

# **PROFESSIONAL RESEARCH OPPORTUNITIES FOR FACULTY (PROF)**

## **REQUEST FOR PROPOSALS**

**Submission Deadline: Monday, February 5, 2024, 5:00 PM**

The PROF fund is a collaborative enterprise between the Faculty Senate, the faculty, and the Senior Vice Provost for Research and Graduate Education. The goal of the fund is to support scholarly research and creative work among the faculty which enriches DU's vision of One DU, enhances the University's reputation and supports increased external funding for research, scholarship, and creative work. The selection process is grounded in a commitment to peer review as the strongest mechanism for assessing the merit of proposals across the diverse academic areas of the University. Applications from single investigators for up to \$27,000 are welcomed. Multidisciplinary applications from two or more eligible investigators representing different departments and disciplines may request up to \$45,000 in support of DU IMPACT 2025 and the university commitment to developing Knowledge Bridges.

### **Eligibility**

All full-time appointed faculty members whose job responsibilities include conducting research, scholarship or creative works are eligible to apply. Proposals are reviewed on merit. Review groups may not add additional criteria (support for students, preference for junior faculty, etc.) during the review process. Faculty members cannot have an active PROF grant as PI or co-PI, nor can they receive an award more than once every three years as a PI.

### **Use of the Funds**

Most expenses for research, scholarship and creative activity are eligible. Depending on division level policy, applicants may be able to use awards for buy-out from teaching or for summer salary; however, no PROF funds can be used for overload during the academic year. Applications should address the production of new scholarly work rather than the presentation of work that has already been completed. Projects may include work that is supplementary to projects funded by other sources; however, priority is given to seed activities for growth. PROF funds should be sufficient to accomplish the project and outcomes proposed; the project's success cannot be contingent on receipt of additional funding. Funding may be used for students; however the DU tuition match is not available for these internally funded projects. Funds ordinarily must be spent within 24 months of the date of the grant award. If you have questions about whether your activity meets the guidelines for funding, please contact Corinne Lengsfeld, Senior Vice Provost for Research, (303) 871-4843, [Corinne.Lengsfeld@du.edu](mailto:Corinne.Lengsfeld@du.edu).

### **Selection Process**

Initial peer review of proposals will be by one of the following Area Review Groups (ARG). It is IMPORTANT to note that, based on the research method/approach, applicants must specify only one

review group to evaluate their application. In other words, applicants must make a determination as to which ARG is most appropriate to review their proposal.

### **Area Review Groups:**

**Scientific Methods:** Proposals submitted to this group use scientific methods to address natural science, engineering, and computer science research questions. Included here also are mathematical proposals.

**Social Science Methods:** Proposals submitted to this group use social science research methods (qualitative and quantitative) to gather data that address research questions in many fields, including the social sciences, liberal arts, and many professional areas. Social science secondary data analysis proposals are also included here.

**Creative Works:** Proposals submitted to this group are characterized by the generation of an artistic or creative work. Proposals might come from a number of fields, including, but not limited to, the arts and humanities, communications, emerging digital practices, etc.

**Synthesis/Writing Projects:** Proposals submitted to this group are characterized by a final written product that presents synthesis/analysis of research, argument, legal opinion, or other such materials. Proposals reviewed by this group support writing books or academic journal articles, analyzing and/or synthesizing materials such as historical documents, economic data, sociological studies, legal cases and secondary legal authorities, business practices and models, and archives or library research.

The membership of each Area Review Group will be composed of past PROF recipients and faculty with strong scholarly records. Each Area Review Group will evaluate its applications and provide summary comments that will be available to the applicant through the Senior Vice Provost for Research. These materials will be forwarded to the Final Review Group that is composed of the chair from each Area Review Group, the Faculty Senate President or representative, and the Senior Vice Provost for Research. The purpose of the Final Review Group is primarily to ensure that the most meritorious proposals are funded in the context of the funds available, and to monitor balance across disciplines over a multi-year period.

The following time-line applies:

February 5, 2024	Proposals due by 5 pm
April 15, 2024	Award and decline letters sent
July 1, 2024	Funds available for expenditure

### **Application Format**

Application narratives **must not exceed** 6 pages (double-spaced, 12-point font, 1-inch margins). **Proposals that include narratives longer than 6 pages will not be evaluated.** Project timeline, budget details, budget justification and citations are in addition to this limit but must be presented in a clear and concise manner.

Do not attach an appendix to the proposal.

Proposals should also include a brief, (2 page) CV for each investigator.

The narrative should contain the following (limited to 6 pages):

1. An abstract ( $\approx$ 300 words) suitable for a general academic audience and for posting on the Faculty Senate website if the project is funded.
2. A description of the project, the research questions or the objectives of creative endeavors, and how the work will be carried out. A clear justification understandable to a broad audience as well as methodological detail that demonstrates quality and excellence are essential elements of successful applications.
3. For projects seeking a multidisciplinary funding, detailed evidence of a team approach must be present that demonstrates the unique and equally important perspective and contribution each investigator brings to the team. The outcome of the proposed multidisciplinary effort should not be achievable without all the team members.
4. A statement outlining the expected scholarly / creative outcomes of the project and the form, outlets for presentation of results, and any plans for continuation of the research beyond the two-year PROF funding period.
5. A description of how such outcomes will enhance the reputation of the individual(s) within the strategic goals of the academic unit and the university.
6. For divisions/departments where external funding is a required element of scholarship, the application should clearly link the projected outcomes of the PROF project to a subsequent funded program of research.
7. Discussion of outcomes from previous PROF awards if applicable.

