

2024-2025 UDMPU Faculty Research Awards Request for Proposals

Info

Committee Email: FRA@udmercy.edu
Committee Chairs: Staci Kenno-Pinkerton & Lee Eshelman
Application Form: [Cayuse Application Link](#)
Due Date: January 15th, 2024 at 11:59pm EST

Overview

In accordance with the Detroit Mercy/UDMPU Contract, section 11.7 Internal Research Grant Fund, \$175,000 in research monies is available to McNichol's faculty covered by the Detroit Mercy/UDMPU Contract for academic year 2023-24. All UDMPU faculty are strongly encouraged to apply for Faculty Research Award (FRA) grant monies. The FRA committee tries to fund the greatest number of meritorious proposals possible. As a result, some proposals receive partial funding. There is no minimum or maximum grant awarded. The average grant was \$5,300 in 2021-22, \$9,300 in 2022-23, and \$8,500 in 2023-24.

A faculty member can only be the Principal Investigator (PI) on one research proposal per cycle, though they may also be a Co-PI on multiple proposals. Collaborative proposals are highly encouraged; however the primary investigator must be UDMPU McNichol's faculty. Please note that according to the Detroit Mercy/UDMPU contract, priority will be given to new tenure-track faculty members in the first, second, or third year of their appointments. To view a list of proposals funded since 2009, visit: [Past UDMPU Faculty Research Awards](#).

Submit

Proposals are due January 15th, 2024 at 11:59pm EST and must be submitted online using the Cayuse Sponsored Projects System.

Your Cayuse Sponsored Project will contain:

- Your Cayuse Sponsored Project Application (all required questions must be filled out)
- Proposal Narrative and Budget Justification, to a maximum 6 pages, as a PDF
- Budget Excel Sheet, as a PDF
- Any supporting documentation as necessary, as a PDF

The Project Narrative and Budget Justification document, an Excel Budget Sheet, and any Supporting Documentation must be attached as a PDF to your Cayuse submission. Proposals must contain all items requested and must strictly adhere to instructions. Late or incomplete proposals will not be considered. If any part of the proposal is submitted after the deadline, the proposal will not be accepted for review by the committee. Please use language understandable

by faculty outside your discipline, as the committee is comprised of faculty representing a wide variety of disciplines from all colleges, schools, and libraries.

If your research/scholarship proposal requires the use of human subjects, vertebrate animals, or recombinant DNA, you must attach approval(s) from appropriate body, either the Institutional Review Board (IRB) for human subjects, the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals or the Institutional Biosafety Committee (IBC) for recombinant DNA projects. If any of these approvals are pending, please indicate this in the appropriate box on the application. Compliance information can be found at the Detroit Mercy OSPRA webpage. [OSPRA Compliance Webpage](#).

Proposal Narrative

Please answer all questions. The entire proposal narrative must not be longer than 6 pages. Attach as a PDF to your Cayuse application.

1. Brief Abstract: Describe your proposal in 100 words or less. Remember to use language or define terms so that faculty members from different disciplines can understand your intent.
2. How does the research/scholarship relate to the mission of Detroit Mercy
3. Provide a brief description of the field of discipline and how this research/scholarship will benefit the discipline.
4. Describe your methods. Include research design if relevant.
5. What are the expected outcomes and how do you intend to measure them?
6. Describe the relevant experience of the principal investigator/co-principal investigator(s) related to this research/scholarship project and how the experience will enhance the project. Please describe your related publications in the discipline.
7. Provide a work plan, including specific objectives and the person(s) responsible.
8. Describe any plans for publication, presentation, or other scholarly outcomes.
9. Describe any planned follow-up activities and how they relate to the goal and purpose of the research/scholarship.
10. Budget Justification: Include a detailed budget justification for each line item on the budget spreadsheet.
 - a) **Faculty Course Release:** (Budget justification must include why a course release is necessary to complete the research as described. A letter from your dean approving the course release must be included in your attachments.)
 - b) **Research/Scholarship Assistant:** (Budget justification must include hourly rate, hours of work expected per week, and job responsibilities)
 - c) **Equipment/Supplies:** (Identify if the requested equipment is available in the department.

If not, justify the need for the equipment. Budget justification must include how requested supplies are integral to research/scholarship. All requests for equipment must include an actual quote with all available discounts applied.)

d) **Travel Expenses:** (Budget justification must include the reason for travel, dates traveling, and explanation as to how travel is essential to conducting the research/scholarship.)

Supporting Documentation

If appropriate, include a reference list/bibliography that provides research/scholarship justification for the project and attach it to your Cayuse application. You may also attach any relevant articles published by the faculty member(s) requesting funding that supports the proposal.

