FAMU [SCHOOL OF **GRADUATE STUDIES** +**RESEARCH**]

FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY

Faculty Research Awards Programs (FRAP) Instructions

Proposal Preparation Instructions

The proposal should indicate how the project results will be disseminated locally, regionally, and nationally, where appropriate, to enhance the contributions to the scientific and technological literature and understanding of creative activities. **The specific journals, presses, or other reputable citations where the research outcome will be submitted for publication (as defined by the academic discipline) should also be provided.**

The Project Description/Narrative must **not** exceed 5 pages in length. **The Reviewers will stop reading after page 5.** Visual material, including charts, graphs, maps, photographs, and other pictorial documents, may be added up to a maximum length of **10 pages**. **The page limitation will be strictly enforced**. NOTE: The Project Description/Narrative should be written with the <u>Proposal and Evaluation Review Process</u> in mind.

The proposal should be typed and double-spaced on standard (8 1/2" x 11") paper, with one (1) inch margins, in a type no smaller than a 12-point font in Arial, Calibri, or Times New Roman. The document should include the following sections:

FRAP Proposal Title Page

The Faculty Research Awards Program Application should serve as the cover page of the grant application.

Project Summary

The proposal must contain a summary of the proposed research or creative project. The summary, which **should not exceed 200 words**, should be written in the third person. The following must be included:

- ✓ A statement of the Principal Investigator's (PI) objectives;
- ✓ Research Question;
- ✓ Methodology/Procedures
- ✓ Method of Analysis;
- ✓ Expected Outcomes;
- ✓ Intellectual Merit or Creative Value of the Proposed Project; and,
- ✓ Expected Impact Resulting from the Proposed Project or the Proposed Outcome.

Table of Contents

The Table of Contents should list all proposal headings and their page number.

Project Description

The main body of the proposal should provide a clear statement of the research or creative work that will be undertaken. The following must be included:

- ✓ Introduction;
- ✓ Review of relevant literature, which should include a discussion of the relationship of the proposed work to the present state of knowledge in the field;
- ✓ Objectives for the period of the proposed work;
- ✓ Significance of the proposed work; and,
- ✓ Research plan, experimental design or creative framework' and the expected outcomes.

References Cited

All references cited must be listed using the style or format for references that are required in the field of study.

Biographical Sketch
The biographical sketch of the PI and other key project personnel must be included. Each sketch must be limited to **one page** and must include the following:

- ✓ Applicant's undergraduate/graduate/ post-doctoral training, including the institutions, majors, degrees, and the years the degrees were conferred;
- ✓ All academic and professional appointments, beginning with the current appointment;
- ✓ Publications and papers most closely related to the proposed project; and,
- ✓ All grant applications submitted and funded, not funded or pending funding. For collaborative proposals, each key applicant must submit a biographical sketch.

Budget and Budget Justification
The total budget must not exceed $5,000. A one-page budget and budget justification **must** be provided. The budget justification is not included in the 5-page narrative requirement. The following items may be requested in the budget:

1. **Equipment:** A PI can request funds to purchase small equipment/software (e.g., required to conduct scientific or creative research). It is important to note that a small grant cannot absorb the cost of major equipment. Please review http://www.famu.edu/index.cfm?Purchasing&TrainingAids for allowable purchases and other information.
2. **Supplies:** A PI can request funds to purchase supplies for scientific or creative projects, including computer software, art materials, books, and laboratory supplies. Please review http://www.famu.edu/index.cfm?Purchasing&TrainingAids for allowable purchases and other information.
3. **Travel for PI(s):** Funds for travel by the P.I. to collect data for research and to present at conferences on research directly related to the proposal may be requested. For more information regarding allowable travel expenses and other travel-related information, please review the Travel Reference Guide located at http://www.famu.edu/index.cfm?controllers&TravelForms.
4. **Salary:** A request for funds to hire a graduate assistant to assist the P.I. with the research project may be requested. The graduate assistant can work 10-20 hours weekly and receive no less than the Graduate Assistanshiship Appointment minimum per hour. Briefly describe the duties. Hiring should be done in August (for fall) and January (for spring) and no later than two weeks after classes start.
5. **Stipend:** Graduate students can participate in research to advance their knowledge and skills in research. They cannot perform work for a stipend.

Facilities, Equipment, and Other Required Resources
The PI must provide evidence that the facilities and equipment needed to conduct the proposed research or creative effort are available through university resources or that they can be provided with funds from a small grant.

Dean and Departmental Chair Approvals
The PI must submit the FRAP Proposal Application page, which indicates approval of the project by the PI's Department Chairperson and Dean. The complete FRAP Proposal Packet **must** be emailed to gradstudies@famu.edu **on or before 5:00 p.m. on August 15.** The Faculty Research Award Committee (FRAC) will not consider incomplete files.

Description of How the Proposed Research Can Address Major Issues in the Field of Study
The PI must provide a detailed description of their plans to use the research or creative project to help address current issues in the field of study.

Timeline for the Proposed Project
The PI must provide a timeline for completing all phases (start-up date, execution, evaluation, dissemination, and closeout) of the research or creative project; the timeline must not exceed **June 30** unless a no-cost extension has been approved. The timeline should include a required mid-term report (due electronically on **January 31)** and a final report **due no later than 30 days** after the end of the funding period. These dates should be part of your time.

Proposals Involving Human Subjects or Animals
Projects that require the use of human subjects or animals must ensure that the subjects or the animals are protected from research risks in accordance with the relevant Federal policies. All projects involving human subjects or the use of animals must be approved by the University's Institutional Review Board (IRB) before their implementation if such a proposal is selected for funding. IRB approval can be obtained from the Chairperson of the IRB, https://www.famu.edu/administration/research/irb-net.php.

Receipt of Documents
Receipts of proposals will be acknowledged electronically.

Revised 5/2023