

Faculty Development & Research Committee Award Guidelines



Program Overview

- Provides up to \$6,000 to full-time faculty members to further their scholarship, advance their research, develop material for publication, and/or support the development of scholarly projects that may garner external funding support
- Deadline: First Thursday of the Spring Semester
- Project Period: 7/1 – 5/31
- Guidelines and forms located on the OSPR website:
<https://www.towson.edu/academics/research/sponsored/funding/grants.html>

- Eligibility Criteria
 - Must be a full-time faculty member
 - May not have a current active FDRC award
 - Must be up-to-date on reports for any past awards
 - May receive 2 awards every 5 years
 - Must submit a complete application that complies with the guidelines
 - Must submit the proposal by the deadline:

Deadline: February 3, 2022 1:00 p.m. EST

Must certify/approve routing* the proposal by the required time:

Certification Deadline: February 4, 2022, 1:00 p.m., EST

*Certification/Routing is a two-step process!!!

Proposal Format

- Application Cover Page
- Proposal Narrative
 - Five double-spaced pages
 - Statement of the problem: (what is the problem that you plan to address; how does the project add to your field)
 - Project Objectives
 - Plan to Accomplish the Work: (e.g.: Methodology or details of what you will be doing! Include a timetable!)
 - Feasibility: Is the work doable?
 - Project Impact
 - References/Bibliography
 - Budget Form & Justification (use provided form)
 - 2 page CV
 - Attachments (Optional!)

Submission

- Proposals must be compiled into one PDF file
- Name the file: “your last name_FDRC_FY23”
- Submit to OSPR@towson.edu by the deadline (2/3/22; 1 pm)
- OSPR will send a confirmation email with instructions for the day of the deadline
- **FDRC Tip: Submit Early!**
 - Proposals received 24 hours in advance will receive a cursory review for completeness/formatting
 - You will have until the deadline to fix any application errors (those who do not submit early will not have the same opportunity)
 - You will have more time for the certification and routing process

Certification/Routing Approval

- **On the day of the deadline** OSPR loads your proposal into Kual, our system for proposal routing
- OSPR initiates certification
 - This is done in order of submission—the earlier you submit, the earlier the certification/routing process begins

Two-Step Certification/Routing Process

- You and any Co-PIs listed on your application will receive an email with a link that takes you to the Proposal Person Certification Questions: **Follow the first link and answer the questions**
- OSPR will initiate routing (but we can't do it until the PI and Co-PIs certify)
- You and any Co-PIs listed will receive a **second email** with a link that takes you to the routing approval page: **Follow the first link and click approve**

Submission Complete!

Reply Reply All Forward



Thu 8/29/2019 3:29 PM

OSPR@towson.edu

Regarding your involvement in Development Proposal Test Proposal

To Greene, Anne

Please review the following proposal by clicking on Proposal Number. Please answer the certification questions if you agree to participate in this project. Proposal Details as follows:

Document Number: 30561

Proposal Number: [958](#)

Proposal Title: Test Proposal

Principal Investigator: Lissa Margaret Rapkin

Lead Unit: 14210 - Sponsored Programs & Research

Sponsor: 3 - National Science Foundation

Deadline Date: 06/30/2019

This email is for informational purposes only. Take action in the next email link.

Reply Reply All Forward



Thu 8/29/2019 3:29 PM

ospr@towson.edu

Action List Reminder

To Greene, Anne

Your Action List has an eDoc(electronic document) that needs your attention:

Document ID: 33857

Initiator: System, Notification

Type: Add/Modify KcNotificationDocument

Title: Regarding your involvement in Development Proposal Test Proposal

To respond to this eDoc:

Go to <https://towson.kuali.co/res/ken/DetailView.form?docId=33857&command=displayActionListView>

Or you may access the eDoc from your Action List:

Go to <https://towson.kuali.co/res/kew/ActionList.do>, and then click on the numeric Document ID: 33857 in the first column of the List.

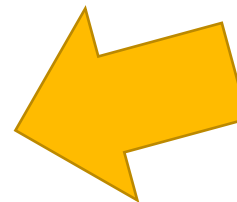
To view the route log of this document:

Go to <https://towson.kuali.co/res/kew/RouteLog.do?documentId=33857>

To change how these email notifications are sent(daily, weekly or none):

Go to <https://towson.kuali.co/res/kew/Preferences.do>

For additional help, email <<mailto:ospr@towson.edu>>



Click on the first link referenced above to access the certification questions.

← → 🔍 https://towson.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=viewUtility&viewId=PropDev-CertificationView&docId=30561&userName=agreene&formKey=a20c88bc-4644-4f1e-a2da-5dfc41fe1c29&cacheKey=i859sgjr5psd0vpp2g4bzz ☆ A

Kuali RESEARCHER UNIT CENTRAL ADMIN REPORTS SYSTEM ADMIN PORTAL GET HELP

Action List Doc Search User: agreene

Proposal Development

Certification for Anne S Greene

Proposal#: 958
 Title: Test Proposal
 PI: Lissa Margaret Rapkin
 Lead Unit: 14210
 Sponsor: National Science Foundation
 Deadline Date: 06/30/2019

I certify that I have reviewed Towson University's policies and guidelines related to financial conflicts of interest. I understand that if I seek or receive federal funds in support of this project, I have an obligation to adhere to applicable federal regulations and this institution's policy regarding financial conflict of interest. ⓘ

