

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 Elizabeth Rooks at 518-956-8173 or via e-mail at erooks@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/>

- 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/osp/ualbany-research-funding.php> 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' 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.

CALENDAR

Description	<u>FRAP A</u>
FRAP A applicants submit the original plus ten (10) copies to the Dean	October 7, 2013
Comments from external reviewers must be received by the Dean	October 11, 2013
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.	November 4, 2013
Vice President for Research notifies applicants	February 7, 2014

FRAP B

FRAP B applicants submit the original plus copies to the Dean. <u>Please contact the Dean's office for the number of copies required.</u>	March 7, 2014
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.	April 7, 2014
Vice President for Research notifies applicants	April 21, 2014

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.

Title of Funded Proposal	Year	Award Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 and 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>

CATEGORY	BUDGETED AMOUNT		TOTAL by CATEGORY
Salary & Fringe Benefits			\$ _____
	Salary	Fringe	
Graduate students	\$ _____	\$ _____	
Undergraduate students	\$ _____	\$ _____	
Other Personnel	\$ _____	\$ _____	
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)			\$ _____
_____		\$ _____	
_____		\$ _____	
Miscellaneous			\$ _____
_____		\$ _____	
_____		\$ _____	
_____		\$ _____	
Equipment		\$ _____	\$ _____
(exclude general purpose and computer equipment; special justification required)			
Grand Total			\$ _____

FRAP Amount Requested	\$ _____
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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.