Research Award Program

Robbins College of Health and Human Sciences

Baylor University

The Robbins College **Research Award Program** is a competitive, internal research award program for all tenured, tenure-track, and research-focused clinical faculty in the College. This program is designed to support faculty who seek to submit ***external research proposals*** or ***external fellowship proposals*** in the following academic year.

The ***Robbins College Faculty Development Committee*** will review and score all proposals. Faculty PIs of top-ranked proposals will then be invited to participate in a 30-minute conversation with the review committee. Additional instructions will be provided at the time of notification to guide invited faculty members in how to prepare for their review committee conversations. The *Faculty Development Committee* will strive to distribute the awards evenly among ranks of tenure-track, tenured, and research-focused clinical faculty and across disciplines in the College, but they will prioritize projects that have a ***high potential of successfully leading to external funding***.

Research Awards are available in amounts up to $15,000. These awards will not pay faculty summer salary, but they will support travel, student stipends, supplies, and other relevant research expenses. Moreover, support for course buy-down is allowable if endorsed by the department chair. Faculty who are awarded a Research Award are expected to submit a grant proposal or fellowship application for external research funding in the academic year following the award.

To submit a proposal, please email copies of all materials requested below to Mrs. Cheryl Wade ([cheryl\_wade@baylor.edu](mailto:cheryl_wade@baylor.edu)) and copy your Department Chair **by December 1st, 2023 for 2024 Research Award Program consideration**. Any questions regarding this program should be directed to Renée Umstattd Meyer, [renee\_umstattd@baylor.edu](mailto:renee_umstattd@baylor.edu). Funding will be available beginning June 1st, 2024 and must be used before May 31st, 2025.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposal Checklist:**

\_\_\_ Complete proposal package (complete items 1 – 7 described on page 2 of this document).

\_\_\_ Complete and Sign cover sheet (this page).

\_\_\_ Department Chair letter of support required if the budget includes $5,000 + fringe benefits for 1-course release.

Call for Research Award Program Proposal

Instructions

1. Cover Page (1 page maximum, single-spaced)
   1. Title of Project.
   2. Faculty member’s name, position, and department.
   3. Project Narrative (3-4 sentences): using plain “lay” language, describe the relevance of the proposed research project to the public; the short and/or long-term contributions of the proposed research to enhance health or quality of life in our world.
   4. Relationship of the project to the applicant’s current scholarship (1 paragraph maximum; i.e., extension, new area, gap area, etc.).
   5. Future funding plans related to this project (max: 2 paragraphs maximum): Please outline your specific plan for seeking external funding related to this proposed project, including the specific grant call for which you will submit (e.g., RFP, PAR), other potential mechanisms, and a timeline for completing this project through external proposal submission.
2. Specific Aims page (1 page maximum) – follow NIH instructions and format.
3. Research Methods summary – summarize the research methods and rational for the proposed project (1 page maximum).
4. Preliminary Data related to Specific Aims (3 figure maximum) – include figure legends and a description of which Specific Aim the preliminary data supports (optional).
5. Biographical Sketch (5 pages maximum) – follow current NIH instructions and format.
6. Budget (up to $15,000) – please submit a line-item budget in table format. This award cannot be used to pay for faculty summer salary; however, with written Department Chair support and approval, $5000 (+ cost of fringe) can be used to cover 1-course release within the approved academic year.
7. Budget Justification – include a brief budget justification using the format of the external granting agency for which you plan to submit.

**Application packages will be reviewed based on the following criteria:**

Importance of the Research, including significance and innovation; approach, including rigor and feasibility; the link between this proposed project and a future external grant submission; and how this proposed project will strengthen this planned future external submission. Please see the scoring rubric for further detail regarding review criteria.

All faculty who are awarded a Robbins College Research Award will be expected to submit a final report to the Associate Dean for Research and *Robbins College Faculty Development Committee* by August 1st following the award. The report should include all outcomes of the funded project as well as a list of all items funded by the award (e.g., students supported, equipment, travel). A copy of the external research proposal or fellowship application should also be submitted to the Associate Dean for Research, once available.