UNIVERSITY AT ALBANY FACULTY RESEARCH AWARDS PROGRAM (FRAP)
Application for Categories A and B
for Award Period 5/1/2014– 4/30/2016

Note: Please check appropriate category on the application cover sheet.

GENERAL INFORMATION

The University at Albany Faculty Research Awards Program (FRAP) provides seed funding to support faculty research and other creative endeavors in the form of two separate and distinct grants-in-aid. Eligible applicants may receive only one award (A or B) per award period. No faculty member may hold two consecutive awards, regardless of the category. If you have questions, please contact Thecla Philip at 518-956-8176 or via e-mail at tphilip@albany.edu

The FRAP award is to be used to support the direct costs of research. Examples of supportable projects include laboratory experiments, field studies, artistic projects, and humanistic/scholarly endeavors. There is no provision for summer faculty salary or stipend, and project funds may not be expended for the purchase or maintenance of office or computer equipment (with the exception of some software packages) or for travel to conferences. In considering possible award levels, review bodies will evaluate the overall resource needs of the project and the viability of the project should it be recommended for only partial support.

DESCRIPTION OF CATEGORIES

• FRAP A Category

Applicants must hold a tenure track, term appointment or, if currently in qualified academic rank, have documentation showing that the appointment will be converted to tenure track. Applicants must be a faculty member who is eligible to be a Principal Investigator on a Research Foundation award.

Junior faculty are especially encouraged to apply and will receive special consideration.

This award is competitive at the University level. The proposal will be reviewed at the School or College level and at the University level. At the University level it will compete with applications from any unit of the University. The review is conducted by academic colleagues from various units of the University and the proposal writing should be understandable to such colleagues outside your area of research specialization. Clear writing is valuable.

FRAP A Awards are intended to stimulate new research that has the potential for subsequent external support. The potential to stimulate external support may be judged in terms of several characteristics:

1) The work of high QUALITY is distinguished by having the problem/question and study rationale clearly defined

2) The SIGNIFICANCE of the work is considered in terms of the potential impact of findings on the field or on society.

3) The methodological APPROACH for the study should be clearly described and justified.

4) Proposals for INNOVATIVE work (how novel and/or creative is the idea) will be more likely to get funding also.

5. Proposals for WORK TO IMPROVE AN APPLICATION FOR A RE-SUBMISSION to an external agency are high priority applications because they have high potential for external support.

6. Priority will be shown to proposals outlining a COLLABORATIVE AND INTERDISCIPLINARY approach.
• **FRAP B Category**
  Competitive at the College or School level

  Supports more modest research projects that also have potential for external funding or projects for which it is
difficult to find funding, but are of significance to the discipline. Each college/school devises its own criteria
regarding the eligibility of part-time and professional staff. Jointly appointed faculty may choose the school or
college to which the application will be submitted.

  Only the faculty within the college/school may apply; junior faculty are especially encouraged to apply and will
receive special consideration.

  Priority will be shown to proposals outlining a collaborative and interdisciplinary approach.

**Special Note:** FRAP award funds are generally disbursed as Research Foundation grants to recipients; however, there may
be circumstances where award funds are disbursed from State or State/IFR sources. Guidelines governing the use of state
funds are different from those of the Research Foundation. Award recipients will receive notification letters specifying the
source of funding and instructions for utilizing the funds.

