

Guidelines for Quality Initiative Faculty Research Grants

1. Purpose of the Research Grants

The purpose of the QI Research Grants is to encourage **faculty** and **faculty-student** teams to engage in research efforts.

2. Total Grant Funds Available for 2010 - \$20,000

The amount of funds awarded for any project will be determined based on the merits and needs of each proposal. *Capital expenditures of \$500 or more for durable items will not be funded through this program.*

3. Criteria and Evaluation of Grants

Introduce the research study; include a literature review and a discussion of the impact of your new research to the field. *Priority will be given to those grants which focus on faculty professionalism and either Christian integration, or the improvement of critical thinking, and/or writing skills of students.*

Criteria	Evaluation of Criteria
1. Clarity of written proposal goals – need corresponding measurable objectives.	1. Goals should be clear, specific and address the intended outcomes of the research project. Objectives must be specific, measurable, action-oriented, realistic and time-limited.
2. Clarity of assessment for each objective.	2. Clearly describe the assessment measurement instrument(s) and process that will be employed.
3. Final product/presentation of research.	3. Well-stated plans for final product/presentation must directly relate back to the stated goals and objectives of the original proposal.
4. Must relate to the purpose of PBA – prepare students to be lifelong learners leading to intellectual, spiritual and personal character development	4. Considerable evidence of the relationship of the research project to the purpose of PBA.
5. Clarity, outlines of activities and target dates.	5. The action plan must be detailed – action steps outlined, steps logical and sequential, dates reasonably spaced.
6. Relates to courses at PBA.	6. PBA courses to which research is related have been clearly identified and the relationship is specified in detail.
7. Potential to generate interest beyond PBA.	7. Potential target audiences are clearly identified and documented and may reach beyond PBA.
8. Collaboration with faculty and students.	8. The involvement of faculty and students are identified and detailed in meaningful ways – who is responsible for what and when.
9. Clarity of budget.	9. Clear and specific. Is the budget specifically tied to the proposal and is it detailed? Are costs reasonable for each section?
10. Potential barriers that may impede the success of the project.	10. Have potential barriers to the completion of the project been identified and ways to overcome these barriers anticipated?

4. Format for Proposals

See attached forms. Complete the Cover Sheet, Research Proposal Outline and submit to Carolanne M. Brown, Assistant Vice President for Institutional Research & Effectiveness, no later than 5 p.m., **Friday, October 23, 2009.**

5. Reviewers

Proposals will be reviewed and rated by a committee of faculty using a blind review procedure.

6. Timeline

- Applications will be accepted through 10/23/2009.
- Awards will be made by 01/15/2010.
- Should revisions to your proposal be necessary, notification will be sent by 12/1/2009, and revisions due by 01/30/2010.
- A mid-year progress report is due no later than 06/15/2010.
- Participation in a QI poster session on campus held in Fall 2010 is expected of all recipients.
- All requests for reimbursement of funds must be submitted by 12/01/2010.
- The research must be completed by 12/15/2010. A PBA community-wide presentation of research will be held prior to the end of Fall 2010.
- A summary of your research findings are due as soon as possible, but no later than 12/31/2010.

Institutional Review Board

Comment on whether this proposal will require human subjects or animal subjects review. If so, please comment generally on how you will satisfactorily meet review criteria as specified in the PBA Faculty Handbook. If you are unclear on this topic, please contact Dr. David Compton, the chair of the Institutional Review Board (IRB).

Please Note: All research proposals involving human subjects must receive IRB approval by Dr. David Compton.



**2010 Application
Quality Initiative Faculty Research Grant**

Name:

Date:

Highest Degree Earned:

Major Area of Study:

Title of Research Grant:

Previous Research in this Area of Interest:

PBA School Name:

E-Mail:

If there is to be a team project, list all members of the team here (faculty and students):

2010 Faculty Research Grant Application

Detailed Proposal Outline

This section is created as a template. You may expand the space per item as needed. All application materials, including letters of support must be submitted electronically.

1. What are the intended goals and objectives of the research?

(Note: Each goal must have at least one measurable objective.)

Intended Goal or Goals of Research	Measurable Objective

SMART Objectives:

- S** SPECIFIC – state exactly what you aim to do
- M** MEASURABLE – qualify it
- A** ACTION-ORIENTED – requires action to achieve
- R** REALISTIC – can you do it?
- T** TIME-LIMITED – set a deadline

Under each Objective, you will need specific tasks or operational functions you plan to do in an attempt to accomplish your stated goals and objectives as well as a timeline. **Please Note:** An *Objective* is a statement of what you will achieve and by when. If your statement does *not* meet the *SMART* criteria, it may be a goal of your research, which is broader in overall scope than an objective. *Objectives* are specific. If it will take longer than one semester, you may wish to break the *Objective* into two or three phases. Each phase must be completed within the given year.

- 2. Describe for each objective, the measurement instrument(s) that you intent to use and how the instrument(s) will be used.**

- 3. What will be the final product(s) of your research? (For example, a journal article, a professional presentation, a manuscript, a book, a film, institutional video, etc.) Please be as SPECIFIC as possible, including which journal, at which organization that you will seek to present, etc.**

- 4. How does this proposal relate to the “Purposes of Palm Beach Atlantic University” as stated in the mission of the institution?**

5. Detail an Action Plan of activities or tasks and timeline for completion of each task. Remember your activities and tasks must tie directly to each goal and associated measurable objective (refer to #1).

Planned Activity or Task	Target Date of Completion	Person Responsible

6. How does this proposal relate to and how will it be used in courses taught at PBA?
7. Comment on the potential of this proposed research to generate interest beyond PBA.
8. Will the proposed project involve collaboration with PBA faculty and students or others outside of PBA? If yes, please provide specifics on who, when, how, etc. (If there will be a faculty grant proposal, and a student grant proposal, please submit those together.)
9. Budget Items.

Anticipated Costs	Amount from other sources (This column must not be blank.)	Requested amount from QI grant
Travel		
Lodging		
Meals		
Fees		
Honorarium		
Other Expenses		
OVERALL TOTAL		

Note: expenses must be recorded on the PBA Expense Voucher with original receipts attached for reimbursement. (Form is on myPBA under Finances tab.)

10. Challenges

Potential barriers to the accomplishment of your research and ways that you propose to address these barriers.

Potential Barrier	Means to Overcome Barrier

Thank you for your work in advancing teaching and learning at Palm Beach Atlantic University.

Revised 8/26/2009