

BIOLA UNIVERSITY

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Vice Provost for Academic Development & Effectiveness

Faculty Research & Development Grants

GUIDELINES and POLICIES

The Biola University **Faculty Research & Development Grant Program** is designed to motivate the professional growth of our *faculty* through the provision of release time and alternative forms of financial support. In addition, it is assumed that there should be a visible benefit to the advancement of *student learning outcomes* as a direct result of these grants. For example, a grant to provide release time to write a book, which will also advance the professor's classroom content, manifests both objectives. Simply traveling to a museum in Europe to enhance one's personal awareness, though beneficial to the professor, may have limited benefit to student learning outcomes. Grants which focus on *both* objectives will receive priority review.

Research Awards Available

I. Cost Awards

Research cost awards are intended for faculty who are engaged in projects that have costs related to equipment, statistical analyses, postage, research assistants, travel to archives or field research sites, etc. Evidence of research competence such as past course work, previous research, professional presentations, and publications should be presented to support the proposal. In addition, indicate the benefit to student learning as a direct result of your award. Durable goods purchased in this manner normally are the property of Biola University, but may be assigned for permanent use by a faculty member or department.

II. Release Time

Release Time grants allow a faculty member to be released from normal teaching assignments during the *Fall* or *Spring* semester by paying the salary of an adjunct professor. *The grant is paid to the school dean* who secures the services of a replacement on the faculty member's behalf. Typically, this is a one-course release. Release Time to develop a book proposal is not acceptable. The book proposal must *already be contracted* by a publisher in order to be eligible for this form of funding. Applications without a publisher's contract attached will not be considered.

II. Research Grants

Research grant stipends provide taxable income in support of significant time for substantive research. This may include release from customary *Summer School* or *Interterm* teaching as well as replaced or prevented involvement in other necessary income-producing activity. For this reason, please indicate the number of Interterm and/or Summer School courses you have taught prior to the term of your request. Evidence of research competence such as past course work, previous research, professional presentations, and publications should be presented as supporting evidence in the application. Be sure to indicate the relationship to student learning outcomes as a direct result of your research grant request.

*Applications for Faculty Research and Development
Grants should be submitted to the Vice Provost of Academic Development & Effectiveness*

Criteria for Evaluating Proposals

The Faculty Research and Development Committee considers 3 questions:

Question	Explanation	Perspective
What?	Assessment of the <i>depth</i> of the proposal: whether it is programmatic (long-term background); cutting-edge (an emerging topic or field); or scholarly (defined by the present status in a particular field).	<u>Past</u> Previous Scholarship
How?	Evaluation of the <i>quality</i> and <i>perspective</i> of the proposal: whether it is creative (rather than “rehashing” or “reshuffling”) and sufficiently integrative (with other relevant fields and the Christian faith).	<u>Present</u> Research Schedule
Where?	Investigation of the proposed <i>presentation</i> of research findings: whether the objective is ambitious (sufficient challenge), realistic (possible; not inviting rejection and frustration) <u>and</u> how it will be tied to student learning outcomes.	<u>Future</u> Publication Plan

Summary of Conditions for Grants Funding

1. The grant should demonstrate some connection to the Scholarship of Research, Teaching, Service, or Integration. There should be some association to student learning outcomes (e.g. research for a journal article in an area you teach, revision of course materials, etc.).
2. Release Time and Research Grants for the express purpose of writing a book must be accompanied by a contract from a reputable publisher (no vanity press or self/web publications).
3. The grant recipient must make a commitment to measurable results (*ideally*, publication in a refereed journal or presentation at an academic professional meeting with published proceedings).
4. The scholarly product should be completed by a date mutually agreed upon by the committee and the recipient (usually within three months of the conclusion of the research period).
 - a. The committee and dean should receive progress reports and a copy of any scholarly product. These materials are not returnable, and become part of the faculty member’s permanent file.
 - b. Opportunities for arranging relatively high visibility presentations of research results should be investigated, especially for sabbaticals.
 - c. Awards should be acknowledged in any resulting publication.
5. Record keeping should be coordinated between the committee and the dean’s offices where the recipients’ reports will be kept on file. The quality of this record is one factor considered by the faculty personnel committees in subsequent sabbatical, promotion, tenure, and rank evaluations.
6. Grants and/or release time are for the purpose of research. Acceptance of a grant requires limitation of outside employment during the period covered by the funding.

