

**FDRC Award Applications Due:  
1:00 pm on the First Thursday of the Spring Semester**

**SUBMISSION:** The application, including all required components, must be submitted to [OSPR@towson.edu](mailto:OSPR@towson.edu) by **1 p.m. on the first Thursday of the spring semester**. Applicants and any co-investigators will be required to **certify and approve their application for routing** no later than **1 p.m. on the first Friday of the spring semester**. Applications that are incomplete, late and/or have not been certified or routed **will not** be forwarded for further review.

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The purpose of the [Faculty Development and Research Committee \(FDRC\)](#) awards is to support faculty research and scholarly endeavors. Scholarship is one of the fundamental activities of a faculty appointment. To facilitate scholarship at Towson University, these awards provide funding for 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. While publication may not occur during the project period, evidence of scholarship as defined by the candidate's college PTRM document must be a long-term goal of any project.

The FDRC is comprised of faculty members of the six colleges. Therefore, proposals should be written to be intelligible to a broad group of scholars. Jargon should be avoided, and technical language should be explained. In addition, applicants should keep in mind that basic conventions of research (e.g. the use of students in the sciences; international travel to access archives) may not be shared across all colleges and may require explanation. Faculty members who are proposing to support students in their project should remember that the emphasis of the project should be faculty scholarship and publication. The outcome for students, while important, must be secondary.

The FDRC is expected to award approximately 60% of available funds to pre-tenure faculty members.

#### **Award Eligibility**

1. FDRC awards are available to any full-time faculty member (tenured and tenure-track, clinical, lecturer, visiting). Funding is dependent upon a continuing full-time employment contract with TU for the next academic year.
2. Applicants may not have an active FDRC award at the time of proposal submission.
3. Applicants may not have outstanding final reports for previous FDRC awards.
4. Applicants may receive no more than two awards every five years.
5. For purposes of collaborative grants, eligibility is tied to the Principal Investigator only.

#### **Application Deadline**

Applications must be submitted by **1:00 pm on the first Thursday of the spring semester** to [ospr@towson.edu](mailto:ospr@towson.edu) with subject line "[PI LAST NAME] FY27 FDRC Application. Applications received after the announced deadline **will not** be accepted.

Electronic approval routing for Chairpersons and Deans will be initiated by OSPR staff on the day of the deadline. **The proposal must be certified and routing approved by the applicant and all co-investigators by 1 p.m. on the first Friday of the spring semester.** If the applicant does not certify the proposal, it will be deemed **ineligible** for review.

#### **Award Amount & Eligible Expenses**

- The committee will award up to \$6,000 for approved projects.
- The grant period will be July 1 – May 31.

- An applicant may serve as the Principal Investigator on no more than one project. While an applicant who is a PI on one proposal may serve as a Co-PI on a second proposal, the Committee may consider the extent of commitment that is possible across multiple projects funded through these awards.
- Awards may be used to cover project-specific reimbursable, state-allowed expenses such as travel for research purposes, services, materials, equipment (as appropriate), and student wages.
- The majority of applications to the FDRC request funding for a number of budget items including faculty summer stipends, student support, materials and supplies and travel funding. Ordinarily the FDRC will allocate at least one-third of its funding to projects that include faculty summer stipends.
- The maximum summer stipend is \$4,000.
- Project expenses must be explained in the budget justification. Special care should be taken to justify items such as computers, laptops, and iPads. The budget justification should explain why the equipment is needed and what will happen to the equipment when the project is complete.
- Funds may not be used to support conference attendance in any way. Travel requests should be justified in terms of the benefit of the trip to the project.
- Compliance approvals (e.g., IRB, IACUC, IBC) are not required at the time of application. However, applicable approvals must be obtained prior to initiating any research with human participants, animal subjects, or biohazardous materials. Grant awards are contingent upon such approval, where required.
- The OSPR will oversee the general administration of FDRC Research awards. The OSPR will determine whether award monies are being spent in accordance with the proposal budget, as well as by State of Maryland and Towson University guidelines.

## **Proposal Format**

A proposal must contain items #1 through #5 (listed below) to be complete. Application materials must be assembled in order, then combined into a single PDF document, using the naming convention "[YOUR LAST NAME]\_FDRC\_FY27". If an application fails to follow the above requirements, it will not be forwarded to the committee for review.

