

# **Faculty Grant for Research, Scholarship & Creative Activities Request for Proposals, Instructions, and Frequently Asked Questions**

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## **Overview**

The Faculty Grant for Research, Scholarship & Creative Activities (FGRSC) funded through Indirect Cost Returns and university funds, provides competitive, merit-based support for research, scholarly, and creative activities in all disciplines and fields. The FGRSC supports projects that will lead to the development of new and innovative scholarship and creative activities or the production of publications, attract external funding, increase competitiveness for external awards, and enhance the national visibility and reputation of Chapman faculty. The FGRSC does not support projects that focus primarily on education, such as program development, on equipment for laboratories, or provides funding for publication of research/scholarship or creative activities. Projects that involve undergraduate and graduate student involvement that is integral to the anticipated outcomes of the proposed project are strongly encouraged.

## **Purpose**

The main purpose of the FY 2025/2026 FGRSC is to provide funding to tenure track assistant professors who are new to research, scholarship, and creative activities and don't have funds available for their work.

Mid-career faculty applications are being considered if they are seeking to re-vitalize their research, scholarship, and creative activity after a gap in activity due to a period of exceptional commitment to departmental, university, and professional service, or personal or family circumstances.

## **Eligibility**

Tenure-track assistant professors meeting the conditions below are eligible for this program.

Non-tenure track faculty applicants should have expectations of scholarship to be eligible, which will need to be outlined in the dean's or department chair's letter of support and have finished their highest degree not more than four years ago.

Mid-career faculty member's eligibility will need to be outlined in the dean's or department chair's letter of support.

*All applicants* must meet the following conditions to be eligible:

1. Applicants must not have received any funding from the Office of Research and Graduate Education within the past two fiscal years.
2. Applicants must not have any funds available of more than \$30,000.
3. Applicants are only permitted to submit one application per cycle as Principal Investigator.

**Amount and Duration of Awards:**

Awards are for up to \$15,000 for a period of 12 months. No carry-over of funds will be allowed. The number of awards will depend on the funds available for the 2025/2026 fiscal year.

**Review of Proposals:**

Proposals will be evaluated through a *two-stage process* based on the criteria below. The review process will be administered by the Office of Research & Graduate Education (OOR&GE). For the initial peer-review (stage 1), OOR&GE will select ad hoc reviewers based on disciplinary areas and, whenever possible, expertise consistent with the proposal topic. In stage 2, a committee comprised of faculty active in research and scholarly and creative activities will evaluate proposals based on the ad hoc reviews and their own reviews, and collectively select proposals to recommend to the Vice President for Research & Graduate Education (VPR) for funding. The VPR will make the final determination of awards. Reviewers will evaluate proposals across seven criteria: Significance/Importance, Innovation/Novelty Approach, Timeline Feasibility/Resources, Investigator, Impacts/Outcome, and Budget and Justification.

**Review Criteria and Guiding Questions for Proposal Development:**

**Significance/Importance:** The proposal argues effectively that the project has the potential to lead to significant contributions to the concepts, theories, methods, technologies, applications, treatments, outcomes, services, and/or preventive interventions that drive the field or discipline.

- Does this study address an important scholarly or research problem or gap, or creative endeavor?
- Does the project demonstrate intellectual significance along with a clear and persuasive rationale? Is evidence provided to support how the project is expected to lead to advances in the field?
- Are the project's goals and objectives clearly articulated, well-reasoned, and adequately supported? If hypothesis driven, are hypotheses clearly stated?

**Innovation/Novelty:** The proposal demonstrates that the project develops or employs innovative/novel theoretical or creative concepts, approaches, methods, instrumentation, technologies, and applications.

- Are the theoretical or creative concepts, approaches, and methods innovative or novel to the field and/or more broadly?
- Is a refinement, improvement, or new application of theoretical concepts, approaches, methodologies, instrumentation, or interventions proposed?
- For creative or scholarly projects in the arts and humanities, is the project distinctive in offering fresh insights and new value for the field(s) and/or the public through innovative approaches, theories, discourse, interpretations, and/or methods?

**Approach and Timeline:** The proposal outlines a clearly articulated and well-reasoned plan of action.

- Are the conceptual or theoretical frameworks and methods adequately developed and clearly articulated? Are they appropriate to the goals of the project and reflective of

intellectual rigor or artistic excellence?

- Is there a clear work plan for project activities, including roles and responsibilities of all project personnel, including community collaborators in community-engaged research, if applicable? Is the timeline adequate for achieving the project goals?
- Where appropriate, does the proposal provide a sound dissemination and/or access plan?

