

Fast Track Faculty Research Grants (FT-FRG) Guidelines

Program Description

The intent of the fast track faculty to research grant program is to enable members of the Lehigh faculty to take advantage of a time-limited opportunity to advance their research programs. Applicants must make a **compelling case** for funding under the fast track program. Typically, this will involve a time-limited need or opportunity that will have passed prior to the expected November or April funding of regular FRG grants. Applications suitable for the regular once-per-semester FRG program will not be considered.

In addition to the clear need for a rapid funding decision, award criteria for this program include the same criteria used for the regular FRG program. As for the regular FRG program, 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. The program does not support curriculum development or work that is part of a scheduled course. The program cannot be used to supplant funding from an existing source such as an external grant, gift of endowment.

Award

For academic year 2016-2017 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 previous five academic years 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 are viewed as an investment in faculty research and its broad impact. Awards may be used for a broad range of research-related 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 will be given lower priority.

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.

To Apply

A Fast-Track FRG application may be submitted at any time in the academic from September 1 through May 1, except for the period from two weeks prior to one week after the regular FRG grant deadline. **For Spring semester 2017, Fast Track applications may be submitted through January 24 and from February 17 through May 1.**

Electronic submission of proposals is required. Proposals must be submitted as a single file in Adobe PDF format. Pages must have margins of at least one inch. Exclusive of figures, text must be 11 points or larger in size.

The application **MUST include:**

1. **A Cover Sheet** including
 - A descriptive project title, suitable for publication on our public web site.
 - Name, position, and department of each participating faculty member. The first faculty member listed will serve as correspondent and will be responsible for all deliverables and management of the budget.
 - As applicable, a note regarding the status (e.g., approved, applied for, to be applied for) of any required IRB/IACUC approval for the project. If IRB/IACUC approval is already in place, please provide the date of approval. Please refer to our Research Integrity web page at <http://research.cc.lehigh.edu/research-integrity>.
2. **Abstract:** Three to five sentences giving a clear and concise description of the project's objectives, proposed methodology and anticipated results in layman's terms. Include start and end dates for the project. Unless approved by our office, the date should be no longer than twelve months from the proposed start date.
3. **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.
4. **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.
5. **Narrative:** Provide two or three pages briefly describing the proposed work. The narrative should include the project's objectives, proposed methodology and anticipated results as well as a clear explanation of why the funding is needed outside of the regular FRG cycle. 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.
6. **Need for fast-track funding:** Specifically describe the need for a rapid funding decision, such as an immediate need or externally imposed deadline whereby an opportunity would be lost if applying through the normal semester FRG cycle. Provide a timeline for use of grant funds consistent with the need.

Please keep in mind that your proposal will be reviewed by a faculty committee that includes members who may not be familiar with your specific area of study. Therefore, it is important that discipline-specific 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

Full proposals must be submitted electronically to VPRResearch@lehigh.edu. Following pre-screening to determine that the application is complete, Lehigh's Internal Review Committee (IRC) will review proposals. IRC members are nominated by their deans in accord with 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. Applicants will typically receive a funding within four weeks, and not more than six weeks.

Evaluation Criteria

The principal criterion considered by the review committee of a proposal is its relevance to Lehigh University's commitment to excellent scholarship, research, and creative work. Applications will also be evaluated according to the following criteria, the first being specific to the Fast Track program and the remainder being applicable to all

FRG grants. To be funded under the Fast Track program, it must be clear per the review of the application that it would have been funded in a regular FRG cycle.

- Need for immediate funding. Is there pressing reason for support outside of the regular semester funding cycle? How significant is the opportunity?
- 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 scholars in sustaining or growing their research programs?
- Likelihood of success, based upon the qualifications and past accomplishments of the applicants and their presentation of a sound plan for use of and FRG award.
- Budget and personnel. Is the budget appropriate for the proposed work? If a team project, is every member making a substantive contribution?

Expenditures and Grant Management

If you receive an award, an individual research account will be established. It is the responsibility of the awardee to assure that the funds are spent in pursuit of the objectives described in the application and in accordance with the proposal budget. 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 in 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.