THE UNIVERSITY OF TENNESSEE
CHATTANOOGA

Vice Chancellor for Research / Office of Research & Sponsored Programs
UTC Faculty Pre-Tenure Enhancement Program (PREP)
Proposal Submission Deadline: 5:00pm on Tuesday, October 1st

Application Guidelines

Background & Purpose: UTC's faculty members are its most important intellectual resources. Hiring and mentoring new faculty requires a substantial investment of time and money by the Institution and the Department. As a means of further ensuring faculty success, the Office of the Vice Chancellor for Research is extending a program that supports pre-tenure faculty in bolstering their research portfolio in anticipation of the promotion and tenure process.

The purpose of the Faculty PREP program is to provide early-career faculty with additional time and resources to extend and advance lines of research or scholarly inquiry which they have already initiated. The purpose of the grant is not to fund a specific research/scholarly project or initiative but to enable faculty to have additional time (preferably during the academic year but also in the summer) and additional resources to take a nascent or ongoing scholarly/research initiative to the next level, building their capacity to successfully achieve tenure and promotion. Projects that focus on curricular enhancements are not appropriate for the Faculty PREP funding mechanism.

Because investigators have a wide variety of needs for start-up and development support depending upon academic discipline, research area of interest, etc., applicants may apply for pre-tenure release time, salary support, student research assistants, research-related travel, equipment, and/or supplies in addition to other approved research activities. Successful applicants requesting funds for pre-tenure release are expected to begin planning sufficiently in advance to allow for flexibility in the department.

Eligibility: Tenure-track faculty who have served at the Assistant Professor rank for at least 2 years but no more than 5 years at the time of proposal submission are eligible to apply. Incoming faculty hires are not eligible to apply regardless of their appointment type. Faculty members who have received other start-up funding may apply, but must justify how the requested funds will supplement or extend the benefits of other funds received.

Award & Budget Information: Applicants may request **up to** $15,000 total. The award period is 12-months: January 1, 2020 – December 31, 2020.

Allowable costs include the following:
* Adjunct replacement costs for a pre-tenure course release during the Fall and/or Spring semesters (may request release for one or more courses, as approved by your department head). *Please note: it is anticipated that all successful applicants will include course release in their proposals.*
* Up to 2 months of summer salary for the early investigator (summer activity may occur in May, June, July 2020).
* Wages and associated fringe benefits for student research assistants
* Research-related travel
* Research-related equipment
* Research-related supplies

Unallowable costs include extra services compensation during the academic appointment term, administrative or clerical support costs, and supplantation of costs allocated for or typically covered by other institutional sources.

If you have questions about allowable vs. unallowable costs, please contact Meredith-Perry@utc.edu.

Application Process: Completed applications will consist of a Cover Page, Proposal Narrative (3-page maximum length), and Budget Request Form. Proposals should be submitted via email to Meredith-Perry@utc.edu.

Review Process: The application review process will include the following steps:
1. Applications will be administratively reviewed for completeness & alignment with the funding purpose. Proposals that do not have an explicit focus on building the PI's scholarly pathway to promotion and tenure will not progress to the next stage of review.
2. Department Heads (for departments with multiple submissions) and Deans (for colleges with multiple submissions) may be asked to prioritize requests and that prioritization will be factored into the review process.
3. Applications will be reviewed by an *ad hoc* committee using criteria outlined in the guidelines.

Reporting & Awardee Requirements:
- All awardees must submit interim and final reports to Meredith-Perry@utc.edu.
- All awardees will be expected to participate in an orientation session.
- All awardees are expected to participate in the campus *RESEARCH Dialogues* conference in April 2020.

Additional Information:
- Department Head and Dean approval is required.
- A restricted account will be established for each department receiving an award and funds will be distributed to that account for expenditures. Departments and Lead PIs are responsible for financial and programmatic oversight and compliance
- For faculty course replacement, approved amounts for adjuncts in the college for full/partial support should be budgeted. If additional funds are needed, the award may be supplemented by other institutional sources. The department is responsible for identifying and coordinating with the adjunct.
- For travel, faculty are responsible for making all registration and travel arrangements through their department.
- Depending on the nature of the proposed activity, IRB and/or IACUC approval may be needed. Approvals are not required at the time of application but must be secured before any research involving humans or animals is conducted. Failure to secure IRB or IACUC approvals may delay project implementation and expenditures.