**Feasibility and Resources:** The project, as described in the proposal, is achievable and potential concerns about feasibility have been addressed.

- Are the resources and time available for this project adequate to ensure success?
- Is a plan proposed for handling eventualities that might impede the success of the project?
- If applicable, does it employ useful collaborative arrangements? For proposals involving community-engaged research, is the collaboration plan clear and well justified, and documented in the community partner organization's Letter of Commitment?
- Does the environment in which the work will be done contribute to the probability of success and will the project benefit from specific assets, such as archives, special collections, translation expertise, technical assistance, databases or tools, geography, facilities, or availability of subject populations?

**Investigator:** The proposal provides evidence that the applicant is eligible for an FGRSC award and is well-suited to carry out the project.

- Does the applicant demonstrate an emerging/ongoing record of accomplishments?
- Does the applicant provide evidence that they have no access to funds more than \$30,000?

**Impact and Outcomes:** If the objectives of the project are achieved, the project has high potential for leading to further work with value or impact in the field and will lead to disciplinary achievement and/or extramural funding.

- Does the proposal adequately describe the project's future potential value or impact in the field?
- Does the proposal provide a mechanism to assess success and provide an adequate plan for evaluation of outcomes?
- Will the proposed work advance the PI's scholarship, creative productivity, or research program, and the likelihood of obtaining an external award or disciplinary recognition?

**Budget and Budget Justification:** The proposed budget is appropriate and sufficient to conduct the proposed work.

- Is the budget request adequately justified, clearly articulated, and necessary for the scope of work and timeline?
- If there is a contract with a Community Partner Organization for community-engaged research, is the community collaborator appropriately compensated and are the line items clearly justified and consistent with the Letter of Commitment and Statement of Work?

**Contact:**

For questions about submission and program information send email to:  
[officeofresearch@chapman.edu](mailto:officeofresearch@chapman.edu)

## Instructions for Preparation and Submission of the Proposal

**Submission Deadline: Monday, February 17, 2025, at 12 (Noon) PM**

Application materials may be downloaded from the Office of Research & Graduate Education website [here](#).

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### Preparation Guidelines

The complete proposal application packet includes the following elements and follows the specified page limits. All items must be uploaded into [Cayuse SP](#).

1. [Current, Pending, and Planned Support](#) – Use form provided, duplicating as needed.
2. Project Description – Maximum 5 pages.
3. Bibliography and References Cited – Maximum 2 pages.
4. [Budget and Budget Justification](#) – Use form provided.
5. Curriculum vita(s) or Biosketch(es) – Maximum 3 pages each.
6. Letter of Commitment from Community Partner Organization, *if applicable* – Maximum 2 pages, signed.
7. Statement of Work for Subaward, *if applicable* – Maximum 1 page.
8. Letter of Support from Dean or Department Head – Maximum 1 page.
9. Equipment Price Quote from Vendor, *if applicable*.

You may have questions when working on your proposal in [Cayuse SP](#). Please reach out to [officeofresearch@chapman.edu](mailto:officeofresearch@chapman.edu).

1. **Current, Pending, and Planned Support** – Use the form provided, duplicating it as many times as necessary, to list all your current internal and external support (e.g., external awards, IDC return, travel funds, college/school funding, etc.), proposals you have submitted that are pending review, and any proposals you plan to submit in the coming year. If there is none, complete the form noting “None at this time” for all three categories. If any item is for similar work as your FGRSC project, explain how the requested FGRSC funding is not duplicative. For each item listed, where there may be apparent overlap, explain either:
  - a. how the work is different and separate from the FGRSC project, or
  - b. how it is complementary, supporting an aspect of the project that is not included in the FGRSC budget request.
2. **Project Description** – The project description should be succinct but thorough and must ***not exceed five single-spaced pages***, with 1-inch margins on all sides, and fonts of either Arial 10 point or Times New Roman 11 point. Use the section headers and the order specified below. Refer to the Review Criteria and Guiding Questions provided in the Request For Proposals as you develop each section. Proposals should be written in straightforward language, keeping in mind that reviewers will possess general content knowledge, but not necessarily specific expertise in the area of study. Proposals should avoid the use of technical or discipline-specific jargon. Acronyms that may not be universally understood should be kept to a minimum and should be spelled out the first time they are used.

