



## ***Research Scholars Policies and Proposal Guidelines***

### **Eligibility**

All tenured and tenure-track faculty are eligible to participate in the Richards College Research Scholars program. Research funds for Scholars may not be used to support dissertation research or used in any way to fulfill degree requirements. The Research Scholar is an individual award.

### **Use of Funds**

The recipient will receive \$5,000 in research funds and will hold the title *Richards College Research Scholar* during the academic year. Funds may not be used for faculty salary or travel to conferences. Funds may be used for, but are not limited to, research activities such as: undergraduate and graduate research assistants, copy and postage of surveys, purchase of data and/or research equipment, purchase or licensing of software, travel expenses to conduct research, and payments to research subjects. Title to any equipment and software remains with the University; however, control of these items will remain with the Scholar during the term of the award. All funds should be committed during the academic year.

### **Proposal Guidelines**

Applications should include the following components:

- 🔴 Cover Page
- 🔴 Brief Project Description (two pages or less)
- 🔴 Expected Outcome of the Research
- 🔴 Importance of the Research to the Discipline
- 🔴 Scholarly Record of the Faculty and Qualifications to Conduct the Research
- 🔴 Proposed Budget (Use of Funds)

The project description should define the research problem, methodology to be used, and anticipated timetable. Please use non-technical language, since proposals will be evaluated by those from a variety of disciplines. Proposed budget should clearly specify that equipment and software purchases are necessary to the project and are not available on campus.

### **Application and Evaluation Procedures**

All applications should be submitted to department chairs by **Monday, March 5, 2018**. A screening committee consisting of the department chairs and assistant and associate deans will evaluate all Scholar applications. The Dean of the RCOB will review recommendations made by the screening committee and identify Research Scholar(s) for the upcoming academic year. Recipients will be recognized at the Richards College Spring Faculty & Staff meeting. Scholars will report the professional outcome of the funded research within six months of completion of Scholar term.