Faculty Pre-Tenure Enhancement Program

Application Cover Page

General Information
Principal Investigator:
Department:
Title of Project:
Abstract / Summary (100 word limit):
Funds Requested: $_____
Other Institutional Start-Up Funding: $_____ *(indicate amount provided or "N/A" if you did not receive start-up funds)* Rationale: *Please include a brief description of how the requested funds will augment or extend activities supported through your start-up package.*
Compliance Requirements (if applicable): ☐ Human Subjects (IRB review needed)   ☐ Use of animals (IACUC review needed) ☐ Export Control   ☐ Additional Space or IT Resources Needed* ☐ Intellectual Property   ☐ Conflict of Interest* *Conflict of Interest and Space issues must be resolved prior to submitting the proposal.*

Approval Signatures – PI Department Head & Dean
By signing here, the PI's Department Head agrees to provide general oversight and administrative support for project implementation if the project is selected for funding. The Dean agrees to support the project activities including course release/adjunct replacement.

PI Department Head:_____ _____
                                         Signature   *Date*
 	
PI Dean: _____ _____
                                         Signature   *Date*

Proposal Narrative

Please address the following criteria using 11 pt. font or larger. The total proposal narrative **may not exceed 3 single-spaced** pages. Forms, Bibliography / Works Cited, and supplementary materials are not subject to the page limit.

Intellectual Merit of Your Scholarly Pursuit (25 points)
- *Provide an overview of the area of research/scholarship/creative activity you are pursuing.*
- *Discuss your approach to the research topic including the extent to which your approach includes creative, original, or potentially transformative concepts.*
- *Explain how the research or scholarly inquiry you are pursuing will help to build your capacity to successfully earn tenure.*

Goals and Outcomes (20 points)
- *Clearly identify the goals you plan to achieve with this award. Be realistic about how much you can accomplish in the allotted time period using the available resources.*
- *State the outcomes—measurable change(s) in condition—that will occur if you receive an award. Within the context of this funding opportunity, outcomes may include achieving certain milestones in your research/scholarship, completing a book or manuscript, piloting a research method to secure preliminary data, submitting X journal articles for publication, etc. The outcomes that you state will be the measure of the extent to which your award was a success.*

Individual & Institutional Impact (20 points)
- *Specify how the proposed activities create a trajectory for your scholarly activity and success. To what extent will the proposed activities enhance your ongoing scholarly capacity (e.g., access to resources, instrumentation, networks, partnerships, etc.)?*
- *What will be possible as a result of the award that is not possible currently?*
- *If applicable, also address any broader impacts to UTC as an institution.*

Plan and Timeline of Major Milestones (10 points)
- *Provide a detailed timeline that identifies major project milestones and the anticipated completion date.*

Plan to Extend & Sustain Research / Scholarly Activity (20 points)
- *Discuss the strategies you will use to extend and sustain the research activities initiated with this award. This may include applying for other sources of internal or external support, developing collaborations, establishing a research group, etc.*

Assessment Plan (5 points)
- *Describe the methods you will use to measure the extent to which your goals and outcomes were met. How will you know if the project is successful?*

Budget Request

Please complete your budget in the form provided below. If you need additional space, the budget form can be continued on the next page.

Personnel Expenses

Name and Role of each person *(group students by type & number, e.g. two Graduate Assistants)*	Time Required *(e.g. hours or % of full time)*	Time Period *(e.g. summer, spring semester)*	Funds Requested *(whole dollars)*

Fringe Benefits

Faculty and Staff *Use actual rates; contact ORSP for details*	
Students *Estimate @ 9% of wages requested above in Personnel Expenses*	

Travel

Identify purpose, location, and duration of each trip, and show calculations for specific costs (e.g. airfare, mileage, lodging, meals) per current UT travel regulations.

Equipment

Identify each instrument/piece of equipment costing more than $5,000. List items costing less than $5,000 in the "Supplies" section..

Consultants

Identify consultants by name (or role, if an individual is not yet identified) and show calculations (e.g. hourly pay rate of consultant x # of hours to be engaged).

Supplies

Identify expenses such as printing and duplication, supplies, etc. and show calculations used to determine their costs.

Total Funds Requested