Yes
 No

If the proposal submitted herewith is funded and accepted by this institution, I agree to conduct the project in accordance with the terms and conditions of the sponsoring agency and the policies of this institution. ⓘ

Yes
 No

I agree to full responsibility for meeting the requirements of the award, including proper stewardship of the sponsored funds, submission of all required technical reports and deliverables on a timely basis and properly disclosing all inventions to the University in accordance with the Federal and University policies. ⓘ

Yes
 No

I certify that the facilities/space and other institutional resources necessary to complete the proposed project are available in the event an award is made. ⓘ

Yes
 No

I certify that the proposal submitted herewith (1) is complete in its technical content, (2) adheres to the rules of proper scholarship, including specifically the proper attribution and citation for all text and graphics, (3) complies with federal standards for the integrity of research (e.g., NSF/NIH Misconduct in Science Policy) and (4) is in accordance with specifications established by the sponsoring agency. ⓘ

Yes
 No

Document Info
 Doc Nbr: 30561
 S2S Connected: no
 Initiator: lrapkin
 Status: In Progress
[more...](#)

Read the questions thoroughly and answer them.

← → ↻ 🔒 https://towson.kuali.co/res/kc-pd-krad/proposalDevelopment?methodToCall=viewUtility&viewId=PropDev-CertificationView&docId=30561&userName=agreene&formKey=a20c88bc-4644-4f1e-a2da-5dfc41fe1c29&cacheKey=i859sgjr5psd0vpp2g4bzr ☆ A

RESEARCHER UNIT CENTRAL ADMIN REPORTS SYSTEM ADMIN PORTAL GET HELP

Action List Doc Search User: agreene

Proposal Development

Certification for Anne S Greene

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PI: Lissa Margaret Rapkin
Lead Unit: 14210
Sponsor: National Science Foundation
Deadline Date: 06/30/2019

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Yes
 No

Click on the blue button to certify your answers.



Document Info
Doc Nbr: 30561
S2S Connected: ⓘ
Initiator: Irapkin ⓘ
Status: In Progress
[more...](#)

Proposal Development

Certification for Anne S Greene

Proposal#: 958
Title: Test Proposal
PI: Lissa Margaret Rapkin
Lead Unit: 14210
Sponsor: National Science Foundation
Deadline Date: 06/30/2019

Print

All questions answered.

Save and exit Exit without save Return To Questions



Click Save and exit.

Document Info
Doc Nbr: 30561
S2S Connected: YES
Initiator: Irapkin
Status: In Progress
more...

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- Yes
- No

Welcome, Anne

Search Tasks

Quick Links

- [Search for a Sponsor](#)
- [View Address Book](#)
- [Search for an Organization](#)
- [View S2S Opportunities](#)
- [View Pessimistic Lock \(Locked Records\)](#)

This is the MYOSPR Home Screen. You may now exit.



PI/Co-PI Routing Approval

Please complete the APPROVE action for PI Name in Proposal for "Proposal Short Title"
Your timely action is requested.
Failure to act when an approval is requested will stop routing.



To review the requested action: [Document #37859](#)
<https://towson.kuali.co:/res/kc-pd-krad/proposalDevelopment?methodToCall=docHandler&docId=37859&command=displayActionListView>

Or, to see all actions requested: [Action List](#)
<https://towson.kuali.co:/res/kew/ActionList.do>, and then click on the numeric Document ID: 37859 in the first column of the List.

Action Item sent to

Click on the first link referenced above to access routing approval.

Certification/Routing Approval

- Once you and any Co-PIs approve for routing, proposals will be routed to the chair and dean for their approval. **Give them a heads up that you are applying!!!**
- **Please Note!**
 - Proposals that are received 1-2 hours prior to deadline will be uploaded by the evening. We suggest that you certify that evening so that we can route them to you first thing in the morning, which is the final step that needs to be completed.
 - The two emails you receive on the day of the deadline are system-generated by Quali and can look like spam
- Problems with the system?
 - Contact OSPR (Kat Fusick): kfusick@towson.edu; 410-704-2236 (x2236 if you are on campus)

Proposal Review Process

- Proposals are reviewed for eligibility by the OSPR. Review committee will not accept proposals that do not meet the eligibility criteria and do not adhere to the required format.
- Proposals are sent to the FDRC Committee:
 - 12 voting members, 2 from each college
- Committee members individually assign scores to the five evaluation criteria
 - Statement of the problem
 - Project objectives
 - Plan to accomplish work
 - Project feasibility (includes budget)
 - Project impact
- OSPR compiles and distributes the scores to committee
- Proposals are discussed and final decisions are sent to the Provost's office
- Letters are sent to all applicants

Tips for Success

- Keep in mind that your proposal will be read by faculty members from diverse disciplines
- Minimize disciplinary jargon and explain terms that will not be understood
- Proofread
- Have someone else read your proposal
- Ask yourself, are there conventions in my field that might be questioned by faculty members from other colleges? If so, explain why they are right for your project
- If you are working with students, remember that these are faculty research grants. Including students is laudable, but the goal of the project should be your productivity/scholarship, not your student's
- Submit early to benefit from an initial OSPR compliance review