

# **TEXAS A&M UNIVERSITY-TEXARKANA**

## **Faculty Senate Committee for Faculty Research Enhancement and Professional Development (FRED) 2023-2024**

The Committee for Faculty Research Enhancement and Professional Development will receive, review, and recommend proposals that merit funding or other support. Individuals and groups may submit proposals at any time during the year, but proposals will not normally be accepted after budget allowances are met. Proposals not initially funded may be resubmitted. Funding for each research project (priority #1) shall not exceed \$3,000, no matter the number of investigators. Funding for faculty professional development should not exceed \$1,000 per proposal.

### **Membership**

In addition to FRED's members, the Chair appoints two alternate members. The alternates shall serve when one or more Committee members have submitted proposals for a grant. Besides, they may be asked to serve if a full member cannot attend a scheduled meeting to review proposals.

### **Conflict of Interest**

If a member decides to submit a grant proposal for one of FRED's funding criteria, this member shall inform the Chair one week before the proposal deadline. The Chair will then assign an alternate member to serve in place of this member.

### **Eligibility**

- Only full-time, Texas A&M University-Texarkana faculty may apply for FRED's fund. Preference will be for faculty who are tenured or have a tenure-track appointment at the time of application.
- A faculty member may request support for only one proposal in any review cycle.
- The applicant has not received FRED's fund in the same academic year.
- The applicant does not have outstanding FRED reports.

### **Deadlines**

Proposals (including form and any additional pages) should be emailed as one .pdf file to FRED's Chair, Dr. Jaime Cantrell (jcantrell@tamut.edu) by 4:00 p.m. on the last Thursday of each month (standing due date for the fall 2023 and spring 2024 semesters). A summer review cycle may be scheduled if there is leftover money in FRED's budget.

### **General guidelines**

A proposal will be considered **only if**

- a) The applicant is eligible.
- b) The applicant has not received FRED's grant in the same academic year.

All FRED forms are completed, including IRB approval letter for human subject research.

- c) The requested amount is not greater than \$3,000 for a research project or \$1,000 for professional development activities.

Funding priority and criteria will be as follows:

- 1) **Proposals for Research Enhancement Funds (REF)** are requested for expenses related to conducting research.

Some examples of REF-acceptable expenses would include: supplies, consumables, small equipment that cannot be covered by HEAF funds, instrument time, travel necessary to conduct research, purchase of testing protocols and paying students for data collection, entry, and/or analysis.

For large equipment needs, faculty should first request equipment via HEAF funds through their Dean. You have one year from the date the REF is approved to spend the funds.

Applicants can also request funds to buy out a release time to devote to research projects. Dean's approval is required for buying out release time.

For research requiring IRB committee review, the author must provide an IRB approval letter.

- 2) **Proposals for Faculty Professional Development (FPDF)** **Proposals that are not direct research expenditures** must meet one of the following categories:

**FPDF Priority One: University Wide Development Activities** - University Wide Development Activities will target a number of faculty across disciplines and colleges and are likely to involve bringing experts to campus. Examples include, but are not limited to:

- new teaching strategies,
- current approaches to distance learning,
- engaging young students,
- technical workshops and assistance for online environments,
- writing across the curriculum, and
- academic publishing workshops
- assessment consultants
- a train-the-trainer model in which one faculty member attends a specific training (in-state or out-of-state) and is expected to return to train other faculty.

**FPDF Priority Two: Program Enhancement Activities**- Individuals may request money for a wide variety of professional development that are beyond normal conference travel and that are not funded by Research Enhancement Grants. A reasonable benefit to the program must be articulated in the proposal although the immediate direct benefit may

accrue to an individual faculty member. Examples include, but are not limited to:

- a professional workshop related to teaching or publishing in the discipline;
- grant writing workshops;
- assessment conferences;
- training for department chairs or program coordinators;
- a technical training opportunity;
- federal agency research conferences;
- travel, meetings, or resources important to developing or enhancing a specific course or courses in the program;
- conference to stay up-to-date in the faculty member's discipline. –
  - *A conference schedule and a link to the conference website must be provided.*
  - *If the activity is an added expense for a typical conference that the faculty member would attend with department funds, the FRED grant will only cover that additional expense, such as an additional training fee or extra hotel night, not the entire travel cost of the conference.*
    - *Your budget should show the total cost of the conference, the portion paid by the department, and the portion requested from FRED.*
  - *Requests for conference travel will be considered if the faculty member has already used their department travel funds. A letter from your Dean, including the amount the department or college will cover is required showing why a conference is needed.*

Notes:

- Meals are limited to \$50 a day for any travel that FRED is partially or wholly funding.
- Funding for paying students shall not exceed \$11 per hour for a maximum of 19 hrs/week. Student workers must complete the required eight hours of TrainTraq classes.

### **FRED - Submission/Proposal Format**

Proposals should be **no longer than 3 single-spaced pages** and must address the following elements: Proposals under FPDF category 1 and 2, or any proposals outside the normal scope of full-time faculty conducting research, should be accompanied by a letter of support from your department chair or Dean, explaining why funds are being requested from FRED rather than from the college.

<b>FRED Application Proposal (2023-2024)</b>			
<b>Faculty name(s)</b>		<b>Office Phone</b>	
<b>Title/Rank</b>		<b>Website</b>	
<b>Highest Degree</b>		<b>Email</b>	
<b>Proposal title</b>			
<b>Research Interest and/or Specialty</b>			
<b>Type of Funds Requested</b>			
<input type="checkbox"/> Research <input type="checkbox"/> Prof Development category 1 <input type="checkbox"/> Prof Development category 2			
<b>Description of Activities</b>			
<i>Provide a brief and concise description of the project's activities.</i>	Will IRB approval be required? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>		
	<i>If the answer is "yes," please attach the IRB approval letter.</i>		
	<b>Budget: (total requested funding)</b>		
	<b>Budget:</b> (with explanation for each expenditure)		
	1) <i>Make sure you budget at least 8 hours for the student to complete all of the required TrainTraq classes.</i>		
	2) <i>Student workers are paid \$11 per hour.</i>		
<b>Date(s) and timeline of the project's activities:</b>	<b>Experience - Previous Related Projects or other activities:</b>		
<b>Assurance</b>			
I, _____, agree to accept responsibility for completion of proposal activities as described and final copy of report as described in proposal.			

### **Proposal Review Process**

Proposal submissions should be submitted via email attachment to the Chair of the *Committee for Research Enhancement and Professional Development Funds* ([jcantrell@tamut.edu](mailto:jcantrell@tamut.edu)) by 4:00 p.m. on the last Thursday of each month (9/28/23, 10/26/23, 11/30/23, 1/25/24, 2/22/24, 3/28/24, and 4/24/24).

The Committee reviews proposal submissions and forwards recommendations to Faculty Senate. Faculty Senate will award funds, and the VPAA's office will notify faculty of award status via email.

### **Accepted Proposals**

All funds must be expended by the end of the following fiscal year, where the funding is approved.