I. PROGRAM DESCRIPTION

The Oakwood University Faculty Development Grant Program (FDGP) provides seed money for research, teaching and service-related projects designed to assist with the development of research/scholarly activity, as well as, to enhance the effectiveness of individual faculty members. The FDGP will be limited to supporting those activities that lead to professional growth in teaching and research through increased scholarly writing. These activities may include support to generate preliminary data, analysis of data, or synthesis of the literature that will form the basis of a scholarly publication.

The program supports projects at any stage of development.

ELIGIBILITY
Support is available to full time (1.0 FTE) faculty at Oakwood University.

REQUIREMENTS
All grantees will be expected to engage in the following activities:

- attendance of most workshops offered in the association with the program (1 per month) – as grantee is available
- informal presentation at the President’s Faculty Luncheon
- oral presentation (poster presentation optional) at the Faculty Research Symposium
- submission of a 10-page scholarly/research paper by the end of project

FUNDING AVAILABLE
The average award is $600 dollars. Grant funds may be used to generate preliminary data, to study/synthesize prior research, and to analyze or process data. The award period begins September 27, 2017 and ends May 21, 2018.

II. PREPARING AND ORGANIZING YOUR APPLICATION

Submit the Notice of Intent (NOI) form and a proposal according to the specific instruction in this RFP.

NOTICE OF INTENT TO SUBMIT
The NOI is due on May 25, 2017 and the form can be found at FDGP Online: http://www.oakwood.edu/academics/research-a-grants/faculty-development-grant-program

THE PROPOSAL
The proposal is due on August 18, 2017.

Proposal development support, including budget preparation, is available upon request. Contact the University’s Grant Specialist. In addition, excellent resources for writing a proposal can be located at the following website: http://grants.nih.gov/grants/writing_application.htm
PROPOSAL ELEMENTS, PAGE LIMITATIONS, AND FORMATTING

Format proposal pages with **11 or 12-point size font**. The following fonts are preferred: **Times New Roman, Arial, or Calibri**. Single spacing is permissible.

The proposal should include the following sections within the corresponding page limits:

- Abstract – Not to Exceed One Half (½)Page
- Research Plan – Not to Exceed Three (3) Pages

**Significance and Impact**

Describe the research on which the project is based. Describe the significance of the proposed project, including its value to other scholars and the world. Will it complement, challenge, or expand on relevant studies in the field? How will knowledge, technical capability, and/or practice be changed or improved? How will successful completion of the project drive the field/discipline? Who will benefit?

**Investigators/Personnel**

Discuss the competencies/skill sets of the personnel. Are they suited for the project? How does the research proposed align with the focus area of the investigator(s)? If a collaboration, are skills complementary and expertise integrated? If a collaboration, describe the roles and responsibilities of each collaborator. If student researchers will be utilized, describe their contribution to the project.

**Goals, Aims, and Objectives**

List the goals, aims, and objectives of the project.

**Innovation**

Does the project seek to challenge or shift current research? Will the project utilize novel theoretical concepts, approaches or methodologies? Is a refinement or improvement of concepts, approaches, methodologies, interventions, etc. proposed?

**Approach and Work Plan**

Discuss overall strategy or methodology. Indicate the current stage of the project and the part or stage that will be supported. Provide a work plan/project timeline describing what will be accomplished and when throughout the award period. Remember your timeline should not heavily depend on factors beyond your control. Plan here for potential problems and plan alternative strategies.

**Environment**

Describe the environment in which the work will be done. Will the environment contribute to the probability of success? Is there institutional support, equipment, and other resources available? Will the project benefit from unique features of the environment (i.e. subject population, collaborative arrangements, etc.)? How does the research proposed align with the strategic focus of the University?

- Budget and Budget Justification – Not to Exceed Two (2) Pages
- Appendix – Not to Exceed One (1) Page
  - Statement of choice whether awardee will present an optional poster presentation at the annual Faculty Research Symposium
  - Statement of notice that the application has been or when it will be submitted to the appropriate internal review board.
- Biosketch of each Investigator – Not to Exceed Two (2) Pages, per Investigator

**NOTE:** Please refer to the document, Evaluation Criteria, for further explanation of proposal elements located on FDGP Online.

