

# Overview of URC Faculty Fellowship Award

University Research Committee

Jingshu Chen, Co-Chair  
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Research Office

# URC Awards

## University Research Committee -- Award Timetable

<b>Grant Type</b>	<b>Award Amount</b>	<b>Application Submission Deadline</b>
Faculty Research Fellowship	\$10,000	Third Monday of October
Faculty Research Grant	\$2,000	Fourth Monday of January
Faculty Research Excellence Award Nomination	\$2,500	Fourth Monday of November
Faculty New Investigator Research Excellence Award	\$1,500	Fourth Monday of November
Meadow Brook Hall Research Conference Award	\$3,000	Fourth Monday of November
Faculty President's Colloquium Series Award	\$1,000	Last day of March
Faculty Books, Reports, Page Charge Reimbursement	\$350	No deadline

All URC Award competitions can be found  
on our Research Website at  
[www.oakland.edu/research](http://www.oakland.edu/research)

# Faculty Research Grant - \$2,000

- This award has been established to provide support for a variety of research projects.
  - **Pilot projects**
  - **Purchase of data**
  - **Equipment**
  - **Travel for field research**
- You **cannot receive both** the fellowship and research award in the same year.
- Deadline to apply – Fourth Monday of January

# Meadow Brook Hall Research Conference Award

- One awardee
- All faculty members are eligible to apply for this award
- \$3,000 in funding is available from the URC to support a research conference
- The proposed conference should promote visibility of OU at the **regional, state, national** or even **international** level.
- Deadline to apply: Fourth Monday of November



# Research Excellence Award – \$2,500

## **Funded by the Provost Office**

The URC receives and reviews the applications and makes a recommendation to the Provost.

- Selection is based on faculty **research accomplishments** and **contributions made in their field**.
- The URC selects an award recipient in one of the following categories that rotate on a three-year cycle:
  - Professional Schools: 2021-2022**
  - Social Sciences/Humanities: 2022-2023**
  - Natural & Mathematical Sciences: 2020-21**  
(Biological Sciences, Biomedical Sciences, Chemistry, Mathematics & Statistics, and Physics)
- Faculty candidates may apply themselves or be nominated by another faculty member
- Deadline to apply: Fourth Monday of November

# New Investigator Research Excellence Award – \$1,500

## Funded by the Provost Office

The URC receives and reviews the applications and makes a recommendation to the Provost.

- Intended to recognize **junior faculty** for their achievements at OU.
- All **non-tenured assistant professors** are eligible to compete for this award.
- Candidates **must** be nominated by another faculty member.
- Deadline to apply: Fourth Monday of November

# President's Colloquium

## **Funded by the President's Office**

- This award includes a \$1,000 Honorarium.
- The president of OU supports a colloquium to showcase faculty research at the university.
- Faculty members from any rank and discipline that have an interest in presenting may apply.
- This presentation will be given at OU's Founder's Day, typically taking place in early November.
- Deadline to apply: Last day of March.

# Books, Reprints, and Page Charge Reimbursements

- The URC will reimbursement faculty up to \$350 for the purchase of copies of their:
  - published books
  - page charges required by scholarly journals
  - article reprints
- Requests for reimbursements are made directly to the Chair of the URC, no application is necessary.
- Refer to the guidelines for specifics about this reimbursement award
- Deadline: ongoing



# Faculty Research Fellowships

## Who Can Apply?

- Faculty bargaining unit members at OU
  - Untenured faculty members may receive Fellowships no more than once every 2 years
  - Tenured faculty may receive Fellowships no more than once every 3 years.
  - Active employment contract at the time of the application and during the period of completing the research project.
  - Cannot be a current URC member
  - Application Deadline: Third Monday of October

# URC Application

- On-line applications can be found at [www.oakland.edu/research](http://www.oakland.edu/research)




Oakland University

OAKLAND UNIVERSITY - CALENDAR

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### Applications and Competitions for Grant Funding



#### infoReady REVIEW

Applications for the URC and Provost Awards are now being accepted through REVIEW, the Research Office's new internal award application manager. This program replaces RAM 3.0, formerly used for internal funding.

