

PROFESSIONAL DEVELOPMENT COMMITTEE

GUIDELINES FOR SUBMISSION OF RESEARCH PROPOSALS

The Professional Development Committee solicits proposals for funding of research projects by FMU faculty members throughout the academic year. After evaluating the proposals, the committee makes funding recommendations to the provost. The period covered by each grant must conform to the university fiscal year, and all funds must be used by June 30 of each year. Please check with the FMU Office of Financial Services for deadlines in June for various expenditures.

The committee's intent is to enable faculty to engage in relatively small-scale research projects with a minimum of individual expense. Since the budget is limited and must be apportioned among many proposals, requests for funds should generally be as modest as possible. "Seed money" for a larger project may be provided in anticipation of extensive funding to be sought from other sources (government, foundations, etc.) once the project is underway or shown to be feasible.

A submitted proposal must follow the guidelines below carefully. To enable proper evaluation, you must provide all the information requested. The exact format of your proposal's body is for you to determine, but your budget page should follow the attached sample exactly.

Guidelines:

1. The committee will not fund dissertation or thesis research.
2. 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.
3. It is not usually necessary to request research funds for typing manuscripts, papers, etc. We assume that faculty secretaries will provide this service as a part of their normal duties.
4. The proposal must provide the following information:
 - 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 of requested funds
 - g) A completed Budget Summary page
 - h) A letter of support from the faculty member's Dean/Department Chair
5. The project budget should be discussed in the proposal as well as on the budget summary page. Please note that:

- a) The FMU print shop can 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 not be used exclusively as clerks, menials, "gofers," or coders but should be substantially involved in the research if possible.
 - d) The committee generally does not provide funds 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 on a limited basis.
 - e) The project's total cost should appear in the budget. If you anticipate funds from other sources, include these and explain as appropriate.
6. The following is information about management and use of awarded funds:
- a) Faculty can usually obtain funds from the FMU Office of Financial Services (OFS) office 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 Ms. Brinda Jones, Assistant Vice President for Financial Services.
 - b) A separate account for each research project budget, with expenditures to date, will be kept in the OFS office. To find out your account's current balance, contact the Committee chair or Ms. Jones.
 - 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

Joe Aniello
 Bryan Fisher
 Glen Gourley, Chair
 Janis McWayne
 Meredith Love
 Lisa Pike
 Rusty Ward

BUDGET SUMMARY

Faculty Applicant _____ Date Submitted _____

Title of Research Proposal _____

Anticipated Completion Date _____ Total Cost of Project _____

Materials and Supplies (specify) _____

Student or Clerical Assistance _____

Printing, Xeroxing, Duplicating _____

Travel and Lodging _____

Other (explain) _____

Total _____

Requested from FMU _____

Funds from other sources (explain) _____

Dean/Department Chair Support: _____ Date: _____

Approved by:

Provost _____ Date _____