**Significance/Importance:** Provide a clear and compelling rationale for why the proposed project, scholarly activity, or creative work matters. Indicate how the proposed project will advance knowledge, address an important scientific or scholarly problem, or demonstrate intellectual or creative significance. Include specific goals and objectives, and relevant background, information, and/or preliminary data in support of the project.

**Innovation/Novelty:** Outline the ways in which this project's proposed work is new/innovative in its theoretical or creative concepts, approaches, methods, instrumentation, technologies, and applications, in comparison to current and previous work in the field.

**Approach and Timeline:** Describe the plan for carrying out the proposed activities, including the methodological approach and work plan. Provide a timeline for completing the project.

**Feasibility and Resources:** Provide evidence that it is feasible to undertake and complete the work proposed and that a plan is in place to handle potential contingencies that might hinder success. Describe the environment in which the work will be done and specific resources that the project will employ. Include a collaboration plan, if applicable.

**Investigator:** Provide information to establish your eligibility for a FGRSC award and the ways in which you are well-suited to carry out the proposed project. Discuss your record of accomplishments and how the proposed project will advance your research, scholarship, or creative work.

**Impact and Outcomes:** Describe the value or impact of the proposed project, once complete, and how it will lead to extramural funding or disciplinary achievement. Outline your plan for assessing the project's success and evaluating outcomes. If the proposal is designed to support the resubmission of a proposal to an external grant competition (e.g., produce more pilot data), summarize the feedback received and explain how your FGRSC proposal addresses those deficiencies.

**3. Bibliography and References Cited:** Maximum 2 page – Use any standard format of your discipline.

**4. Budget and Budget Justification:** Use form provided – The Total Budget Request must total the Budget Request on the Cover Page. Budget categories include undergraduate and graduate student costs and fringe benefits, community collaborator service payments, travel, equipment, supplies and materials, participant support costs, animals and animal care, and contractual services. Use the Budget Template provided and follow the budget preparation guidelines below to prepare the budget and budget justification. You must justify each budget item.

Budget Justification. Use the Budget Justification column of the budget form. Each item must be justified in terms of purpose and a unit breakdown for how the amount was figured. (E.g., Graduate Research Assistant will consent participants, administer surveys, and do data entry. 10 hours/week for 10 weeks @\$xx per hour.)

Contractual Service Payments to Community Partner Organizations, if applicable, should be itemized and entered in the Contractual Services column on the Budget form, and be fully justified. The Contractual Service budget request should match the budget to which the community partner organization has committed in the Statement of Work for Contractual Services.

#### **Personnel Salaries and Wages**

Costs. Under each category: Graduate Student, Undergraduate Student, Community Partner Collaborator, Other; list names and roles of all personnel who will be compensated for work on the project. Indicate "TBN" for future hires. For personnel being paid hourly, give the rate for the year in which the work will be performed, number of hours per week, and number of weeks. For salaried personnel, list salary and FTE.

Fringe Benefits. List fringe by category. The [fringe benefit](#) amount should be computed using the rate

schedule for each employment category that will be in effect during the grant period.

### **Other Direct Costs**

Travel (Transportation and Per Diem). Travel in connection with research, scholarly, and creative work, including for archival research or creative work that is site-specific. All travel costs must be well-justified in relation to the project goals.

Equipment. Equipment is defined as tangible, non-expendable, personal property having an anticipated life of one year or more with a unit acquisition cost of \$5,000 or greater. Identify the individual pieces of equipment requested, the importance to the project, and why existing equipment does not suffice. Requires a price quotation from the vendor.

Materials & Supplies. These costs should be project-specific, reasonable, and based on actual or historical use. Provide a summary description and amount for each (e.g., software, chemicals, art supplies).

Software. Identify the software packages to be purchased, their importance to the project, and why existing software does not suffice.

Participant Support Costs. Include incentives, travel, and other subsistence costs necessary for the project.

Animals/Animal Care. Animal costs should reflect the type of animal, the number of animals, and the unit cost per animal. Per Diem costs should list the number of days of Per Diem.

Contractual Services. Explain and justify all fees and charges for specialized services, such as library access fees, translation/transcription fees, recording fees, laboratory analysis fees, consultant fees, etc.

