**CALL FOR PROPOSALS**

**W&M FRC FACULTY RESEARCH GRANTS**

(**FOR 2024-2025)**

**DEADLINE: *4:00 pm, Monday, February 5, 2024***

**Electronically submit to:**[**frcgrantapp@wm.edu**](mailto:frcgrantapp@wm.edu)

**Administered by the William & Mary Faculty Research Committee**

*Questions about this application should be directed to the Chair of the Faculty Research Committee, Hannes Schniepp (schniepp@wm.edu).*





**Program Goal:** Our goal is to enhance the standing and reputation of William & Mary by providing faculty members with additional support for their research. We intend to continuously improve the quality and consequence of W&M research and scholarship while increasing opportunities to incorporate W&M students in active, hands-on learning. This longstanding program was formerly called the Summer Research Grants Program and was primarily focused on summer research. The grant program has been extended to one year, so the word “summer” has been dropped.

**Program Scale:** We anticipate funding up to 50 one-year awards at $5,000 per award—notification of award and funds availability in April 2024.

**Program Mechanics:** A 1–2-page summary report presenting the funded research results is due at the end of the grant period. Those authorized to conduct independent research in unpaid appointments may not receive salary support but can use grant funds for travel, research-related materials and supplies, and student support. Coordination with your unit administrator(s) will be necessary to access and expense the grant funds.

**Who May Apply:** Any W&M faculty member in Arts & Sciences, University Centers, and the School of Education who is in good standing and authorized by their unit manager (Chair, Director, Dean, VPAA or VPR or their delegates) to conduct independent research.

The program will give *strong preference* for early career applicants. The program will give *moderate preference* to supporting the sustainment of mid-career faculty programs, where existing funding may not provide full opportunity. The program will show *some preference* for late-career faculty who may need additional resources to redirect their research programs toward the strategic goals of their unit, school, or the University. We remind all applicants that there are other [internal support programs](https://www.wm.edu/offices/facultyaffairs/careers/awards-opportunities/) at the University. For more information on internal support, contact the Office of Sponsored Programs.

**Evaluation Criteria:** Applications will be evaluated by the Faculty Research Committee and must address the following items:

* does the proposal state the objectives without using any jargon;\*
* does the proposal say how the objective will be achieved, pointing out what has been done in the field or what is usually done, and call out what is new in the proposed approach, and explain why that increases the chances for success and the impact on the proposed fields of work;
* does the proposal discuss broader social impact, including possible alignment with the strategic plan of W&M or one of its units and
* is the application complete (ethics and compliance questions answered, short-form CV, list of publications or tangible results from previous award(s) under this program, and authorized signature)?

\*Because the application will be read by colleagues familiar with the research but who are not experts in the applicant's field, the application should describe the project and its methodology in a way understandable to non-experts in the discipline.

**Conditions and Expectations**

1. Grants are made with the expectation that the recipient will remain in the service of W&M. A recipient who resigns or is not retained will be required to relinquish the grant and any unexpended portion thereof.
2. Grants are made with the expectation that the recipient will perform most of the work within the proposed period. Other supported research, or paid or unpaid teaching, may also be done by the recipient during the period in which this grant is received, so long as other work is adjusted to meet the obligations of the research grant.
3. Recipients of W&M FRC Faculty Research Grants should acknowledge the support of W&M in all subsequent publications arising from funded research.
4. W&M FRC Faculty Research Grant recipients must provide a 1–2-page summary report presenting the funded research results. The report should include the status of the proposed work and note any significant changes from the initial proposal. The PI shall submit copies of this final report to the Unit lead, Department Chair, Dean, Vice Provost for Research, and Provost at the end of the grant period. *Failure to submit this report promptly may cause the recipient to be ineligible for future internal grants.*

(Last Revised 11/30/2023 by FRC)

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**Application Instructions:**

The applicant should carefully read the W&M FRC Faculty Research Grant Call for Proposals before completing the application.

