

FACULTY RESEARCH GRANTS

Faculty Research Committee Guidelines

READ AND FOLLOW the Guidelines in Section 7.4.1 of the UTC Faculty Handbook. Faculty Research Grants are intended for UTC Faculty only. If a faculty member resigns from the University, any Faculty Research grants awarded to that individual will be cancelled.

TITLE: This should be descriptive of the project.

PROJECT SUMMARY OR ABSTRACT: The summary should be a brief description of the overall purposes and goals of the project. It should show the relevance of the project to the discipline and your own research or creative work and outline the specific objectives to be accomplished. It should be written in a clear, straight forward manner, without technical jargon, and be understandable to individuals not trained in the subject area.

PROJECT DESCRIPTION: This section should describe procedures to be used; the rationale for the activities; a time schedule or plan; the kinds of data sought (where applicable); facilities, equipment and materials to be used; assurance of access to equipment, resource information or libraries; and qualifications of the researcher. Bibliography is appropriate. This section should not exceed 1,250 words.

PROJECT SIGNIFICANCE: You should give a justification that is realistic and relevant, showing the importance and appropriateness to the discipline and the reasonableness of the effort and expense involved. The statement may include the significance of the project for the goals of the department, school/college or University.

DISSEMINATION OF PLAN: This section should describe how the results of the project will be distributed or published (in addition to the final report required by the committee).

BUDGET EXPLANATION: The objectives listed should correspond to the description of procedures and be paralleled by a list of materials, equipment or related needs and activities, and by cost estimates. These items should be placed in chronological order. Please note that proposals at lower costs may be preferred to those at higher costs. **Maximum grant award is \$3,000.**

- **Personnel Salaries:** Clearly indicate to whom the funds are to be paid and the methods used to calculate salaries.
- **Travel:** Clearly indicate the amount of travel funds requested and the method of deriving the figures (broken down into transportation and per diem).
- **Supplies:** Identify all outlays based on a current price quotation.
- **Equipment:** Non-combustible items costing over \$200 and having a life expectancy of more than one year should be identified. Note that the University retains ownership of all such items.

One hard copy of the signed proposal should be mailed and one electronic copy should be sent (via email attachment) to the Chair of the Faculty Research Committee. Both the hard copy and the electronic copy should include all of the four-page application. The deadline for the first round is November 1; the deadline for the second round is March 16. (The March deadline may vary if it happens to fall during Spring Break.)