



## GUIDELINES FOR PROPOSAL SUBMISSION

### Important Application Dates & Requirements

Date	
November 3, 2009	Call for Applications ( <a href="http://www.providence.edu/Academic+Affairs/Faculty+Info/cafr.htm">http://www.providence.edu/Academic+Affairs/Faculty+Info/cafr.htm</a> ) sent to all Ordinary Faculty
November 12, 2009	CAFR Q & A Session - Slavin Center Soft Lounge – 3:00 pm – 4:00 pm
January 4, 2010	All proposals which involve research with <i>human subjects or animal subjects</i> must have their proposals submitted to the : <ul style="list-style-type: none"> <li>▪ <i>Institutional Review Board (IRB for Human Subjects;</i> <a href="http://www.providence.edu/Academic+Affairs/College+Standing+Committees/Institutional+Review+Board.htm">http://www.providence.edu/Academic+Affairs/College+Standing+Committees/Institutional+Review+Board.htm</a>) or</li> <li>▪ <i>Institutional Animal Care and Use Committee (IACUC for Animal Subjects;</i> <a href="http://www.providence.edu/Academic+Affairs/College+Standing+Committees/Institutional+Animal+Care+and+Use.htm">http://www.providence.edu/Academic+Affairs/College+Standing+Committees/Institutional+Animal+Care+and+Use.htm</a>).</li> </ul>
January 29, 2010	<ul style="list-style-type: none"> <li>▪ 6 copies of proposal due to the Office of Academic Affairs</li> <li>▪ Peer evaluations of proposals due to the Office of Academic Affairs</li> </ul>
February 26, 2010	Committee will submit its recommendations to the Provost and Vice President for Academic Affairs
Early April 2010	Grant awards announced
July 1, 2010	Effective start date for grants approved under these procedures
January 31, 2011	Purchases of equipment, materials and supplies are expected to be complete
May 3, 2011	All grant funds to be encumbered or expended
June 1, 2011	Grant Termination Date
October 3, 2011	A final report, describing work accomplished with CAFR funds for the 2010-2011 grant period, must be submitted to the Office of Academic Affairs

### Grant Eligibility, Selection Process, and Requirements

#### **Grant Eligibility**

- Ordinary Faculty in the ranks of Instructor through Professor are eligible and encouraged to submit proposals.
- Cooperative proposals involving more than one faculty member are eligible for consideration, as are departmental proposals.
- Faculty submitting more than one proposal should indicate the ordinal ranking of said proposals.
- Multi-year proposals will be evaluated and, based upon a review of interim annual reports and available resources, funds disbursed on an annual basis.
- While the committee encourages proposals from faculty with additional outside funding, duplicate funding will not be permitted, such as: elements funded by outside agencies, funding of the same elements by subsequent CAFR grants, and funding of services (e.g., typing, photocopying) already provided by Providence College. Grant recipients are required to notify the Office of Academic Affairs of current or future outside funding sources related to the CAFR grant.



- The Committee will consider applications for research only, not general faculty development. Nor will the Committee consider proposals for subsidization of publication costs, dissertation research, study grants, or faculty salaries.

### ***Selection Process***

- The Committee will evaluate the overall quality of each proposal. In particular, clear justification and specific documentation for all budget-related items are critical in the selection process.
- Among quality proposals, preference will be given to those faculty members, primarily, who have never received CAFR funding and, also, those who have not received aid in the previous three academic years.
- Applicant's previous CAFR history will also be considered (i.e., use of funds, completion of project and submission of final reports).
- The Committee is interested, especially, in supporting research in its initial stages that shows promise of winning support from other sources in the future, research that will contribute to an applicant's fulfillment of College criteria for tenure and promotion in rank, and research that contributes to advancing the applicant's field of study.
- The Committee may choose to partially fund an individual proposal.
- Applicants will receive notification of their grant approval or denial in early April. No individual feedback on grant applications will be provided as part of the notification process.

### ***Requirements***

- CAFR grant recipients must follow standard College procedures for purchasing, student employment, travel, consulting, etc., for all expenditures made. Any exceptions or deviations from these procedures must be authorized by the Office of Academic Affairs
- A report, describing work accomplished with CAFR funds for the 2010-2011 grant period, must be submitted by October 3, 2011 to the Office of Academic Affairs. An electronic form for the final report will be posted on the Office of Academic Affairs Web site. Reports may be made available to the President, Provost and Vice President for Academic Affairs, and future CAFR committees. Proposals from previous CAFR recipients will not be considered without the most recent report having been submitted.