*PLEASE USE THE EXACT FORMAT BELOW ON THE FIRST PAGE.
 Then include items #1-12 on the pages which follow.
 PLEASE ERASE these instructions and item descriptions BEFORE submission.*

**Biola University
 Faculty Research & Development Grants
 Application: 2011-12 Academic Year**

Name:

Department/School:

Academic Rank/Level:

Title of Proposed Project:

The Primary Research Period will be from to

Type of Grant Requested:

	CHECK AT LEAST ONE GRANT TYPE.	Amount(s)
	Cost Award [university purchase of equipment, supplies, etc.].	\$
	Release Time [pays the salary of an adjunct to replace you, if required].	\$
	Grants/Stipends [taxable supplemental income for devoting significant time to research].	\$

Please prepare a document that addresses the following items as the substance of your proposal:

ITEM	DESCRIPTION	PAGES REQUESTED
1. Summary of Project	Explain the purpose of and justification for your project; include procedures and methodology. How is it connected to the mission of the university, student learning outcomes (if applicable), and your personal professional development?	2–3 pages
2. Student Learning	Indicate how students will receive some benefit from your grant outcomes as well (e.g. updated presentations, lecture content, etc.).	1/2 page
3. Proposed Budget	List any supplies or equipment needed. Be specific about anticipated expenses. In most cases, Biola owns these after your research.	1 page
4. Timetable	Provide a timetable for the completion of your project.	1 page
5. Professional Goals	Describe how you anticipate this project to relate to previous work, future scholarship and professional development.	1/2 page
6. Integration	Describe how your project is integrative. How does it fit with your academic role and address the relationship of faith & learning? Note: a project does not have to integrate faith & learning to be funded.	1/2 page
7. Presentation Plan	Include a plan for the publication or delivery of the results of this project. Are you willing to possibly develop a presentation for peers at a Provost Research Luncheon?	1/2 page

Please indicate your response to the following inquiries:

ITEM	INQUIRY	YES	NO
8. Funding Sources	Is any part of this project supported by funds from other sources? If yes, please summarize all sources and amounts.		
9. Additional Sources	Are you willing to seek additional or alternative funding with the help of the R&D Committee? Are you aware of potential sources?		
10. Previous Grants	Have you ever had a research project funded by Biola? If yes, summarize the scholarly products (publications, presentations, etc.) that resulted from your previous grants. Also, provide the dates and amounts of previous grants.		

Please provide the following in support of your proposal:

11. Vita	Attach a copy of your professional vita.		
12. Agreement Form	Sign and attach the <i>Agreement Between Grant Applicants and the Faculty Research & Development Committee</i> (next page).		

Agreement Between Grant Applicants and the Faculty Research & Development Committee

The applicant understands and agrees:

1. That the Faculty Research & Development Committee of Biola University may revoke an award, in whole or in part, at any time should the recipient's relationship with the University cease, or should the recipient leave or plan to leave the University.
2. That the general terms and conditions of this proposal, as stated in the application form, program announcements and *Guidelines and Policies for Faculty Research Grants* have been read and accepted.
3. That whenever research involves the rights of human subjects, the recipient will submit an application to the Biola University Protection of Human Rights in Research Committee (PHRRC) and will receive approval prior to any data collection. The recipient further agrees to be bound by the guidelines and recommendations of the PHRRC. Failure to follow these procedures can result in cancellation and/or requirement of reimbursement of all funding.
4. That any funds granted as a result of this application are to be expended for the purpose outlined herein, and any funds not expended for this purpose shall revert to Biola University upon completion of the project or termination date of the award, whichever is earlier.
5. That the policies governing income from teaching or other services during the period of this award have been read and accepted as published in the program announcements and *Guidelines and Policies for Faculty Research & Development Grants*.
6. That any changes in project direction or original budget over \$200 requires prior approval from the Vice Provost for Academic Development and Effectiveness.
7. That the committee will receive progress reports, and copies of any scholarly products from this award. Furthermore, Biola is to be cited in any resulting publication for providing financial support for the project.
8. That the faculty who have signed an agreement to teach during either Interterm or Summer School may not apply for release-time during that time period (either at Biola or any other institution).

Applicant Signature _____

Date _____

**The Department Chair signature below indicates awareness of this proposal:
(For shared communication rather than required approval).**

Department Chair Signature _____

Date _____