**APPLICATION REQUIREMENTS**

All application packets should be **submitted in the order noted** and should include the following:

• **Application Cover Sheet** – complete in entirety

• **Project Abstract** – double-spaced, maximum 200 words

• **Project Narrative** – double-spaced, and in five pages or less, describe the proposed project including:
  - major theses of the project & investigator's understanding of the subject matter
  - preliminary work already accomplished
  - objectives of the work & work schedule
  - fully articulated research methodology
  - facilities and resources needed for the work
  - supporting evidence regarding the likelihood of future external

• **Itemized Budget** – Please complete in entirety

• **Research Compliance Approval** - Approval forms for proposed research that collects information on or about living
human beings or animals, and proposed research involving recombinant DNA, potentially pathogenic substances/toxins,
and/or human tissue/body fluid, must be completed by the applicant and submitted to the Office of Regulatory Research
Compliance, Lecture Center, SB28, prior to initiating the project and before release of the FRAP award. The
University Institutional Review Board (IRB) reviews and approves requests involving human subjects; the University
Institutional Animal Care and Use Committee (IACUC) reviews and approves requests involving animal welfare; and the
Institutional Bio-safety Committee (IBC) reviews and approves research involving recombinant DNA, potentially
pathogenic substances/toxins, and/or human tissue/body fluids.

  If you have questions about the research compliance procedures please contact the Office of Regulatory Research
Compliance at 442-9050 or visit the web site at [http://www.albany.edu/research/compliance/](http://www.albany.edu/research/compliance/)

• **Curriculum Vita** – attach the principal investigator's current vita.

• **Supplementary Material** – attach, at your discretion, additional material in support of your proposal provided that it is
not simply an expansion of the application narrative.
• **External Review** – applicants who wish to have their proposal reviewed by an outside reviewer must send a copy of the proposal directly to the reviewer and request that comments be sent directly to the Dean (see Calendar for deadline). Please indicate on the Application Cover Sheet if you have solicited an outside review and include the person's name, e-mail address and phone number. Also provide a brief statement about the reviewer's qualifications, noting the relationship to the applicant.

• **Prior Year FRAP Awards** – attach a one page summary detailing outcomes of any previous awards. Include research outcomes as well as any publications, subsequent applications or awards related to the funded project. Visit the website at [http://www.albany.edu/research/Forms/FRAP%20Final%20Report.pdf](http://www.albany.edu/research/Forms/FRAP%20Final%20Report.pdf) for the form. The FRAP award will not be made without the FRAP Final Report.

**REVIEW PROCESS**

The Office of the Vice President for Research sends a call for proposals to the Deans and Department Chairs.

• **FRAP A**
  Applicants should submit an original proposal plus specified copies to the Dean of the appropriate college/school by the deadline noted. In accordance with college or school practices, the Dean shall convene an advisory committee to screen applications and to rank proposals. The Dean will then forward the original proposal plus copies, rankings and advisory committee's comments to the Office of the Vice President for Research in UNH 307C for review by a University-wide subcommittee of the Council on Research.

  The subcommittee reviews the FRAP proposals, taking into consideration the rankings and comments provided by the college or school, and makes a recommendation for funding to the Vice President for Research through the Council on Research.

• **FRAP B**
  Applicants should submit an original proposal plus copies to the Dean of the appropriate college/school by the deadline note. Applicants should contact the Dean's office for the number of copies required for FRAP B proposals.

  Funding recommendations for FRAP B awards are determined by each college/school based on an allocated amount, and are forwarded to the Vice President for Research for authorization in consultation with the Council on Research.

**AWARD AMOUNTS**

FRAP A award amounts range from $4,000 to $10,000 per award period.

FRAP B award amounts range from $1,000 to $4,000 per award period.
### FRAP A

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<th>Description</th>
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<tr>
<td>FRAP A applicants submit the original plus ten (10) copies to the Dean</td>
<td>October 7, 2013</td>
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<tr>
<td>Comments from external reviewers must be received by the Dean</td>
<td>October 11, 2013</td>
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<tr>
<td>Deans submit (10) copies of (a) the original FRAP A proposal, (b) advisory committee's comments and (c) other supplemental information along with the school/colleges rankings to the Office of the Vice President for Research.</td>
<td>November 4, 2013</td>
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<td>Vice President for Research notifies applicants</td>
<td>February 7, 2014</td>
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### FRAP B

