

**UAB Faculty Development Grant Program (FDGP)  
2012-2013 Request for Proposal (RFP) Application Guidelines**

**Purpose:** The UAB Faculty Development Grant Program (FDGP) provides seed money for research, teaching and service related projects designed to enhance the effectiveness of individual faculty members by providing funds for them to undertake new efforts for which time or money is not generally available.

**Eligibility:** The grant program is open to all UAB full-time faculty members. To be eligible, faculty must secure matching funds from their department and/or school. Priority will be given to junior faculty, however, senior faculty can apply as long as the proposed project represents a new research or training direction – a developmental path distinct from past experience. Junior faculty is defined as:

- a. Faculty with the rank of Assistant Professor or below at the time of grant application and without substantial funding (less than \$100,000 previously) or
- b. Any investigator with less than five years research experience and who has not received an RO1 or equivalent funding.

If applicant is not an independent faculty, then they must describe how the current project is separate from his/her mentor's research/scholarly activity and how the funds received will be used to increase their independence.

**NOTE: Applications for FDGP are only available from the Faculty Senate and can be obtained by:**

- **Visit the Senate website for file at <http://www.uab.edu/facultysenate>**
  - **Contact Carol Ray Senate Office Associate at 934-6619 or at [mcray@uab.edu](mailto:mcray@uab.edu) to obtain file [Senate office hours: 7:30 a.m. to 11:30 a.m.]**
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**Application Submission Deadline: Monday, March 26, 2012**

**Note: Completed application must be received in the Senate office by 11:30 a.m. on March 26, 2012.**

**Submission Information:** Applications are available at <http://www.uab.edu/facultysenate> and must be completed following the application guidelines also posted on the Senate page.

The original paper application and one paper copy must be submitted to the Faculty Senate office in the Administration Building, room 420A. In addition, an electronic file of the FDGP application must be sent via email to Carol Ray, UAB Faculty Senate Office Associate at [mcray@uab.edu](mailto:mcray@uab.edu) .

**Application Preparation:** Refer to the scorecard for 2012 as the last pages of these guidelines for guidance on the types of information used by the review committee to make decisions and recommendations about each application.

**Budget and Matching Requirements:**

- A maximum of \$10,000 [5,000 from FDGP with a 1 to 1 match by department/school] may be requested per individual application
- A maximum of \$20,000 [10,000 from FDGP with a 1 to 1 match by department/school] for multidisciplinary collaborative proposals.  
- **Multidisciplinary is defined as across schools, across departments within a school or across divisions within a department.**
- **For proposals with investigators from divisions within a department, include a brief explanation in the proposal to substantiate the project's need for expertise from different divisions.**
- **All expenditures should be justified and match the proposal requirements.**
- **When requesting maximum funding justification must be clearly defined.**
- **When requesting less than maximum funding applicants must clearly describe the types of allowable costs to assure completion of the project.**
- The administrative unit must provide a "cash" match.
- Salary support, both in terms of the allocation and school match, of the applicant or support of services currently provided without charge to the applicant are not acceptable. Also, salary support in the form of course teaching release is not allowable.
- Faculty members are advised to approach their Dean/Chair as soon as possible to assure that letters of support will be available for submission and included in their application no later than noon on March 26, 2012.

**Unallowable Costs:** Salary, course teaching release, construction, renovation, entertainment, travel to routine meetings, or tuition for degree-granting programs. Funding requests for specific research and instructional need will be acceptable e.g., cameras for innovative instruction methods. These funds are not intended to replace existing commitments from institutional or extramural sources.

Applicants should also provide assurance that the project funded by the FDGP is not receiving funds from other sources including start up and other internal or external funding sources.

**Important Dates:**

- **Applications due: March 26, 2012**
- **Senate Committee submits recommendations for funding to Vice Provost: July 7, 2012**
- **Vice Provost notifies applicants: July 20, 2012**

- **Funding availability: August 1, 2012 [IRB and/or IACUC approval required before funds release to investigator]**
- **Project completion date: August 31, 2013**
- **Final report submission date: October 1, 2013**

**Review Process:** The Research Committee of the Faculty Senate (a multidisciplinary body) will review applications. Proposals should be written for a general audience, avoiding assumptions about the reviewer's expertise and knowledge in the applicant's specific area of research or teaching.

Refer to the scorecard for 2012 as the last pages of these guidelines for guidance.

**Notification Process:** Recipients of funding will be notified by a letter from the Vice Provost by mid-July. Non-recipients will be notified of status by mid-July with anonymous feedback to encourage improvements of proposal for possible resubmission the next year.

**Start Date:** Awards are made for one year. Funds will be available on August 1 and must be expended by August 31 of the following year. If IRB and/or IACUC approval is required for the project, the approval page must be submitted prior to the release of funds. Please submit the approval page to Carol Ray, UAB Faculty Senate Office Associate, at [mcray@uab.edu](mailto:mcray@uab.edu).

**Final Report:** In submitting the application, the applicant agrees to provide a 1-2 page final report on the activities undertaken to be posted to a UAB Faculty Senate web site. The final report should follow specified guidelines found as the last page of the FDGP application, and be sent to the UAB Faculty Senate Office by October 1 of the year following the award. The UAB Faculty Senate encourages the recipients of the FDGP to publish their results in a professional journal or present their findings at a professional meeting.