University at Albany Faculty Research Awards Program (FRAP)
Application for Categories A and B
Award Period: 5/1/2018 - 4/30/2020

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

GENERAL INFORMATION

The University at Albany Faculty Research Awards Program (FRAP) provides seed funding for research and creative activities in the form of two separate and distinct grants-in-aid. FRAP-A awards are intended to stimulate new research that has the potential for subsequent external support. FRAP-B awards support more modest research efforts that have potential for external funding or projects for which it is difficult to find external funding, but are of significance to the discipline. Eligible applicants may receive only one award (A or B) per award period. A faculty member may not apply if they have an active FRAP account, unspent start-up funds, or another source of funding, unless there are exceptional circumstances as noted in the Additional Justification Statement (page 9 of the application). If you have questions, please contact the Office of the Vice President for Research at 518-956-8170 or via e-mail at ResearchInternalAwards@albany.edu.

FRAP awards support the direct costs of research, such as laboratory experiments, field studies, artistic projects, and humanistic/scholarly endeavors. FRAP awards cannot be used to support summer faculty salary or stipend, travel to conferences, or for the purchase or maintenance of office equipment, such as laptops and computers. Computer software packages for the sole purpose of conducting research must be properly explained in the Budget Justification Statement (page 8 of the application). When considering FRAP proposals and the requested level of support, the review committee will evaluate the merits and viability of the project, the overall resources needed, and funding availability.

DESCRIPTION OF CATEGORIES

- **FRAP-A Category**
  FRAP-A applications can have only one tenured or tenure track Principal Investigator (PI). The applicant must also be eligible to be a Principal Investigator on a Research Foundation award.

  The application must clearly define the role of the PI, the collaborators and research personnel.

  Junior faculty with no remaining start-up funds are especially encouraged to apply and will receive special consideration.

  This award is competitive at the University level and will compete with applications from any unit of the University. The proposal will be reviewed at the College or School level and at the University level. The applications are reviewed by a group of academic colleagues from various units across the University. The project description should be understandable to colleagues outside the applicant’s area of research. Clear writing is valuable.

  FRAP-A Awards are intended to stimulate new research that has the potential for subsequent external support. The review of FRAP-A applications will be based on its potential to attract external support, as well as:

  1. The **QUALITY** - well formulated problem/question and rationale.

  2. The **SIGNIFICANCE** - potential impact of findings on the field or on society.
3. The **APPROACH** - clearly stated and justified methodology.

4. The **INNOVATION** - novelty and/or creativity.

5. **IMPROVING AN APPLICATION FOR A RE-SUBMISSION** to an external agency.

6. **COLLABORATIVE AND INTERDISCIPLINARY** approaches will be given preference.

- **FRAP-B Category**
  
  FRAP-B applications compete at the College or School level and provide modest support to projects that are of significance to the discipline, have a potential for external funding, or for which it is difficult to find external funding. Each college/school uses its own eligibility criteria for part-time and professional staff. Jointly appointed faculty may choose which college/school they will submit their application to.

  Junior faculty with no remaining start-up funds 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 but may also be 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 regarding the source of funding and instructions that must be followed for utilizing the funds.

**APPLICATION REQUIREMENTS**

Incomplete proposals will not be evaluated. All applications must include the following:

1. **Application Cover Sheet**

2. **Project Abstract** – Double-spaced, maximum 200 words

3. **Project Narrative** – In five double-spaced pages or less, describe the proposed project including:
   a. Major theses of the project and current understanding of the subject matter
   b. Preliminary work already performed
   c. Objectives of the work and timeline
   d. Well articulated research methodology
   e. Facilities and resources needed for the work
   f. Likelihood of future external funding - identify programs and agencies to which grant applications will be submitted

4. **References Cited** - does not count toward the five-page limit set for the Project Narrative. Only up to 25 relevant and current references in an accepted citation format in your discipline may be given.

5. **Itemized Budget with Justification Statement** – Please complete in entirety.

6. **Other Support**- Provide *details* of all active funding available to the PI, including all financial resources available in direct support of an individual’s research/scholarly activity (not limited to research grants), cooperative agreements, contracts, institutional awards, and unspent start-up funds. Preference will be given to applicants without start-up funds and with limited additional support. Information on all current research awards and those received over the past three years must be provided.
7. **Research Compliance Clearances** – For projects involving the use of human subjects, animals, or biohazards, all regulatory and research compliance clearances/approvals must be obtained prior to award being released.