Please complete items 1–9 of the application, including the project description narrative. The project description must address the Evaluation Criteria of the Call for Proposals to maximize the probability of award. The project description should include a high-level budget (e.g. $2,500 UG wages; $2,500 summer salary).

The project description (essentially the proposal) must not exceed 250 words, be single-spaced and double-spaced between paragraphs, have a minimum of one-inch margins, and use at least a 12-point font. Please combine the application (pages 4–6), a statement of tangible results or list of publications from previous award(s) under this program, and a short-form CV (2 pages) into a single pdf document. The statement and CV will not count against the maximum total of 250 words.

Submit the single pdf file to**frcgrantapp@wm.edu.** Please do not include the Call for Proposals section (pages 1–3) in the pdf. The pdf file name should include applicant last name and a department/unit name and area classification. For example “smith\_english\_areaIII.pdf”.

You will receive a confirming email of receipt from [**frcgrantapp@wm.edu**](mailto:frcgrantapp@wm.edu). If you don’t receive an email acknowledging receipt by close of business the day after your submission, please send an email inquiry to **frcgrantapp@wm.edu.**

**Application Checklist**

|  |  |
| --- | --- |
|  | Application Information (pages 4, 5, 6) |
|  | Project Description (starts on page 6 — maximum 250 words) |
|  | Statement of tangible results or list of publications from previous award(s) under this program (skip if no previous award) |
|  | Short form CV (two pages) |
|  | Submit to **frcgrantapp@wm.edu** as single pdf file — see file name instructions above |

**Applicant Information:**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1.** **Investigator:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Banner ID** **(required)**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2. Position**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title Unit/Department/School

**3. Project Title:**

Title

**4. Area Classification:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please indicate which faculty should review your proposal. Area (I - Arts & Humanities; II - Social Sciences, including the School of Education; or III - Natural Sciences).

**5. Years in a Qualified Position at William & Mary:**  \_\_\_\_\_\_\_\_\_\_\_

**6. Restricted Appointment:** If you have a restricted appointment, do you expect to be continued? \_\_\_\_\_\_\_\_

**7. Authorizing Signature/Date (**chair, director, dean, VP or VPR):My signature confirms that the applicant is in good standing at W&M and has been authorized to conduct independent research.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

**8. Institutional Compliance:** Answer each question below by checking the boxes. You must certify by checking the boxes below that you recognize the need to submit the necessary forms to the appropriate compliance committee(s).

If you answer “YES” to any question, you will need to login into the [Sponsored Programs & Research Compliance System (SPARCS)](https://www.wm.edu/sites/sparcs/) system tocreate a protocol and receive approval from the appropriate compliance committee *prior to distribution of funding*.   
Contact the committee chairs if you have any questions about obtaining the required approvals.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Yes** | **No** | **Questions** | **Committees to Contact if answer YES to questions** | **Check here to CERTIFY that this proposal has been submitted to the appropriate Committee (s)** **or include the existing approval number** |
|  |  | Will this project involve surveys or testing of human subjects? | Protection of Human Subjects Committee, Chair: Jennifer Stevens, **jastev@wm.edu** |  |
|  |  | Will live vertebrate animals be used in this project? | Institutional Animal Care and Use Committee, Chair: Josh Burk,[**jabur2@wm.edu**](mailto:jabur2@wm.edu) |  |
|  |  | Will this project use any (a) recombinant DNA molecules (including transgenic animals or the transfection of cell lines), (b) infectious agents, (c) human tissue or body fluids (including saliva, urine, blood, semen, or primary human cell cultures), or (d) wild-caught or random source animals or animal tissue (for anyone employing animals that may carry zoonotic disease)? | Institutional Biosafety Committee,  Chair: Josh Puzey, [**jrpuzey@wm.edu**](mailto:jrpuzey@wm.edu) |  |
|  |  | Will this proposal involve research with radioactive material? | Institutional Radiation Safety Committee, Eric Bradley, **elbrad@wm.edu.** |  |

**9.** **Research Description**: (max 250 words). Please include a high-level budget (e.g., $2,500 UG wages; $2,500 summer salary).