**NOTE:** A template for the Biosketch and the Budget can be downloaded from FDGP Online.
RE: USE OF STUDENT RESEARCHERS
Collaboration with students in research/scholarly activities is strongly encouraged and will be viewed as an asset.

Student researchers can only be awarded a scholarship for each semester in which they will be conducting research and monies will be posted to their accounts at the end of each semester.

BUDGET AND BUDGET JUSTIFICATION
A thoroughly explained and justified budget is one of the most important components of a successful proposal. Provide complete justification of all expenses and be sure to double check budget figures.

Also, indicate any funding from sources other than the FDGP. Identify completely all funding sources (university, school, departmental, outside, personal; include a statement about grant funds allocated to travel). If you have requested or received funds from other university sources, indicate source and amount. What is the extent of others’ and your financial commitment to this research project? The more complete your documentation of funding sources, the better your chances of receiving funds.

NOTE: Be sure to include expenses for poster presentations (if applicable) into your proposed budget.

BUDGET RESTRICTIONS
The 2017-2018 funding cycle will not support meeting attendance.

NOTE: If requesting salary for the investigators, please be advised that it is subject to state and federal withholdings.

III. APPLICATION REVIEW INFORMATION

PROPOSAL EVALUATION CRITERIA & INTERNAL REVIEW
The Faculty Development Grant Committee selects awardees according to the following criteria:

- The merit and value of the activity, especially the potential to enhance your performance as a faculty member in teaching and research/scholarly writing.
- The adequacy of your proposal, especially the research plan, including budget, clarity, and appropriateness of supporting documentation.
- Evaluations and comments that may be provided by your chair.

In addition, refer to the previously mentioned document, Evaluation Criteria.

Please note that the proposal and forms must be complete, all budget items need a full justification and the budget must add up correctly.

All proposals will require review by the appropriate internal review board (IRB, IACUC, Biosafety), as necessary, prior to proposal implementation. Information can be found on the University IRB website: http://www.oakwood.edu/academics/irb

NOTE: It is highly recommended that appropriate application should be submitted to the appropriate internal review board at the same time of the proposal submission. Note that this has been completed or when it will be completed in the Appendix of your proposal. The first two IRB Committee meetings for 2017-2018 are scheduled for August 31 and September 28.

OPTIONAL EARLY REVIEW OF DRAFT PROPOSALS
A draft of the Research Plan may be submitted for early review by August 4, 2017. Time constraints prevent review of draft proposals submitted after that date. Though not required or a part of the formal application review process, submitting a draft will allow comments to be provided that may help you strengthen your application. The proposal will be returned to you by Monday, August 14th.

IV. AWARD ADMINISTRATION INFORMATION
Awards will be announced on September 27, 2017 and Award Letters will be distributed at the Welcome and Orientation event.

REPORTING
The Principal Investigator is to complete two (2) reports over the course of the award period. The Mid-Grant Project Report, due on January 8, 2017 and the End-of-Project Report, due with the final paper on May 21, 2018. The Progress Report will update the funder on the progress of the research proposed. The End-of-Project Report and Final Paper will close the grant award.

NOTE: A Template for each of the reports can be found on FDGP Online.

V. SUBMISSION DATES* AND GRANT AWARD TIMELINE

August 8, 2017 Notice of Intent to Submit Form Due - EXTENDED
August 18, 2017 Proposal Due
August 25, 2017 Application Sent to Appropriate Internal Review Board
September 27, 2017 Awards Announced
October 10, 2017 at 5:30 PM Welcome and Orientation
January 8, 2018 Mid-Grant Project Report Due
March 20, 2018 President’s Faculty Research Luncheon
April 17, 2018 7th Annual Faculty Research Symposium
May 21, 2018 End of Project

*Some dates subject to change

VI. CONTACT INFORMATION

FDGP Sponsor: Prudence L. Pollard
Vice President of Research & Faculty Development
256.726.7743

Please direct all documents and questions to the FDGP Program Manager:
Shannan Malone
Grants Specialist, Office of Research & Grants
256-726-7492
smalone@oakwood.edu

The Faculty Development Grant Program Online: http://www.oakwood.edu/academics/research-a-grants/faculty-development-grant-program