UT Martin Faculty Research Grant Program

The UT Martin Faculty Research Grant Program is designed to provide modest support (not to exceed $2,000) for preliminary studies leading to external grant proposals for long-term support and/or to publication of research results. Regular, full-time faculty may apply for a Faculty Research Grant. Applications and proposals must follow specific guidelines to be considered for funding and are due in the Office of Research and Sponsored Programs (ORSP) on or before March 1. Applications and proposals not meeting guidelines will not be considered for funding. Once a study has been funded, a faculty member is not eligible to receive a Faculty Research grant the following year. This does not prohibit the faculty member from applying to the Faculty Development Teaching, Technology, and/or International Travel Programs.

There are two (2) categories of Faculty Research Grants: (1) first-time submissions and (2) previous submissions/awards. Category (1) grants are reserved for those full-time faculty members who are submitting to the Faculty Research Program for the first time where time on campus is of no consequence. Category (2) grants are reserved for those full-time faculty members who have previously submitted and/or been awarded a Faculty Research Grant. Faculty members who have previously been awarded a grant must show that they have (1) submitted a proposal for external funding, (2) submitted for publication the results of their previous award, and/or (3) presented results of study at a national meeting before their new study will be considered for funding. For these awards, "research" is defined broadly to subsume all forms of scholarly work and creative artistic activity.

Faculty members are encouraged to include students in their research activities so long as it is clear that (1) The project belongs to the faculty member, (2) the faculty member will be the one publishing the results, and (3) the faculty will be the one submitting an external proposal for long-term support. Funds may be requested for items germane to the completion of the project such as:

> (a) travel (to collect data and conduct research, not to present findings);
> (b) release time (PAF must reflect percentage and amount during academic year);
> (c) student wages must be in support of the faculty research;
> (d) clerical salaries (PAF must reflect percentage and amount);
> (e) expendable equipment (excluding computers and peripherals);
> (f) supplies (e. g., software, books, paper, expendables, etc.);
> (g) communication (e. g., postage, telephone, freight, etc.).

Funds may not be awarded for membership fees, dues, and subscriptions or for publicity items such as t-shirts, mugs, posters, etc. Books and materials purchased with Faculty Research funds are the property of the faculty member until such time that the faculty member terminates from UT Martin. At that time, these items will be given over to and housed in the Paul Meek Library.

Acknowledgment of the UT Martin Faculty Research Grant shall be given in all papers and articles published and/or presented as the result of the funded research. One reprint of each article or paper published and/or presented shall be filed with the Executive Director of the ORSP.

The funding period for the Faculty Research grant is July 1 through June 15 of the next fiscal year. Research money may not be carried over into the next fiscal year. All requests for expenditures attendant to the grant shall come through the ORSP. A Progress Report of the project is due to the Executive Director of the ORSP by December 1 of the fiscal year in which the grant is made. End reports are due by July 31.

Members of the Faculty Research & Development Committee (representing all UT Martin academic units) are responsible for reading and evaluating proposals. The ORSP will prepare proposal packages and distribute copies and evaluation rubrics to committee members via Canvas. Members will complete the evaluations and return them to ORSP. Applications and proposals must follow the guidelines to be considered for funding. A Proposal Checklist is attached so that the proposer may check her/his proposal application before submitting them to ORSP. Applicants are urged to keep their submissions free of discipline jargon and to write clearly and concisely so that Committee Members can understand the project rationale, objectives, and methodology.

In the event a Committee Member submits a proposal, and/or if a Committee Member's immediate family member (i. e., spouse; parent(s); children, including step-children; siblings; nieces and nephews) submits a proposal, the Committee Member will recuse her/himself from reviewing and discussing any proposals, but will participate in all other aspects of the Committee's work. It is the responsibility of the Committee Member to secure a replacement for her/him to review and discuss all proposals and to provide the name of the replacement to the Committee Chair before the Committee's initial meeting.