Please click **Research Office** in the drop down menu to apply.

Search:

Title	Due Date	Organizer	Category	Award Cycle
		Research Office	All	All
<a href="#">Faculty Research Fellowship</a>	10/08/2018	Research Office	Internal Funding-URC	Fiscal Year 2019
<a href="#">Provost Graduate Student Research Award</a>	10/08/2018	Research Office	Provost Award	Fiscal Year 2018
<a href="#">Provost Undergraduate Student Research Award</a>	10/08/2018	Research Office	Provost Award	Fiscal Year 2018

Showing 1 to 3 of 3 entries (filtered from 8 total entries)

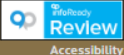
### Upcoming Funding Opportunities

[Faculty Research Fellowship](#)  
Application due: October 8, 2018

[Faculty Research Grant](#)  
Application due: January 28, 2019

Oakland University  
QUESTIONS? Email us

Research Office  
371 Wilson Blvd Rochester MI 48309  
[www.oakland.edu/research](http://www.oakland.edu/research)



Contact Sue Willner for technical assistance or questions about the application process [willner@oakland.edu](mailto:willner@oakland.edu)

# Budget and Justification

- **Budget**

- You may budget any combination of stipend and research expense up to \$10,000
- Expenses can include supplies, minor items of equipment, assistant wages, technical services, travel expenses

- **Justification**

- Explain the reason for each line item in the budget and how you determined or calculated the cost
- Equipment and travel requests, in particular, must be carefully justified and must follow University regulations
- The proposed budget and justifications will be reviewed by the entire URC
- If awarded, major changes in the approved budget will require approval by the URC

# Obligations/Limitations

- Recipients are obligated to undertake a **15-week period of research**.
  - This traditionally takes place during the summer term.
- Awardees cannot also teach during this summer period.
- Awardees cannot also have other funded commitments (e.g., grant activity) during this period.

# A Comment about “Research”

- The URC faculty research awards are intended to be **inclusive of ALL disciplines and will also support creative endeavors**
  - URC membership is **diverse**, but small – 10 members
  - If the applicant’s discipline is a highly technical field, it is important to write the proposal for non-scientist reviewers
  - If the applicant’s discipline does not typically involve basic, applied, or social science research techniques that lend themselves to structured proposals, please contact the URC Chair(s) for additional assistance in preparing your application

# Application Requirements

- Title page
  - Include the project title, applicant name(s), affiliation, and a project abstract of 250 words or less.
    - An abstract is a summary of the proposed work, **in non-technical language**, that includes brief statements about the significance, the goals, the research plan, and expected outcomes.
- Narrative
  - Strictly limited to the equivalent of **five** 8.5" x 11" pages with one-inch margins on all sides, single-spaced, in Arial 11 point font or larger.
  - May include figures and tables, but these count toward the 5-page limit.
  - The narrative page limits do NOT include the title page, bibliography and supplementary information (budget, CV, current/pending support, etc.).
  - **Proposals that exceed the 5-page limit for the narrative will not be considered for funding.**

# Project Narrative (Proposal)

- This section may not exceed five pages and should, if applicable, include the following sections\*:
  - **Background/literature review** to introduce the research or scholarly topic
  - **Significance/goals/hypotheses**
  - **Research plan and methods** (explain how you will collect data or other relevant information, how and/or where the research or scholarly activities will occur, how you will evaluate your findings or experiences, etc.)
  - Plans for obtaining **relevant regulatory compliance approvals** (e.g., IRB, IACUC, IBC, RSC)
  - **Proposed outcomes** of the funded project, and
  - **Timetable** (provide milestones for the period of the project, weekly, monthly, or other metric)

*\*If your project does not fit with the above format (e.g., creative arts, humanities), please consult with the URC Chairs.*

