

**TAM Faculty Research Catalyst Grant  
Call for Proposal**

Dr. Jung Ha-Brookshire, Department Chair  
June 10, 2021

The purpose of this message is to issue a call for proposals to assist TAM faculty with their research scholarship/creative activity efforts. Given that there is limited “seed funding” opportunities in the college and the campus level, the TAM Department Chair allocates \$3,000 per year from the endowment fund specifically designated for faculty professional development to help catalyze TAM faculty’s research and creative endeavor.

If you have questions, feel free to contact me. I look forward to receiving your proposals.

**The goals of the TAM Faculty Research Catalyst Grant are:**

1. to “catalyze” new research initiatives that will grow into larger projects capable of being supported from sources external to the Department;
2. to support interdisciplinary and collaborative efforts among researchers beyond the Department;
3. to support the research base necessary to achieve specific departmental goals; and
4. to assist faculty in being more productive in the research/creative arena.

**Eligibility, procedures, and criteria:**

1. Eligible projects include new research and creative projects directed by junior faculty, or new directions in research/creative areas for senior faculty. Projects should have explicit objectives that can be used as a basis for assessing success at the end of the funding period.
2. All faculty in TT and NTT are eligible, however, priority will be given to
  - a. pre-tenured faculty members or assistant teaching/research professors,
  - b. the projects that would more likely yield high quality publications, peer-reviewed design exhibits, or grant proposals; and
  - c. the projects that are ready to collect the data with robust data collection plans.
3. Faculty who has previously received TAM Research Catalyst Grants are eligible *but may not apply until their previous project is complete*, including a written report filed with the Department Chair.
4. The University expects the applicant to remain a University employee for a minimum of one year following completion of a funded project.

5. Awards will be made to cover reasonable expenses in proportion to the scope of the project up to \$3,000 for FY 2022. Special equipment items costing more than \$300, and *faculty or graduate student salaries*, are NOT supported by the grant. Research participant incentives are an eligible expense; however, an incentive plan must be filed and approved through IRB (Institutional Research Board) and Accounting.
6. Awards are made for a period of **one fiscal year, July 1, 2021 – June 30, 2022**. Awardees may request one no-cost extension, as necessary, only one-time extension.
7. The proposal review will be made by the Department Chair and his or her delegate if necessary. In addition, 1-2 outside reviewers appropriate to each proposal, selected by the Department Chair may be utilized, as necessary.

### **Proposal Guide:**

1. Cover sheet: Project title, name(s) and department(s) of principal investigator(s).
2. Statement of purpose and objectives: Develop objectives that provide a basis for assessing the success of the project at the end of the funding period.
3. Justification: Project should be consistent with established departmental and disciplinary research goals. Senior faculty should include discussion of how the proposed project reflects a new direction in research/creative area.
4. Research Design and Procedures: Please focus on the research design of the proposed research; include time frame for progress reports and completion.
5. Catalyst Potential: Specify plans for “catalyzing” this research into external funding and larger research/creative endeavors (including any planned scholarship, creative work, or other end products).
6. Budget: Include and justify all anticipated costs for which the fund will be used.
7. *Proposal length (excluding bibliography and/or citations) should not exceed 5 pages (12-point font, double-spaced).*
8. Proposals should be submitted in electronic format to Department Chair.
9. Timeline: Given this is the first time for this fund, the time line would be different. Starting next year, the time line will change.
  - a. **Proposal due 12 pm on October 1, 2021** (late submission will not be accepted)
  - b. Decision made by October 30, 2021
  - c. Grant activity starts November 1, 2021
  - d. Activities completes by June 30, 2022
  - e. Final report due July 31,2022