For fairness, applications that exceed the page limits or otherwise do not adhere to the application instructions will not be reviewed*.**

**Abstract.** Provide an abstract of the proposed research. Avoid the use of jargon and provide a context for the proposed work, including its significance and implications. *This section must not exceed one-half page*.

**Goals, Significance, and Methods.** Outline the major goals of the proposed research, the research methods, and the timeline. Describe clearly the significance and innovativeness of the proposed research for the discipline under study, for SMU, and for broader constituents (i.e., why, and to whom, does the proposed project matter). *This section must not exceed three pages. One additional page may be used for figures and tables. There is no page limit for the reference section.*

**Rationale.** Explain how funding this proposal would enhance the growth of the applicant’s research program and/or the growth of a new direction of research for the applicant. It is important to argue convincingly that funding the proposed research would do substantially more than maintain the status quo of the researcher or the researcher’s field. For interdisciplinary grants, explain how the proposed research differs from that of the individual investigators (i.e., how the whole exceeds the sum of the parts). If relevant, describe how the research contributes to institutional or college strategic goals. Include a statement about plans for conducting the research if the proposal does not receive DRC funding. *This section must not exceed one-half page.*

**Budget.** Provide a detailed budget using the budget form provided. Be certain to summarize (at the bottom of the form) all other available sources of research support available through other university accounts (e.g., start-up funds, other grants, overhead accounts), and whether any portion of those funds will be used to support the proposed research.

**Curriculum Vitae.** Provide a *two-page* (maximum) *c.v.* for each participating faculty member listed on the cover page. The c.v. should include at least the following information:

* Name, degrees and institutions, record of professional employment,
* Complete citations for books and/or peer-reviewed research, indicating whether or not each is related to the proposed research
* Record of applications for external support (e.g., agency, type of support/award) since beginning employment at SMU.

**Dedman College Dean’s Research Council Grant Program**

**Proposal Cover Page**

**Project Title**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Participating Faculty**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| *Role on Project* | *Name* | *Department* | *Academic Rank* | *email Address* |
|  |  |  |  |  |
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**Proposal Category (check one):**

\_\_\_\_\_Empirical Research (e.g., Pilot/Feasibility Study; Preliminary Research)

\_\_\_\_\_Non-empirical or humanistic research (e.g., book projects, archival research)

\_\_\_\_\_Interdisciplinary Grant (empirical or non-empirical)

Is IRB approval required for the proposed research? ☐Yes ☐No

If the results of this grant are anticipated to result in an application for external funding, please provide the following:

Federal agency to which you will apply\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of award (e.g., grant, fellowship)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Planned submission date. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Dedman College Dean’s Research Council Grant Program**

**Proposed Budget**

|  |  |  |
| --- | --- | --- |
| **A. Personnel/Salary** |  | **Amount** |
| **Name/Position** | **Description (e.g., 1 month summer salary)** |  |
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| **B. Fringe Benefits** |  |  |
| **Name/Position** | **Calculation (e.g., $5,000 X 30% fringe)** |  |
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| **C. Equipment** | **Description** |  |
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| **D. Supplies** | **Description** |  |
|  |  |  |
|  |  |  |
| **E. Travel** | **Description** |  |
|  |  |  |
|  |  |  |
| **F. Other** | **Description** | **Amount** |
|  |  |  |
|  |  |  |
|  | **TOTAL** |  |

**Other Support/Pending Support.** Describe any other sources of support that are currently available or expected to be available by the time of the award (including start-up funds). If the researcher has other funds available, but they will not be used to support the proposed research, please explain why.

|  |  |  |
| --- | --- | --- |
| A. Source/Purpose and Amount | B. Will these funds be used to support the proposed research? | C. If “no” in column B, please explain. |
|  | No Yes |  |
|  | No Yes |  |
|  | No Yes |  |