### **1) FDRC Application Cover Page**

- PI Name, Position, Department*
- Request Amount*
- Project Title*
- Names, positions, departments of all Co-Investigators*
- Project Abstract (1,500 characters or less)*
- Eligibility Questions*
- IRB/IACUC/IBC protocol number (required for studies involving human subjects, animal subjects, or biohazardous materials)
- Generative AI Usage/ Attestation:*

### **2) Proposal Narrative (no more than 5 double-spaced pages with 1" margins and a minimum 11-point font)**

- Statement of the Problem/Description of the Project
- Project Goals
- Plan to Accomplish Proposed Work
- Project Feasibility
- Project Impact

### **3) References/Bibliography**

### **4) FDRC Application Budget & Budget Justification Form**

- Project budget
- Detailed description of planned expenditures

### **5) Abbreviated curricula vitae (3 pages per PI/Co-PI)**

### **6) Optional Attachments**

- IRB/IACUC/IBC Approval Letters

- b) Letters of commitment from participating individuals/organizations
- c) Communications/contract from publishers/editors
- d) Images

## Evaluation Criteria

In reviewing the proposed activity, the FDRC will keep in mind that awards are to be made consonant with a philosophy of supporting the development of research and creative endeavors. The criteria described below will be used to evaluate proposals using a seven-point scale. The scale follows:

Without Merit	Fair	Good	Very Good	Excellent
<b>0</b>	<b>1-2</b>	<b>3-4</b>	<b>5-6</b>	<b>7</b>

*Statement of the Problem/Description of the Project:* This section should include a brief discussion of the intellectual significance of the proposed project and its importance. This may require a brief literature review, as well as situating the project in the field to which the project proposes to contribute.

*Project Goals:* This section should explain the objectives or purpose of the project. Any background or context not included in the problem statement should be supplied here.

*Plan to Accomplish Proposed Work:* This section should present a clear description of how the project objectives will be accomplished. The section will vary widely depending on the type of project proposed. For example, some fields will explain the methodological approach to be used to test hypotheses. Other fields may outline what information sources are critical, where they are found and the plan for said review. No matter what kind of work is being proposed, there should be a well thought out and clearly articulated plan. The section should also include a brief timeline for the accomplishment of the various activities described in the proposal. **Studies involving human subjects, animal subjects, or biohazardous materials must initiate an IRB/IACUC/IBC approval protocol prior to the proposal submission.**

*Project Feasibility:* The applicant should provide evidence that the work can be accomplished. This will include evaluation of the appropriateness of the budget and timeline as well as evidence that access to any necessary materials, data sources, etc. are available to the proposer. Documentation of access to external data sources may be included as an optional attachment to the proposal.

*Project Impact:* This section should describe how the project fits into the applicant's overall scholarly agenda and the likelihood that it will be completed successfully based upon the application including outcomes from any previous FDRC grants listed on the Application Cover Page. The applicant also should describe the anticipated outcomes from the project, including well thought out plans for presentation and publication.

## Review Process

Applications received, certified, and approved for routing by the PI and any co-PIs are forwarded to the chair and dean for review. The deans and chairs have up to one week to review and approve applications from their respective areas. The OSPR reviews applications for eligibility using the criteria above. The OSPR forwards approved and eligible applications to the FDRC for review. The FDRC evaluates the applications based upon the criteria outlined in the guidelines. A slate of approved applications is forwarded to the Office of the Provost so that they can review the list for consistency with the emphasis upon funding to pre-tenure faculty. Final decisions are sent to the PI, typically **no later than the second week of May**.

## General Information

- The FDRC oversees the evaluation and the award of the funds. The committee's decisions are final.
- Studies involving human participants, animal subjects, or biohazardous materials must be approved by the appropriate committee before awards will be activated. Contact the Office of Sponsored Programs & Research at 410-704-2236, [ospr@towson.edu](mailto:ospr@towson.edu) with any questions.

- To view a complete list of the FDRC Committee members, please visit the [FDRC webpage](#).

## **Reporting Requirements**

Final reports are due within **ninety (90) days** of the end of the award period. Final reports should be one page in length. They should summarize the activities accomplished during the grant period. The report should also provide information on presentations and publications submitted and/or in progress.

## **Publication**

Faculty are required to acknowledge in print the support received from the Faculty Development & Research Committee of Towson University in any research publication. A copy of the final publication should be sent to the Office of Sponsored Programs & Research.

## **Use of Generative AI**

Applicants may use AI tools to assist with proposal writing but must clearly disclose and document how and where AI was used. Undisclosed or misleading AI use may affect eligibility. Applicants remain fully responsible for the accuracy, originality, and integrity of all submitted materials. Generative AI assistance does not shift responsibility or excuse fabrication, falsification or plagiarism.

## **Patents**

Towson University has an interest in any patentable invention or discovery, pursuant to the University of System of Maryland policies relating to intellectual property. By accepting the award, a faculty member agrees to execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in the University any or all rights to the invention or discovery, including assignment of any patents or patent applications relating to the invention or discovery funded by the grant. Please refer to [Towson University's Policy on Intellectual Property \(04-03.20\)](#).

*Questions can be directed to OSPR at 410-704-2236, [ospr@towson.edu](mailto:ospr@towson.edu).*