### **Unallowable Costs:**

- Salaries or other direct remuneration to faculty members of Chapman University.
- Administrative support or office expenses related to research.
- Maintenance contracts on equipment.
- Travel to meetings, conferences, sabbatical sites for purposes other than conducting the proposed work.
- The writing and preparation of manuscripts intended to be used as standard textbooks.
- Projects that could receive support from publishers or other contracting entities.
- Publication costs or reprints for individual faculty or for departmental monographs or series.
- The preparation of lectures, demonstrations, syllabi, or other course-related materials.
- Departmental symposia, seminars, retreats, or colloquia.
- Projects whose purpose is support of undergraduate or graduate students pursuing their own research.
- The remedy of budgetary deficiency in other research contracts or grants.
- Bridge funding or marginal support for other substantially funded research.

**7. Curriculum Vita or Biosketch** – Maximum 3 pages: Include a CV or Biosketch (formatted as appropriate for the field) for the PI and any collaborators. Include the most recent publications or creative works, or those most relevant to the work proposed.

**8. Letter of Commitment from Community Partner Organization(s), if applicable** – Maximum 2 pages: The letter should:

- Be signed by a person authorized by the organization, e.g., Board Chair or Executive Director.
- State specifically the partner's intention to collaborate on the project and what community problem or opportunity will be studied.

- Describe the partner’s involvement in developing the project, how they will participate, and the resources they will devote to the project, including the name, title, and position of the lead collaborator and key staff, activities, timeline, and expected outcomes and impact.
  - Describe any financial and in-kind contributions. If the partner organization will be a sub-awardee, the letter should reference the Statement of Work for Subaward.
- 9. Statement of Work for Subaward** – Maximum 1 page. In collaboration with the community partner, the applicant should develop a short document which describes in more detail the activities and deliverables of the subaward. It should include a leadership statement (stating who will be directly responsible for accomplishing the work) and an itemized budget and justification that matches the subaward items listed on the applicant Budget and Budget Justification form. The Statement of Work for Subaward document accompanies the letter of commitment and should be referenced in that letter.
- 10. Letter of Support from Department Chair or Dean** – Maximum 1 pages. The letter should address the applicant’s record of accomplishment relative to their potential to successfully complete the proposed work and enhance their reputation and research profile as well as that of the department/college/school. It should also support the applicant’s description of their career stage and how the project will advance their research program vis a vis the FGRSC program aims.
- 11. Equipment Price Quote from Vendor, if applicable** – Attach a copy of a recent vendor quote for the requested equipment.

## **Submission of the Proposal**

**Submit your proposal via Cayuse SP by Monday February 17, 2025, at 12 (Noon) pm.**



## **Frequently Asked Questions**

### **Faculty Grant for Research, Scholarship & Creative Activities (FGRSC)**

If you have a question that is not listed here, contact the Office of Research & Graduate Education ([officeofresearch@chapman.edu](mailto:officeofresearch@chapman.edu)).

**1. Question: Can FGRSC funds be used to pay for tuition of undergraduate or graduate students?**

*Answer:* No. FGRSC funds cannot be used to pay for student tuition. However, graduate and undergraduate students may be compensated for work on the project and receive fringe benefits. See Budget and Budget Justification: Personnel Salaries and Wages, in the Instructions for Preparation and Submission of the Proposal.

**2. Question: Can undergraduate or graduate students be considered collaborators?**

*Answer:* No. Students may not be collaborators; they would be considered personnel on the grant. See Budget and Budget Justification: Personnel Salaries and Wages in the Instructions for Preparation and Submission of the Proposal.

**3. Question: Can FGRSC funds be used to support an undergraduate or graduate student's research?**

*Answer:* No. FGRSC funds cannot be used for projects whose purpose is support of undergraduate or graduate students pursuing their own research. See Unallowable Costs in the Instructions for Preparation and Submission of the Proposal.

**4. Question: Can an FGRSC be used to support travel and accommodations for undergraduate or graduate students to a research site where the faculty member is working?**

*Answer:* FGRSC funds can be used for travel to conduct research for all personnel associated with the project, including faculty, postdocs, and graduate and undergraduate students.

**5. Question: Can FGRSC funds be used to pay for research assistance by someone not employed by Chapman? This might be someone local (e.g., in the Orange area) or not local (e.g., another state or country).**

*Answer:* The person would be paid as a consultant and their work would be considered as contracted services. See Budget and Budget Justification: Other Direct Costs: Contractual Services in the Instructions for Preparation and Submission of the Proposal. If this involves work in a foreign country, OOR&GE will have the request reviewed for export control compliances.

**6. Question: Can a faculty apply for an FGRSC grant, even when they are applying for other funding for the same project?**

*Answer:* Yes. However, you cannot receive two awards for the same project. Therefore, if you are awarded both you must decline one. If you receive an external award for the project, you must decline the FGRSC. If both grants are from internal funding opportunities, you may choose which one to decline.

**7. Question: Is a recently tenured faculty member eligible for FGRSC funding?**

*Answer:* No. The 2024/2025 FGRSC is for tenure-track faculty. See Eligibility in the RFP.

**8. Question: Will the FGRSC support data collection efforts if I am on sabbatical?**

*Answer:* No. The key purpose of the 2024/2025 FGRSC is to support tenure-track faculty that haven't received tenure at Chapman.

**9. Question: Does the FGRSC allow indirect costs?**

*Answer:* No. The FGRSC does not allow indirect costs.

**10. Question: May I have co-PIs?**

*Answer:* No. FGRSCs are for single-PI projects, however you may have a collaborator.

**11. Question: May I have an off-campus or on-campus collaborator?**

*Answer:* Yes. Note, FGRSC will not pay on-campus collaborator salaries. However, it may pay for off-campus collaborator stipends or salaries. See the Budget and Budget Justification section of the Instructions for Preparation and Submission of the Proposal.

**12. Question: Should I include a 2-page CV/Biosketch for any collaborators?**

*Answer:* Yes. See Curriculum Vita or Biosketch in the Instructions for Preparation and Submission of the Proposal, for what to include.

**13. Question: Can I use FGRSC funds for a mentor?**

*Answer:* No. FGRSC funds cannot be used to pay a mentor or a mentor as a collaborator. However, FGRSC funds can be used for travel costs to meet with a mentor. The onus is on the applicant to justify the expense of meeting with their mentor to achieve the goals of the proposed project. While not disallowed, applicants must make a compelling case.

**14. Question: For the CV, should I use an NIH style or an NSF style?**

*Answer:* The style and format of the CV are not specified. However, note that there is a 3-page limit for the CV. See Curriculum Vita or Biosketch in the Instructions for Preparation and Submission of the Proposal, for what to include.

**15. Question: Should I include letters of support from anyone else involved in the project, such as collaborators or community partners?**

*Answer:* The only other letter of support allowed is the required letter from a community partner collaborator. See the Instructions for what to include.

**16. Question: If I am doing work for my project in a colleague's lab, but this person is not involved in my project, do I have to include her/him/them as a collaborator?**

*Answer:* No but describe these facilities in the Feasibility and Resources section of the Project Description.

**17. Question: I have received funding for my project that came directly to me; it did not go to the university. Do I need to list it?**

*Answer:* Yes. If you have funds available to you, such as those that came directly to you, include them on the Current, Pending and Planned Support form.

**18. Question: The budget for my project is very small. Does that give me an advantage?**

*Answer:* No. Projects are evaluated on merit, so focus on making a compelling argument for the merit of the project and provide a complete, detailed Budget and Justification, no matter what the budget request is.

**19. Question: What are some examples of items I should provide in a detailed budget justification?**

*Answer:* For examples of types of items to include, read the Budget and Budget Justification section of the Instructions for Preparation and Submission of the Proposal. Provide enough detail about each category and item to reflect why you need funds for items for your project.

**20. Question: I would like to use FGRSC funds to purchase a database, but I'll need the database for several years. Will FGRSC funds pay for the 10-year use of the database?**

*Answer:* You may use FGRSC funds for a one-time purchase of a database, regardless of the number of years you will use it. You may also use FGRSC funds to pay for a subscription or an annual fee to use a database during the grant period.

**21. Question: I'd like to apply to FGRSC to pay for the next phase of a larger project. Is this, ok?**

*Answer:* Yes. FGRSCs will pay for research/scholarly/creative activities for a new phase of a project if you are within the eligibility requirements. However, FGRSC funds cannot be used to finish a project after all the research has been completed.

**22. Question: Can I use FGRSC as gap or bridge funding?**

*Answer:* No. See Unallowable Costs in the Instructions for Preparation and Submission of the Proposal.

**23. Question:** If I'm working on a book, must I have a book contract prior to applying for the FGRSC?

*Answer:* The FGRSC does not support any costs for publishing a book or a journal article.

**24. Question:** Can FGRSC funds be used after the grant period?

*Answer:* No. No extensions are allowed. The funding period is only for 6/1/2025 to 5/31/2026.

**25. Question:** I am a non-tenure track faculty. How do I discuss my career stage in the Project Description?

*Answer:* Discuss this in terms of your track record in research, scholarship, or creative accomplishments.