# Tips for Narrative

- Include headings for each required section
- Tie the goals/hypotheses to methods and expected outcomes
  - Repeat each one in each section, or use numbering or other reference system
  - If only one goal/hypothesis, be sure the methods and outcomes relate directly to it
- Define terms for non-expert readers
- Show timetable graphically if possible
- Review examples of good applications
- Refrain from revamping a previous grant application written for a specific audience
- **Tip: Make it as easy as possible for the reviewer!**



# Bibliography

- **Bibliography** (No more than one page)
  - Select the most relevant literature or other references
  - Include any literature/other references that you have contributed
  - **Tip:** Demonstrate your knowledge of the subject matter!

# Biographical Information

- **Curriculum Vitae:** Faculty applicants must include a current CV of **no more than two pages**.
  - At a minimum, the CV should list the applicant's education, professional appointments, 5-10 most recent or relevant publications (or performances/ compositions for MTD faculty), and any other information that would indicate that applicant is able and qualified to perform the proposed research.

# Current and Pending Grants

- List all current and pending grants—internal and external.
- For each grant, provide
  - Title
  - Name(s) of principal and co-principal investigator(s)
  - Funding agency
  - Duration (inclusive dates)
  - Dollar amount requested or granted, and portion of budget allocated to faculty salary.
- Include university-provided start-up funds from the last 2 years.
- **Explain whether there is any duplication of effort or funds relevant to the URC application, and how these will be handled.**

# Final Report

- Each award recipient will be expected to file a final report with The Research Office including:
  - specific publications, presentations, and other accomplishments that were achieved as a result of the grant.
  - This report is due within 90 days of the conclusion of the grant-funded activity or the fellowship period. However, extensions can be granted.
- Faculty applicants who have received prior fellowship or research grants from the URC should include a copy of the most recent final report with their application.

# Regulatory Compliance

- Human or animal subjects, biosafety, radiation safety
- The PI may submit the compliance approval after the application is submitted to the URC.
  - **If not already obtained, the PI must state the plans for seeking compliance approval in the application.**
- Confirmation of compliance approval is required **before** funding is received.
- **PI is solely responsible** for submitting the compliance approval to The Research Office before starting the project.
- For assistance, contact the Director of Regulatory Support in The Research Office.
  - Dr. Michael Long [mwlong@oakland.edu](mailto:mwlong@oakland.edu)

# Review Considerations

- Significance of Research question, originality
- Methods, feasibility, probable success
- Focus: potential of project to foster future scholarship by applicant
- Preference may be given to applicants who have not previously had an award (if proposals have equal merit)
- Priority may be given to previous applicants who made efforts to secure external funding (as applicable to the discipline)

# Notification



- **Results by Mid-December**
  - Results will be emailed
  - If your project has been approved for funding, another email will be sent in February regarding the account that will be set up for your research expenses.
  - Closed after 1 year, unused funds returned to URC. Extensions can be granted upon request.
  - Stipend is paid on the last day of May.
- No written feedback—but applicants can contact the chair within one month of notification.
- Administration of funds provided by Sue Willner in the Research Office ([willner@oakland.edu](mailto:willner@oakland.edu)) x4111

# Common Application Errors

**IMPORTANT**

- NOT reviewing the URC Guidelines
- NOT using the very important application [CHECKLIST](#), which will assure a complete proposal.
- A narrative full of jargon or reusing a narrative from other grant proposals. These are often geared toward a specific audience and are **not written for a multi-disciplinary faculty review committee.**
- Providing **too little detail** on the project proposed.
  - A solid faculty proposal uses the five allotted pages.



# Common Application Errors (cont.)

- Exceeding page limits for the proposal.
  - **5 pages - narrative**
  - **1 page - bibliography**
  - **2 page – curriculum vitae summary**
- Not including a detailed **timeline** and **budget** for the project.
- Listing citations in the bibliography that do not have a direct connection to the proposal narrative.
- **Tip:** Use the application checklist

All URC Award details can be found on our Research Website  
[Click Here](#)

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