Proposals will be evaluated on the following criteria:

- Scholarly Question(s) and/or Creative Activities(s)
- For multidisciplinary projects, the strength of the team and the relative contributions of each partner
- Plan for carrying out the work
- Outcomes / Products, including enhancements of the academic reputation of the individual within the strategic goals of the academic unit and university
- Appropriateness of the proposed budget and timeline.
- When applicable, the strength of the link between PROF outcomes and subsequent external

- funding.
- Ranking of the proposal by the applicant's dean relative to other PROF proposals coming from the applicant's academic division. The deans' rankings of proposals will be based on how well the proposed work relates to the strategic goals of the academic unit and the university.
  - If applicable, the history of the applicant to utilize PROF funding in a productive manner to achieve the objectives of the PROF program.

### **Final Report**

A written report must be submitted (as an email attachment) to the Senior Vice Provost for Research (facultygrant@du.edu) as soon as possible after the close of the project period, and no later than six months after the funds from the grant have been spent. The report should compare the project's outcome or progress against the plan laid out in the proposal. These reports will be reviewed by the Senior Vice Provost for Research and used to describe the outcomes of the PROF program via reports to the campus community.

The brief final report should address the following elements:

1. Description of scholarly / creative activity.
2. Discussion of how the accomplishments relate to the funded proposal, including an analysis of any variance between the proposal and the accomplishments and the reason for such variance.
3. Description (or list) of the outcomes in terms of publication, exhibits, performance, proposal submission for external funding, professional awards, etc. If outcomes (publication, exhibits, performance, etc.) occur after the final report is submitted, please provide an update to the Senior Vice Provost for Research.
4. Discussion of how the outcomes enhance the reputation of the individual within the strategic goals of the academic unit and the university.

**Proposal Deadline: February 5, 2024, 5:00 PM.**

**Submit an electronic copy (.pdf) of the COMPLETE APPLICATION to  
facultygrant@du.edu.**

# PROF APPLICATION

## I. APPLICANT INFORMATION

NAME(s) \_\_\_\_\_

DU ID # (87 number) \_\_\_\_\_

DEPARTMENT(s) \_\_\_\_\_

DIVISION(s) \_\_\_\_\_

ACADEMIC RANK(s) \_\_\_\_\_

PROJECT TITLE \_\_\_\_\_

AMOUNT REQUESTED \_\_\_\_\_

AREA REVIEW GROUP - You must check (  $\sqrt{\quad}$  ) only one of these groups.

Scientific Methods \_\_\_\_\_

Social Science Methods \_\_\_\_\_

Creative Works \_\_\_\_\_

Synthesis/Writing Projects \_\_\_\_\_

Will this project be undertaken while you are on sabbatical? \_\_\_\_\_YES \_\_\_\_\_NO

If the proposal involves course buy-out, have you obtained  
approval from your Department Chair or Dean? \_\_\_\_\_YES \_\_\_\_\_NO

Have your Department Chair and Dean have reviewed and approved  
the project budget? \_\_\_\_\_YES \_\_\_\_\_NO

Has other funding been awarded or requested for  
the proposed project? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, make sure the proposal and budget clearly outlines how PROF funds will be  
spent and the activities and outcomes associated specifically with the PROF funding.

Have you received prior PROF funds? \_\_\_\_\_YES \_\_\_\_\_NO

If yes, have you submitted your PROF report(s)? \_\_\_\_\_YES \_\_\_\_\_NO

## **II. NARRATIVE (No more than 6 pages)**

### III. BUDGET (See your Department/Division Administrator for help with this.)

Name(s)		Department(s)	
E-mail(s)		Division(s)	
Project Title			
<b>Salaries</b>	<b>Dates of work</b>	<b>Description</b>	<b>Amount</b>
Faculty Summer Salary			\$
Student		Must be registered as a student for quarters working	\$
Non-appointed		Non-student (or non-registered student) temporary hire	\$
<b>Subtotal salaries</b>			<b>\$</b>
<b>Fringe</b>	<b>Rate</b>	<b>Description</b>	<b>Amount</b>
Faculty Summer Salary	Typically 8.0%	Unless on greater than 9 month contract, then work with departmental administrator to determine correct fringe rate	\$
Student	1.7 %	If not registered as a student for quarters working, use Non-appointed	\$
Non-appointed	8.0 %	Non-student (or non-registered student)	\$
<b>Subtotal fringe</b>			<b>\$</b>
<b>Expenses</b>	<b>Dates or Description</b>	<b>Details</b>	<b>Amount</b>
<b>Course Buyout</b>		Qty =      Replacement Rate =      \$	\$
<b>Supplies &amp; Materials</b>		Purpose	\$
-copying, printing,		Purpose	\$
software ...		Purpose	\$
<b>Travel</b>		Location	\$
-airfare, hotel, meals,		Location	\$
transportation...		Location	\$
<b>Equipment</b>		Purpose	\$
		Purpose	\$
		Purpose	\$
<b>Outside services</b>		Purpose	\$
-includes contractual		Purpose	\$
services such as editing		Purpose	\$
<b>Other</b>		Purpose	\$
		Purpose	\$
<b>Subtotal</b>			<b>\$</b>
<b>Less amount covered by other sources of funding</b>			<b>\$(      )</b>
<b>Total request</b>			<b>\$</b>

#### **IV. BUDGET JUSTIFICATION**

In the space below please provide a justification for each budget item requested. Also list support your academic unit may be providing for this effort (e.g. secretarial support, graduate research assistant, partial departmental funding, reduction in other assignments, etc.).



**V. TWO PAGE CV(s)**