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<tr>
<td>FRAP B applicants submit the original plus copies to the Dean. Please contact the Dean’s office for the number of copies required.</td>
<td>March 7, 2014</td>
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<tr>
<td>Deans submit the original FRAP B proposal plus one (1) copy along with recommendations and other supplemental information to the Office of the Vice President for Research.</td>
<td>April 7, 2014</td>
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<td>Vice President for Research notifies applicants</td>
<td>April 21, 2014</td>
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### AWARD PERIOD

The award period for both FRAP A and B begins May 1, 2014 and ends April 30, 2016. In order to ensure timely processing of payment or reimbursements for a specific fiscal year, requests should be submitted to the Accounting Office, MSC 203 no later than May 15 of the fiscal year.
University at Albany Faculty Research Award Program
Application Cover Sheet for Award Period 5/1/2014 – 4/30/2016
Today’s Date_______________

Please check appropriate category.  ___FRAP A  ___FRAP B

GENERAL INFORMATION
Name of Principal Investigator___________________________________________________________

Rank or Position_______________________________________________________________

Unit/Department______________________________________________________________

Project Title______________________________________________________________

E-mail address______________________________________________________________

PREVIOUS FRAPs
Indicate title and year of previous FRAP activity and award amount for proposals that were funded.
Note: FRAP awards will not be funded for consecutive years.

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<thead>
<tr>
<th>Title of Funded Proposal</th>
<th>Year</th>
<th>Award Amount</th>
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EXTERNAL REVIEW
If you have arranged for a proposal review by an external reviewer, please indicate that person’s name, institution, e-mail address and telephone number. Attach a brief statement about the reviewer’s qualifications and relationship to you.

Name of Reviewer______________________________________________________________

Institution______________________________________________________________

E-mail address______________________________________________________________ Telephone Number___________

RESEARCH COMPLIANCE
Does your project involve (check one)  Approval attached? (check one)
Use of human subjects?  Yes ( ) No ( )   Yes ( ) No ( )
Use of warm-blooded animals?  Yes ( ) No ( )   Yes ( ) No ( )
Use of biohazard materials?  Yes ( ) No ( )   Yes ( ) No ( )

CERTIFICATION
If the proposed activity involves the use of human or animal subjects or biohazard materials, I understand that it will be necessary to obtain review an approval from IRB, IACUC or IBC, whichever applies, prior to initiating the project and before the release of the FRAP award.

Signature______________________________________________________________

Principal Investigator
**FRAP ITEMIZED BUDGET**

Name of Applicant ____________________________________________________________

Research Foundation Fringe Benefit Rates - for fringe benefit rates pertaining to the appropriate time period, please see [http://www.albany.edu/research/OSPDocs/RatesCodesContacts.pdf](http://www.albany.edu/research/OSPDocs/RatesCodesContacts.pdf)

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<th>CATEGORY</th>
<th>BUDGETED AMOUNT</th>
<th>TOTAL by CATEGORY</th>
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<td>Undergraduate students</td>
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<td>Other Personnel</td>
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Consultant Services
Please consult with the Office of Sponsored Funds Personnel MSC 326 at 437-4500 prior to making any commitments to an outside individual.

| Travel                   |                 |                   |
| Airfare                  | $______________ | $______________   |
| Hotel/lodging accommodations | $______________ | $______________ |
| Meals                    | $______________ | $______________  |
| Local transportation, parking, etc. | $______________ | $______________ |

Supplies (please specify)

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Miscellaneous

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Equipment
(exclude general purpose and computer equipment; special justification required)

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Grand Total

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FRAP Amount Requested $__________________
BUDGET JUSTIFICATION STATEMENT
(attach separate sheets if necessary)

In the space provided below, please provide rationale for all of the expenses listed in the budget itemization. Describe how the award will facilitate the research project and why any requested amounts cannot be supplied by other sources within the University. If the FRAP request is less than the total budget, please explain how the difference will be covered.