

PROFESSIONAL DEVELOPMENT COMMITTEE GUIDELINES FOR RESEARCH PROPOSALS

The Professional Development Committee welcomes proposals from the FMU faculty requesting research funding. After evaluation, the committee makes funding recommendations to the Provost. Funded projects must follow the university's fiscal year, and all funds must be used by June 30. Please consult the FMU Office of Financial Services (661-1133) for specific deadlines and procedures for expenditures.

The committee's intent is to enable faculty to engage in research projects with a minimum of individual expense. As funds are limited and proposals numerous, requests for funds should generally be as modest as possible. Initial funding for a larger project may be provided in anticipation of external funding (from governments, foundations, etc.) later.

Two typed copies of the proposal should be submitted, following the guidelines below. All requested information should be included. Proposals will vary in format, but the budget page should follow the attached sample exactly.

Guidelines:

1. The proposal must provide:
 - a) The purpose or goal of the proposed research
 - b) Sufficient background to explain the project clearly to non-specialists
 - c) Procedure and methods
 - d) Time frame for completion
 - e) Project location (on campus or elsewhere)
 - f) Specific purpose(s) of requested funds
 - g) A completed Budget Summary page with the Department Chair's or Dean's signature
 - h) If any portion of the proposed research has previously received Professional Development funds (pilot studies, previous iterations, works in progress, conference travel, etc.), please include a summary of previous funding received and describe the progress of the research program.

2. The project budget should be discussed in the proposal as well as on the budget summary page. Please note:
 - a) FMU Printing Services (661-1271) can often print materials at cost.
 - b) Mileage costs for travel by personal car should be computed at the standard university rate.
 - c) The use of student assistants is encouraged as a valuable educational experience. Student assistants engaged for hourly work must be paid the wage established by the university in accordance with state and federal guidelines. Students may also be engaged on a contract basis for specified work of limited duration (semester, summer, etc.) with a lump sum stipend computed to correspond with the approved hourly rate. Students should be substantially involved in the research if possible, not used exclusively as clerks, menials, "gofers," or coders.

- d) Funds are generally unavailable for normal living expenses incurred during a research project. "Living expenses" include subsistence allowances to cover unsalaried time off from teaching duties (summer, etc.). Lodging costs for research-related travel may be approved.
 - e) The project's total cost should appear in the budget. If funds from other sources are anticipated, include these and explain as appropriate.
 - f) If the faculty member is requesting funds for equipment, the application should contain a statement explaining the significance of the equipment and also address why this particular equipment should not fall under equipment that the respective department should supply to its faculty.
3. The committee cannot fund dissertation or thesis research.
 4. There are no restrictions on the nature of the research. Projects need not lead to publication; for example, teaching-related projects are eligible, provided they are not already covered by normal departmental budgets.
 5. Funds should not be requested for basic office supplies, typing and copying, etc. Departments and administrative staff should provide these as needed.
 6. Please note the following about management and use of awarded funds:
 - a) Faculty can usually access funds via the FMU Office of Financial Services (OFS) using standard university procedures and forms (e.g. purchase orders, travel requests, and time cards for student work). If you have questions about forms or payment methods, please contact Thomas Welch, Director of Financial Services.
 - b) A separate account for each research project budget, with expenditures to date, will be kept at OFS. To find out your account's current balance, contact the Committee chair or Mr. Welch.
 - c) Research project accounts normally will be terminated on June 30.
 - d) Any publication resulting from work supported by these funds should include an appropriate acknowledgement to Francis Marion University.

FMU Professional Development Committee: Rick Almeida (Chair), Bernadette Johnson, Glen Gourley, Lisa Pike, Louis Venters, Regina Yanson

BUDGET SUMMARY

Faculty applicant _____ Date submitted _____

Title of proposal _____

Anticipated completion date: _____ Previous funding received: _____

Materials and supplies (specify) _____

Student or clerical assistance _____

Printing, duplicating, etc. _____

Travel and lodging _____

Other (explain) _____

Total _____

Funds requested from FMU _____

Funds from other sources (please list and describe) _____

Dean/Department Chair Signature: _____ Date: _____

Approved by:

Provost _____ Date _____