Budget Guidelines

1. The budget justification must include specific details, including how funds will be used, why each cost is necessary to complete the research/scholarship, and the dates the money is intended to be used. Please also provide appropriate supporting documentation.
2. Note that expenses that can be covered by the faculty development fund provided in Section 11.6 of the Detroit Mercy/UDMPU contract (i.e., the UDMPU faculty development voucher) cannot be included in the funds requested. Funds for dissemination activities (e.g., publication charges) and faculty development (e.g., attending conferences) are provided by Section 11.6 and are therefore not appropriate for this grant program.
3. Funds to support travel necessary for research or scholarship are appropriate but must be justified. All travel fund requests must be in accordance with the University of Detroit Mercy travel expense policies. [Procurement Services and Policies](#).
4. Faculty may request research assistant stipends. The need for research assistant(s) and their role needs to be presented in the budget justification. The budget must clearly outline how the faculty member wants the funds to be paid to the research assistant(s). For your reference consult the [Detroit Mercy Job Classification and Pay Levels Guidelines](#) at this link. Faculty can choose to have the funds paid as wages and/or in tuition remission. If choosing wages, please indicate an hourly rate and number of hours per week to ensure compliance with the Affordable Care Act (ACA).
5. Faculty requesting a course release cannot request more than contract stipulated funding (i.e., no overload), nor more than adjunct faculty pay for the college/school where the faculty resides. A course release can only be used toward on-term, required contract loads. Faculty cannot request off-term support. If you are requesting a course release, a letter of approval from the dean's office must be included as Supporting Documentation. This letter should indicate the dean's approval for your course buyout and include the amount of funds required to pay another instructor (overload pay for regular faculty or adjunct pay).
6. Requested equipment and supplies must be needed for the proposed research project. Before requesting new equipment, please identify if the needed equipment is available at Detroit Mercy. Please explain the need for the specified equipment in your budget narrative.

All equipment requests must include an actual quote with all available discounts applied.

7. Requests for funding an outside statistician are discouraged. The FRA Committee encourages in-house collaboration whenever possible.

Evaluation Criteria

The UDMPU Internal Research Fund Committee will review and evaluate proposals based on the following criteria using a 100-point scoring system with 10 additional points for new faculty.

1. The proposed research/scholarship is comprehensive and cohesive, demonstrating an ability to achieve the stated research goals. **(20 points)**
2. The scholarship/research plan is feasible, demonstrating an ability to fully implement the project. **(25 points)**
3. The principal investigator and/or co-principal investigator(s) have the relevant experience necessary to complete the project. **(10 points)**
4. There is evidence that the proposed research/scholarship will benefit the stated discipline and/or support the mission of Detroit Mercy. **(15 points)**
5. There is evidence of a plan for publication, presentation, leveraging external funding, or other scholarly outcomes. **(10 points)**
6. The budget amount requested is supported by data that justify the amounts requested. The budget justification is specific for each item requested. The funds requested are clearly related to conducting the research/scholarship. The budget shows good stewardship of limited resources. **(20 points)**

Total Review Criteria: **100 points**

7. Is the principal investigator a new non-tenured faculty in their first, second or third year in a tenure-track/clinical-track position? **(10 points)**

Awarded Submissions

Funding amounts for the 2024-2025 Faculty Research Awards are contingent upon the inclusion of funds as per section 11.7 in the Detroit Mercy/UDMPU contract. Grant monies will be available until June 30, 2025. Purchase Orders need to be submitted to Procurement Services before the fiscal year ordering deadline, usually sometime in May. The ordering deadline announcement is distributed by Procurement Services by email. All monies not spent by June 30, 2025 will be forfeited. This includes all receipts not submitted by this deadline. Though all funds must be spent by June 30, 2025, the research is not required to be completed by this date.

The faculty member awarded the funds is responsible for ensuring that the guidelines are met. All University policies concerning expenses are applicable. Please consult the Procurement

Services Policies. Successful Faculty Research Award grants will have the proposal title and abstract posted on the Office for Sponsored Programs and Research Activities website.

Progress Report

All awardees are required to submit a progress report the year following their award cycle. If the PI received an FRA award in the 2023-2024 cycle (with a fund spending deadline of June 2024), a Progress Report must be electronically submitted via email by January 15, 2024 at 11:59pm EST, with the subject line "FRA Progress Report – Lastname." [Progress Report Template](#).

2023-2024 Committee Members

CBA:	Staci Kenno Pinkerton
CES:	Klaus Friedrich
CHP:	Jaime Sinutko
CLAE:	Lee Eshelman
Libraries:	Jill Spreitzer
MFA:	Cindy Gillham
SACD:	Thomas Provost
UDMPU:	Diane Robinson-Dunn
Admin:	Michele Favoretto

Links

1. [Cayuse Application Link](#)
2. [Cayuse Instructions](#)
3. [Past UDMPU Faculty Research Awards](#)
4. [Excel Budget Sheet](#)
5. [OSPRA Compliance Webpage](#)
6. [Procurement Services Policies](#)
7. [Detroit Mercy Job Classification and Pay Levels Guidelines](#)
8. [Progress Report Template](#)