Eastern Illinois University
President’s Fund for Research and Creative Activity

Program Guidelines and Application Instructions

1. Purpose and Scope
The President's Fund for Research and Creative Activity (PFRCA) at Eastern Illinois University exists to foster, stimulate, and strengthen research and creative activity conducted by faculty members, with a primary goal of enhancing the likelihood that their work will be competitive for external funding from federal agencies, state agencies, corporations, or private foundations. A commitment to solicit funding from external sources is a key component in the evaluation of proposals submitted under this program. The competitions are contingent upon the availability of funding.

The PFRCA will act to expand the research and activity capacity at EIU. Faculty who are pursuing external funding face an extremely competitive environment in which to solicit federal, state, and private funds. In order to enable EIU faculty to become more competitive for scarce funds, the PFRCA will provide an internal, competitive funding program for aspiring and talented individuals desiring to strengthen their body of work. The PFRCA will significantly increase the potential for EIU faculty to gain extramural support.

The President’s Fund for Research and Creative Activity will play an integral role in the development of faculty research and creative activity agendas and the expansion of EIU’s capacity for research and creative activity. By supporting the work of faculty members, the university will maintain and strengthen a vibrant academic environment for students as well. The ability to increase the amount and quality of research and creative activity conducted on campus will provide a significant and ongoing benefit to multiple campus constituencies, including undergraduates who participate in funded projects.

2. Program Structure
A. Eligible Applicants
Applicants must hold status as a full-time EIU faculty member (either Unit A or Unit B). Department chairs are eligible to apply.

Proposals submitted by a single individual
In any given round of PFRCA funding, an individual may submit no more than one proposal for which he or she will serve as the sole project director. An individual who submits such a proposal may still submit one or more additional proposals, provided they are collaborative.

Collaborative proposals
Collaborative proposals are welcome. In any given round of PFRCA funding, an individual may submit more than one proposal for which he or she will serve as co-director of the project. Anyone who submits more than one proposal per round of funding should explain how working on more than one project will be feasible.

Limitation
Beginning with funding awarded for FY17, an individual who receives a PFRCA grant will not be eligible for further PFRCA funding in the two following fiscal years. This limitation applies whether the FY17 funding is for a collaborative proposal or for a non-collaborative proposal.

B. Other Internal Funding
A faculty member is eligible to apply for a PFRCA grant that will be concurrent with a grant from either the Council on Faculty Research or the Proposal Initiative Fund. The applicant must demonstrate that the projects are clearly distinct from one another.
A faculty member who has failed to fulfill all obligations of a completed grant in any other internal funding program administered by the Office of Research and Sponsored Programs is not eligible to apply for a PFRCA grant.

C. The peer review process will be conducted by external scholars from pertinent academic fields.

D. Internal Advisory Committee
   The president will receive program advice from a committee of current or retired faculty with strong credentials in research and creative activity. Committee members will come from multiple disciplines and will be appointed for staggered three-year terms. Members of the advisory committee are not eligible for PFRCA awards.

E. Final award determinations will be made by the President.

F. Total program funding will be $45,000. The maximum award will be $15,000.

G. Requirement to Apply for External Funding
   Awardees will be required to submit a minimum of one proposal to an external funding source within one year after the end of the PFRCA grant. In some cases, a longer time may be allowed in order to accommodate the normal funding cycle of an agency; such an exception must be justified in the PFRCA proposal and agreed to by the President. Submission of the external proposal before the end of the PFRCA grant may be acceptable in some instances, provided that the PFRCA project accomplishes enough to genuinely strengthen the application for external funding.

   Should the proposal(s) for external funding be declined by the funding agency, the PFRCA awardee is required to resubmit the external proposal (with appropriate revisions) within one year of receiving notice of the first rejection.

   Except in rare exceptional cases, failure to submit the external proposal will negatively affect the applicant’s chances of receiving future funding from the PFRCA and from any other internal funding programs administered by the Office of Research and Sponsored Programs.

   The external proposal or proposals ideally should be for a total budget of at least four times the number of dollars awarded for the PFRCA grant. A smaller total budget may be acceptable if the proposal justifies the amount as more appropriate for the specific scholarly discipline.

   A PFRCA grant may not be used simply to augment an existing external grant.

   The proposal for external funding required of any recipient of a PFRCA grant must be for a grant to the Board of Trustees of Eastern Illinois University or the Eastern Illinois University Foundation rather than to an individual applicant.

   Priority will be given to applications for grants that present a generally attractive financial package for both the faculty member and Eastern Illinois University. F&A costs will normally be budgeted at the amount allowed by the funding agency.

I. Engagement of Undergraduates
   Projects that involve EIU undergraduates will be rated favorably (when such involvement is feasible and appropriate for the discipline of the project director).

3. Budgetary Guidelines
   A. Allowable Expenses
      PFRCA grants may be used for any of the following:

      (1) Salary
          Either summer salary or buyout of academic year time is acceptable. The application should state how much of the applicant’s time will be paid by the grant. The grant will
not pay at a rate that exceeds the applicant’s normal rate of pay. A maximum of $7,500 in summer salary is allowable.

(2) Travel.
   The applicant must show that the proposed activity requires travel to the destination specified.

(3) Student help
   Wages must be appropriate to the task, as defined by EIU classifications.

(4) Equipment
   The applicant must show that the equipment is needed for the proposed activity and is otherwise unavailable. Equipment purchased with the funding is the property of the university.

(5) Commodities

(6) Contractual Services

(7) Other
   The applicant must show that some other type of expense is required to make the PFRCA-funded project viable.

B. Unallowable Expenses
   PFRCA grants may not be used for any of the following:

   (1) Completing a dissertation;
   (2) Typing and copying of finished manuscripts;
   (3) Page charges assessed by journals;
   (4) Shipment of property for the purpose of performance, exhibit, etc.
   (5) Expenses incurred prior to the start date of the PFRCA grant.
   (6) Expenses incurred after June 30, 2017, i.e, awards will not exceed one year in length.

4. Evaluation of Proposals
   A. External Review
      Proposals will be evaluated by the following criteria:

      (1) Quality of the research and/or creative activity goals and the approach to those goals;
      (2) Level of innovation of the proposed project;
      (3) Significance of the proposed project;
      (4) Impact on the field if the project succeeds;
      (5) Potential of the faculty member to make progress in the project;
      (6) Likelihood that a successful project will be competitive for the intended external funding;
      (7) Quality of engagement of EIU undergraduates in the project.

   B. Internal Review
      Upon receiving the recommendations of external reviewers, the President will consult the Internal Advisory Committee for further input on the proposal.

5. Timeline
   The timeline for program awards is as follows for the first year; in subsequent years the timeline will be similar.

   • Program announcement made in summer, 2015.
   • Proposals are submitted by noon on the first Monday of October, 2015. Late proposals will not be reviewed.
   • By late October, 2015, Lay Abstracts are given a preliminary review by the Internal Advisory committee. The committee has the opportunity to note any proposal that may not merit external review.
• Proposals are sent to reviewers by mid-November, 2015.
• Reviewer reports are received by the end of January, 2016.
• The Internal Advisory committee meets with the President to review external reviewers’ reports in February, 2016.
• Awards are announced in March or April, 2016.
• Awards are made in late spring 2016, for the grant period of July 1, 2016 through June 30, 2017.

6. Reports
A progress report will be due by July 30, 2017. The report will detail the achievements of the PFRCA-supported project.

Two more reports are required, one due July 30, 2018 (annual report) and one due July 30, 2019 (final report). Each report will disclose progress in the preceding year. Required content includes a description of publications resulting from the project and grant proposals submitted as a result of the project.

7. Instructions for Preparing Proposals

A. Length, Fonts, and Margins
• The narrative portion of the proposal (sections A - H) must not exceed seven pages. This limitation does not include the cover page, one-page lay abstract, or attachments (including vita, and supplementary materials).
• The text should be single-spaced.
• Margins must not be smaller than one inch.
• The font should be 11 point Arial, Helvetica, or Times New Roman.

B. Format
1. Lay Abstract (1 page limit)
The lay abstract should be a one-page summary of the proposal. The writing should be appropriate for readers from diverse backgrounds outside the author’s discipline.

2. Research/Creative Activity Plan (7 page limit)
This section is not intended for a lay audience; it should be written for review by someone who is trained in the faculty member's field. External reviewers will evaluate the document using the evaluation form found at the end of the program guidelines. Organize the plan into the sections shown below. Begin each section with the italicized section title and description in its entirety.

A. Goal
Describe the specific goals of the project, including any hypotheses that will be tested. Describe the research or creative activity approach intended to meet the goals.

B. Innovation
Describe what is innovative about the project goals as well as the approach to those goals.

C. Significance
Describe the significance of the project goals or hypotheses. In citing references, provide complete bibliographic information.

D. Impact
Explain what impact the research or creative activity would have on the field if the project were to succeed as proposed.

E. Proposed External Funding
Describe the external proposal(s) that will be enabled by the proposed PFRCA project. For each external proposal, include (1) the name of the funding agency
or foundation; (2) the name of the program within the agency; (3) the normal timing cycle of the funding; (4) the date by which the external proposal will be submitted; and (5) some evidence that the project is consistent with the funding priorities of the external agency.

F. Involvement of EIU Undergraduates
Explain how the project will engage EIU undergraduates, how the students will contribute to the project, and how they will benefit.

G. Prior, Current, and Pending Support
If you have received any internal or external grants in the last 5 years, please list them in the table below. If any proposals are pending, please list them as well. You also may list grants received more than 5 years ago if they are relevant to any point you wish to make. You may extend the table as much as necessary.

<table>
<thead>
<tr>
<th>Year</th>
<th>Source of Funding</th>
<th>Award Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you have not applied for any internal or external grants in the last 5 years, simply state this fact and omit the table.

H. Budget
Separately list expenditures for summer salary, academic year buyout, travel, student help, equipment, commodities, contractual services, and other. Itemize specific expenditures within each category. Provide sufficient explanation to justify the budget items. This section should be a complete budget even though budget information is requested on the Agreement page.

C. Attachments
1. Vita
   Please attach a current vita and indicate with an asterisk any publications or papers or other experiences that relate to the proposed project or which provide evidence of your ability to complete the work. The vita may not exceed five (5) single-sided pages. Joint applicants may each include a vita not to exceed (5) single-sided pages.

2. Supplementary Materials
   You may include up to three single-sided pages of supplementary materials which can be photocopied for distribution to reviewers. Examples of acceptable supplementary materials include figures, diagrams, and other material that is not primarily text. Explanation of the relationship of these materials should be included in the text describing the project (see above) and must fit within the seven page limit on that material.

3. Research Instruments
   Proposals involving written or printed research instruments (such as surveys or tests) must include (a) identification of the population or groups to be studied and (b) copies of the instruments. Research instruments are submitted as supplementary materials. A research instrument does not count as a proposal page.
# External Reviewers

1. **Recommended**
   List at least three highly qualified individuals who you would recommend as external reviewers of the proposal. (Note: the proposal may also be sent to a reviewer who is not on this list.) Disclose any personal or professional relationship you have with any individual on this list, e.g. relative, dissertation advisor, postdoctoral mentor. For each recommended reviewer, include the professional title, mailing address, email address, and telephone number.

2. **Not Recommended**
   List any individuals who you do not recommend as external reviewers.

<table>
<thead>
<tr>
<th>Reviewers: Recommended</th>
<th>Reviewers: Not Recommended</th>
</tr>
</thead>
</table>
Please rank the PFRCA proposal on a scale of one (minimum) to five (maximum). Do not use zeros or fractions.

1. Quality of the goals (research and scholarship) and approach to those goals

<table>
<thead>
<tr>
<th>1 Low</th>
<th>2</th>
<th>3 Medium</th>
<th>4</th>
<th>5 High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Level of innovation of the proposed project

<table>
<thead>
<tr>
<th>1 Low</th>
<th>2</th>
<th>3 Medium</th>
<th>4</th>
<th>5 High</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued on reverse side.
3. Significance of the proposed project

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

4. Impact on the field if the project succeeds

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

5. Potential of the faculty member to make progress in the project

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Low</td>
<td>Medium</td>
<td>High</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Continued on next page.
6. Likelihood that a successful PFRCA project will be competitive for the intended external funding

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

7. Quality of engagement of EIU undergraduates

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments:

Additional Comments: