

# Faculty Research Grant (FRG) Guidelines

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## Faculty Research Grant Program Description

The intent of the Faculty Research Grant program is to support Lehigh faculty members in developing continuity and advancement of research programs, and impact from their research, that would not otherwise be possible. The program supports work that is not currently supported by existing university resources, including external grants, gifts or endowments. Priority will be given to those proposals that are likely to enable development of a new research focus, expand applicants' research programs beyond their current scope, or enable ongoing programs to have expanded impact.

## Award

Grants will be limited to a maximum \$6,000.

## Eligibility

All tenure track or tenured faculty who have received fewer than three FRG awards in the past 5 years from the due date are eligible to apply. For an application to be considered, applicants must have completed all required reports for past awards under all Lehigh internal grant programs.

## Allowable Costs

FRG awards an investment in faculty research and its broad impact. Awards may be used for a wide range of research expenses provided that a clear case is made that the expenses are essential to the project. Grant funds may be used for the purchase of research materials including books unavailable through the library system, access to off-campus research materials, lab supplies, travel necessary to perform research, manuscript preparation, necessary publication costs, necessary travel, and other costs of performing research and effectively disseminating outcomes. Travel to disseminate outcomes may be supported, but needs to be carefully justified. **All expenditures must be in compliance with Lehigh's [Travel and Business Expense Policy](#).**

## Non-allowable Costs

Grant funds cannot be used for faculty salaries, the purchase of general-purpose equipment and computers, visiting faculty, course development or purchase of reprints. Grant funds cannot be used for reimbursement of costs incurred prior to submission of the application. **Please consult the [Travel and Business Expense Policy](#) for further information on unallowable expenses.**

**To Apply (Electronic submission of proposals through our [InfoReady Review](#) website is required.)**

When submitting, the online system will prompt for the following:

- A descriptive project title, suitable for publication on our public web site.
- Name, position, and department **of each participating faculty member**. One faculty member must be correspondent and will be responsible for all deliverables and management of the budget. **All co-PIs will receive a request for acknowledgement and approval of the proposal submission.**
- IRB/IACUC status. Please refer to our Research Integrity web page at <http://research.cc.lehigh.edu/research-integrity>.
- Abstract: Three to five sentences giving a clear and concise description of the project's objectives, proposed methodology and anticipated results in layperson's terms. Include start and end dates for the project. Unless approved by our office, the end date should be no later than twelve months from the proposed start date.

When submitting, the following must be uploaded to the online system as a single pdf. Page margins must be at least one inch. Exclusive of any figures, text must be 11 point or larger.

- Narrative: Provide two or three pages (not including references) briefly describing the proposed work. The narrative should include the project's objectives, proposed methodology and anticipated results. It should provide a clear statement as to how FRG funding will allow you to take your research beyond where it could have gone with existing resources and what opportunities this may present for you as well as Lehigh. The narrative should make clear your qualifications as they relate to this project, as well as how this project fits into your overall career trajectory.
- Budget: Provide an itemized budget including amounts in categories including personnel, materials and supplies, travel, etc. Provide sufficient detail for reviewers to understand how the budget items support the completion of the project. For personnel, you must provide pay rates such as hourly rate, per-page rate for editing or indexing, etc. The budget must be appropriate to the specific needs of the research project.
- A listing of all internal Lehigh grants and external grants completed within the past two years, currently active, and currently pending. In any case in which a non-specialist might perceive the FRG application to support work already funded by the completed, pending or current grant, provide a brief explanation of how the work and its goals are different.

Please keep in mind that your proposal will be reviewed by a faculty committee with members who may not be familiar with your specific area of study. Therefore, it is important that technical terminology be kept to a minimum and that the project be described in a manner that can be readily appreciated by non-specialists. In addition to providing reviewers with appreciation of the potential of the project, it should enable them to understand the necessity of each budget item to the completion of the work.

### **Review Process**

Lehigh's Internal Review Committee (IRC) will review proposals. IRC members are selected for their experience and representation of the scope of research endeavors at Lehigh. Awards will be made by the Vice President and Associate Provost for Research and Graduate Studies based on the recommendations of the review panel.

### **Evaluation Criteria**

Applications will also be evaluated according to these criteria:

- Potential impact of the proposed project. Will the grant support outstanding scholarly work that would not otherwise be possible? Will it enhance the breadth of impact of the work, e.g., through dissemination, access by broad audiences or translation to practice? Will it aid the faculty members(s) in sustaining or growing their research programs? Will it help the faculty member overcome barriers related to biases or injustice in how different subject matter is valued?
- Potential for success, based upon the plan for use of FRG funding, qualifications, and past accomplishments of the applicants.
- Budget. Is the budget appropriate for the proposed work?

### **Expenditures and Grant Management**

If you receive an award, an individual research account will be established. The awardee will be responsible for assuring that the funds are spent in pursuit of the objectives described in the application and in accordance with the proposal budget. Absent justification for no-cost extension, funds remaining at the end of the 12-month award period will revert to our office to support future research projects.

### **Reporting Requirements**

A brief report on outcomes of the project is due to the Office of the Vice President and Associate Provost for Research and Graduate Studies one month after the end of the grant period, using a form to be provided by our office.

### **Contact Information**

Questions and requests for additional information should be directed to [VPResearch@lehigh.edu](mailto:VPResearch@lehigh.edu).