

Coles College of Business
Faculty Research and Development Committee

The Faculty Research and Development Committee is responsible to the faculty of the Coles College of Business. The Committee coordinates and encourages the research efforts of the Faculty, administering funds for research within the Faculty and coordinating faculty symposia, brown bag presentations and the *working paper series*.

FACULTY RESEARCH AWARDS

These awards are intended to support substantive faculty research and development activities. Acceptable projects include (but are not limited to): travel to conduct off-site research, archival research, collaborative research, and attendance at faculty retooling seminars/institutes. In contrast, these funds should not be used to overcome budget constraints imposed at the departmental level. The Committee does not fund travel to a conference for the presentation of a paper. Faculty research assistance awards do not carry released time. Reasonable travel, meal costs, and lodging expenses (within the guidelines followed within the University System of Georgia for meals and lodging) for the recipient in connection with a project will be considered legitimate expenses. Travel, meal costs, and lodging expenses for the recipient's family should not be included in requests to the Committee.

When applying for the cost of research materials (i.e. laboratory supplies, books, videos, etc.), the applicant should first check with his or her department about the availability of resources allotted directly to the department or through KSU or library funds, and should discuss such efforts in the proposal. Materials purchased through the award become the **property of the College** unless other arrangements are made and authorized by the Committee, with the following exception. The purchase of books, videos, etc., that would become the property of the applicant should be justified in terms of the project and should normally not exceed ten percent of the total funds requested.

Faculty may also apply for awards to support the following:

- ✓ Surveys
- ✓ Compensation for experimental subjects
- ✓ Software (subject to ITS approval)
- ✓ Data acquisition, preparation and analysis costs

- ✓ Journal submission and page print fees (Journal subscription fees are *not* supported.)
- ✓ Conference submission costs

Generally, the maximum individual award is \$3,000. An individual may be given a maximum of one award per competition. Multiple applications for one project will not be considered. Multiple projects within one application may be considered for one award. Each application names one principal investigator who is responsible for the accounting of funds awarded. Faculty Research Awards will not be awarded in the final semester of service at KSU.

Funded recipients are required to provide an update of their progress one year subsequent to an award. A complete accounting of funds dispersed will be expected (see the “R&D Award Expenditure Report” that follows). Please note that all funds **must** be used prior to the end of the University’s budget year (June 30, 2008).

How to apply for a Faculty Research Award:

Deadline: Monday, September 10, 2007 by 5:00 PM

Please use the template that follows. A complete Faculty Research Award application must include:

1. Title of project.
2. A brief abstract of the project (fewer than 100 words).
3. A narrative description (no more than two pages single-spaced) in which the applicant makes clear in language that is accessible to non-specialist colleagues the following:
 - a. the basic ideas, problems, works, or questions the study will examine, the steps to be taken to accomplish this research, and the anticipated outcomes;
 - b. the significance of the project to the applicant's scholarly field and research program and the relationship of the project to the applicant's

ongoing development as a scholar;

c. a detailed timeline of deliverables;

d. the dates and amount of awards from the Faculty Research and Development Committee received over the past three years and a brief summary of their results including published/presentation outcomes. Any relationships between previously funded projects and the current research must be described.

4. A budget, as detailed as possible. Please round off figures to the nearest \$10 when submitting your budget. **It is the responsibility of the investigator to fully detail every item included in the budget. Also note that in that case that an application is funded, the researcher *MUST GET PRIOR* approval for any disbursements from departmental and university administrators.**

5. Completed R&D Award Expenditure Report.

6. A current curriculum vitae.

All these materials should be submitted (**10** paper copies) to the Chair of the Coles College Research and Development Committee. All six items above must be addressed/provided for the application to be considered complete. An incomplete or late application will not be considered.

**COLES COLLEGE OF BUSINESS
APPLICATION FOR FACULTY RESEARCH AWARD**

These materials should be submitted (**10** paper copies) to the Chair of the Coles College Research and Development Committee. All items below must be addressed/provided for the application to be considered complete. An incomplete or late application will **not be considered**.

1. Name and title of applicant:

2. Title of project:

3. Brief abstract of the project (fewer than 100 words):

4. A narrative description (*no more than two pages single-spaced*). Please clarify in language that is accessible to non-specialist colleagues the following:

a. basic ideas, problems, works, or questions the study will examine, the steps to be taken to accomplish this research, and the anticipated outcomes

b. significance of the project to the applicant's scholarly field and research program and the relationship of the project to the applicant's ongoing development as a scholar

c. detailed timeline of deliverables

d. dates and amount of awards from the Faculty Research and Development Committee received over the past three years and a brief summary of their results including published/presentation outcomes. Any relationships between previously funded projects and the current research should be described.

5. A budget, as detailed as possible. Please round off figures to the nearest \$10 when submitting your budget. **It is the responsibility of the investigator to fully detail every item included in the budget.**

6. Attach completed "R&D Award Expenditure Report" for each prior award.

7. Attach current curriculum vitae.