- If you have questions about research compliance procedures involving human and animal subjects, please contact the Office for Pre-Award & Compliance Services by email compliance@albany.edu, phone 518-437-3850, or visit the website at [http://www.albany.edu/orrc/index.php](http://www.albany.edu/orrc/index.php).

- If you have questions about research compliance procedures involving the use of radioactive materials, recombinant DNA, or biohazards, please contact the Office of Environmental Health & Safety by email EHS@albany.edu, phone 518-442-3495, or visit the website at [http://www.albany.edu/ehs/](http://www.albany.edu/ehs/).

8. **Curriculum Vitae** – Attach the Principal Investigator’s current vitae including (I) publications in peer-reviewed journals and books, (II) invited professional talks, (III) extramural grants (include their title, funding agency, amount and the period), (IV) professional recognition/honors, (V) grant applications submitted (include the agency’s name, level of funding requested and the date) over the past three years.

9. **Supplementary Material** – Attach, at your discretion, additional material in support of your proposal provided that it is not an expansion of the application narrative.

10. **Prior Year FRAP Awards** – Complete the FRAP Final Report form detailing research outcomes, publications, invited talks, other scholarly work, and extramural funding applications or awards related to the FRAP project. Visit the website at [http://www.albany.edu/osp/ualbany-research-funding.php](http://www.albany.edu/osp/ualbany-research-funding.php) to locate the form. An award will not be made without the FRAP Final Report.

### 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.

### Award Period

The award period for both FRAP A and B begins **May 1, 2018** and ends **April 30, 2020**. In order to ensure timely processing of payment, requests should be submitted to the Accounting Office no later than **May 15 of the fiscal year**.

### Evaluation Criteria

In keeping with the spirit of the FRAP program, an application will be evaluated on the likelihood of the application’s success in initiating a new line of scholarship or research that will grow into a larger project in the future. Some of the elements of a successful application include:

1. The scholarly merit of the project as judged by the College/School and Council on Research.

2. Possibility of attracting high caliber students to UAlbany.
3. Timeliness and likelihood of attracting external support as evidenced by the existence of funding programs/agencies listed in the application.

4. Applicant’s attempts and success in applying and securing extramural funding over the past three years.

5. Research and funding outcomes of previously awarded FRAPs, other internal awards, and start-up monies for junior faculty.

6. Applicant’s scholarly achievements in the form of peer-reviewed publications, books, invited talks at professional conferences.

7. Appropriateness of the project’s budget and specific details provided in the Budget Justification Statement.

REVIEW PROCESS

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

- **FRAP-A**
  Applications must be submitted electronically to the Dean of their college/school before the deadline (please contact the Dean’s Office for information on where to submit the electronic application). In accordance with college/school practices, the Dean shall convene an advisory committee to screen applications and rank proposals. The Dean will forward the electronic application, the signed endorsement form (http://www.albany.edu/osp/assets/Research_Internal_Awards_Endorsement_Form.pdf), advisory committee comments, school/college rankings, and other supplemental information to ResearchInternalAwards@albany.edu by the deadline. A University-wide review committee, the Council on Research, will review the proposals, taking into consideration the rankings and comments provided by the college/school, and make funding recommendations to the Vice President for Research.

### FRAP-A DEADLINES

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<thead>
<tr>
<th>DESCRIPTION</th>
<th>FRAP-A</th>
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<tr>
<td>FRAP-A applicants submit the application electronically to the Dean. Please contact the Dean’s Office for information on where to submit the electronic application.</td>
<td>October 2, 2017</td>
</tr>
<tr>
<td>Dean forwards the electronic application packet, which includes the following: • Electronic application • Signed endorsement form • Advisory committee comments • School/college rankings • Other supplemental information to <a href="mailto:ResearchInternalAwards@albany.edu">ResearchInternalAwards@albany.edu</a>.</td>
<td>November 6, 2017</td>
</tr>
<tr>
<td>Vice President for Research notifies applicants</td>
<td>Early February 2018</td>
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FRAP-B

Applications must be submitted electronically to the Dean of their college/school by the deadline (please contact the Dean’s Office for information on where to submit the electronic application). The Dean will forward the electronic application, the signed endorsement form (http://www.albany.edu/osp/assets/Research_Internal_Awards_Endorsement_Form.pdf), the funding recommendations, and other supplemental information to ResearchInternalAwards@albany.edu by the deadline.

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 final consideration.

<table>
<thead>
<tr>
<th>FRAP B-DEADLINES</th>
<th>DESCRIPTION</th>
<th>FRAP-B</th>
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<tr>
<td><strong>FRAP-B</strong></td>
<td>FRAP-B applicants submit the application electronically to the Dean. Please contact the Dean’s Office for information on where to submit the electronic application.</td>
<td>March 5, 2018</td>
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<td>Dean forwards the electronic application packet, which includes the following:</td>
<td>April 4, 2018</td>
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<td>• Electronic application</td>
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<td>• Signed endorsement form</td>
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<td>• Funding recommendations</td>
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<td>• Other supplemental information to <a href="mailto:ResearchInternalAwards@albany.edu">ResearchInternalAwards@albany.edu</a>.</td>
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<td></td>
<td>Vice President for Research notifies applicants</td>
<td>Late April 2018</td>
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Today's Date:

Please check appropriate category: FRAP A FRAP B

GENERAL INFORMATION

Name of Principal Investigator:

E-mail address:

Rank or Position:

Unit/Department:

Project Title:

When do you expect to begin this project? Date:

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.

<table>
<thead>
<tr>
<th>Title of Funded Proposal</th>
<th>Year</th>
<th>Award Amount</th>
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<tbody>
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Please detail external proposals that were generated from your previous FRAP awards.

What was produced as a result of your previous FRAP awards (publications, invited talks, subsequent extramural grant applications, awards, etc.)?

RESEARCH COMPLIANCE

Does your project involve the use of: Human Subjects Approval attached?

Yes No Yes No

No Yes No
Animal Subjects | Yes | No | Yes | No
Biohazard Materials | Yes | No | Yes | No

CERTIFICATION
As principal investigator, I certify that the information provided on this application form is accurate and complete to the best of my knowledge. I agree to comply with all UAlbany policies and procedures, as well as with all applicable regulations. I understand that I have ultimate responsibility for the conduct of this research.

Applicant Signature: Date:
## 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/osp/assets/RatesCodesContacts.pdf](http://www.albany.edu/OSP/assets/RatesCodesContacts.pdf).

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>BUDGETED AMOUNT</th>
<th>TOTAL BY CATEGORY</th>
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<tbody>
<tr>
<td><strong>Salary &amp; Fringe Benefits</strong></td>
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<tr>
<td>Graduate Students</td>
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<td>Undergraduate Students</td>
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<td>Other Personnel</td>
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<td>Consultant Services</td>
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<td>Travel</td>
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<td>Airfare/train/bus</td>
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<td>Hotel/lodging accommodations</td>
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<td>Meals</td>
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<td>Local transportation, parking, etc.</td>
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<td>Supplies (please specify)</td>
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<td>Miscellaneous</td>
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<td>Equipment</td>
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<th>Grand Total</th>
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<th>FRAP Amount Requested</th>
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Budget Justification Statement
(attach separate sheets if necessary)

In the space provided below, please provide justification 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.

Please explain how your project would be impacted if (a) the amount awarded is less than the amount requested, and (b) if no award is made.
Additional Justification Statement
(Attach separate sheet(s) if necessary)

If you have an active FRAP account, unspent start-up funds, or other sources of funding, you must provide justification as to why these funds have not been expended and why the FRAP award is needed. Please provide detailed information on the following:

- Updated spending plan and timeline for unobligated balances.
- If an extension was granted, detailed circumstances for needing the extension.
Other Support Statement
(Attach separate sheets if necessary)

Please provide details of all active funding available to the PI. Other Support includes all financial resources available in direct support of an individual’s research endeavors, including but not limited to research grants, cooperative agreements, contracts and/or institutional awards, including startup funds.

1. Project Title:
   Funding Source:
   Support Level: $
   Period of Support:

2. Project Title:
   Funding Source:
   Support Level: $
   Period of Support:

3. Project Title:
   Funding Source:
   Support Level: $
   Period of Support:

4. Project Title:
   Funding Source:
   Support Level: $
   Period of Support:

5. Project Title:
   Funding Source:
   Support Level: $
   Period of Support: