

Penn State Greater Allegheny
Greater Allegheny Research Committee (GARC) Program

October 2016

(NOTE: The word “research” as used in this document applies to all artistic, creative, scholarly and scientific pursuits recognized by a particular field as having significant disciplinary value.)

OBJECTIVE

The objective of the Greater Allegheny Research Committee (GARC) Program is to encourage and help facilitate the research mission of Penn State Greater Allegheny (PSUGA) through an internally peer-reviewed proposal process. GARC refers to the faculty committee responsible for developing guidelines and criteria, adjudicating proposals, and making recommendations for funding.

GENERAL INFORMATION

There will be two calls for proposals during a given academic year, one in the fall and one in the spring.

A GARC will be established at the beginning of each academic year to (a) review faculty proposals for research funds and (b) make recommendations to the Chancellor regarding the extent to which proposals should be funded.

Membership of GARC will be appointed by the ACAO and will mirror, as closely as possible, the composition of the Academic Affairs Committee of the Penn State Faculty Senate, with representation from each of the divisions that exist on the campus. The GARC will comprise six faculty representatives, two from each of the following groups: (a) term faculty; (b) tenure-track; and (c) tenured. In cases where one or more of the three groups cannot be adequately represented on GARC, the Associate CAO will make the appointment in consultation with the chair of the Academic Affairs Committee. The Associate CAO will serve as chair of the GARC and will vote only in the case of a tie.

A meeting quorum shall be 100% of those faculty members who have been appointed to the committee.

Proposal adjudication decisions and recommendations shall be made by majority vote.

Minutes of all deliberations will be kept. For proposal reviews, the minutes shall document clearly the decisions, any dissents and the reasons for them. Proposal deliberation minutes are generally confidential, but will be shared with the chancellor.

All GARC meetings, discussions, and applications, whether minuted or not, are confidential to the Committee. Minutes shall be housed in the office of the ACAO.

The ACAO is the committee chair and the official spokesperson for the committee and is responsible for all communications with those whose proposals have been adjudicated during the committee meeting.

The GARC acts as a committee of peers in reviewing all applications and making recommendations to the Chancellor's office.

To avoid misunderstanding, only the GARC Chair will discuss proposals with applicants.

ELIGIBILITY

Individuals eligible to apply for PSUGA Faculty Development grants include term, tenure-track and tenured faculty.

Should an individual lose eligibility status after a grant is awarded, the applicant will have six (6) months from the date of change to obtain eligible status or forfeit the grant.

Proposals that are rejected because of the quality of the proposal (as opposed to a lack of funds) by the GARC during the fall adjudication may be considered again in the adjudication the following spring, but only if revised according to GARC input.

WHEN TO APPLY

GARC will hold two annual competitions. Completed application forms must be submitted by November 15th and March 15 of each academic year. When the 15th falls on a weekend, the deadline will move to the following business day.

HOW TO APPLY

All applications must submit the following by email to the Office of the ACAO by the date specified:

- A two-page (one front-back page) proposal using 11-point font stating: (a) project title; (b) investigator(s); (c) type of GARC grant for which the faculty member(s) is applying (i.e., New Faculty Research; Standard Research; or Support – described later in this document); (d) abstract (less than 500 words) summarizing the research question/problem, objectives, and planned outcomes of the project; (e) discrete and labeled Introduction/Objectives/Methods/Outcomes sections with enough detail to inform reviewers in language that is easily understood by a broad cross-section of reviewers from different disciplines; (f) Literature Cited; and (g) Itemized Budget, with enough detail to inform reviewers of how funds will be spent.

- A progress/final report for the most recent Greater Allegheny Research Committee Grant (if any); and
- A two-page (one front-back page) *curriculum vitae* with enough information for the committee to make a determination as to whether the principle investigator is capable of successfully completing the project.

Once submitted, all applications will be considered final submissions. No additional information or proposal revisions will be requested or accepted after the proposal has been submitted.

TYPES OF GRANTS AND FUNDING MAXIMUMS

GARC recognizes three types of grants: New Faculty Research; Standard Research; and Support.

New Faculty Research Grant - maximum \$2,000

To provide funding to new faculty members (including term or tenure-track) in their first three years of employment and who have not previously received research funding as principal investigators from GARC.

A New Faculty Research Grant is not intended to provide continuing support for ongoing research projects/programs or to serve as a substitute for external funding. Grant recipients are expected to use the funds awarded to develop their research to the point where applications for external funding can be made or to leverage additional funding. New Faculty Research Grants are to support the direct costs of research and may include project-related travel.

Standard Research Grant – maximum \$1,500

To fund the development of research at PSUGA and, in so doing, to enhance PSUGA's competitiveness in terms of external research funding. A Research Grant is not intended to provide continuing support for ongoing research projects/programs or to serve as a substitute for external funding. Grant recipients are expected to use the funds awarded to develop their research to the point where applications for external funding can be made or to leverage additional funding. Research Grants are to support the direct costs of research, including project-related travel.

Support Grant – maximum \$1,000

To build on the progress and results of a GARC New Faculty Research Grant or Standard Research Grant. The Support Grant provides support in the following ways:

- Publication: To support the direct costs of book, journal, manuscript, web page, or multi-media completion and submission; and/or

- Conference Travel: To support the professional advancement of researchers and raise the profile of PSUGA by covering some of the costs associated with travel to national and international conferences and meetings. Eligible conferences and meetings are those in which the researcher is presenting/disseminating their research findings or creative works and that fall within the academic year, between July 1st and June 30th of the application year.

REPORTS

Researchers who hold either a New Faculty Research Grant or a Standard Research Grant must submit a Research Grant Report at the conclusion of their grant. A copy of the most recent Report (or a progress report, if the project is not complete) must also be submitted with applications for new Research Grants. For a spring competition, progress reports for projects funded in the previous fall competition are not required.

Reports will include the following:

- title;
- date grant was awarded;
- objectives of the research;
- adequate details of the extent to which objectives have or have not been met and reasons;
- funding received;
- disposition of the funds;
- changes to the budget and reasons, where applicable;
- work remaining in the project, if any;
- research outcomes;
- results of the research (publication, presentation, collaborations, additional funding, etc.); and
- future plans for the research.

Note: An applicant's ability to achieve the objectives of a previously funded GARC project will be used as a key criterion when adjudicating future proposal submissions to GARC.

POLICY STATEMENTS

GARC will not directly fund requests from students, but they may be hired as research assistants by the principal investigator.

Only GARC grant holders who are full-time employees of PSUGA can supervise students involved in the grant.

GARC will not accept funding requests for research projects that have already been completed.

The same proposal may not be submitted to GARC twice during the same academic year. Proposals that GARC considers substantially the same as a previously rejected proposal will not be considered.

Only one GARC proposal from a principal investigator may be funded per academic year.

GARC will not fund research that would be used by applicants toward completion of their university degree.

GARC will not consider applications from individuals who have not included a final report (or progress report) for their most recent GARC New Faculty Research Grant or Standard Research Grant.

GARC will not consider applications submitted after the deadline.

GARC will only consider proposals that are complete and accompanied by all required documentation. Where applicable, proposals must include the roles of co-investigators and students in the proposed research.

GARC will only consider one proposal from a principal investigator per competition for each type of GARC grant: New Faculty Research Grant, Standard Research Grant and Support. An individual may apply for a second New Faculty or Standard Research Grant if it is part of a collaborative project and provided that the individual is not the principal investigator.

Support Grant proposals requesting covering the costs of publication must include a copy of the formal contract from the publishing house or letter or email of acceptance from the journal.

GARC will not fund conference travel and expenses related to conferences through New Faculty Research Grant or Standard Research Grant awards. Funding for these items should be requested using the Support Grant application.

Support Grant applications for conference travel must include the submitted abstract; where applicable, the invitation; and formal acceptance, if received. The researcher must be presenting at the conference and must provide evidence of such with the application. Funding for a successful grant will not be released until formal acceptance is received.

GARC will not consider applications where the primary purpose is student training.

GARC will not fund course design and curriculum development.

Projects in the Fine and Performing Arts that may include the composition of musical works, the preparation and presentation of concert performances and plays, the production of art objects, the presentation of art exhibits, and the writing of literary works in Music and Art, merit the same consideration as research proposals.

DURATION OF AWARDS

Researchers are expected to expend their grants within two years of receipt. Unspent funds will revert to the Committee for re-distribution. Under extraordinary circumstances, requests for grant extensions can be submitted to the ACAO for review and approval. Extensions are normally granted for no more than one year.

ADJUDICATION CRITERIA FOR THE PROPOSAL REVIEW TEAM

The following criteria are used by GARC when adjudicating applications:

- The proposal is written in clear and correct English, is well-organized, and methodologically sound.
- Goals and objectives are clearly outlined.
- The proposal demonstrates that the researcher has made every effort to formulate the issues and is aware of available comparative literature. The objective(s) of the research is clearly stated and addresses any gaps in the field.
- The literature review supports the purpose of the research.
- The applicant adheres to the GARC policies and procedures outlined above.
- It is the responsibility of the applicant to provide sufficient information in plain language to assist GARC with the adjudication of the proposed research. In the case of GARC, a multi-disciplinary committee, this refers to putting complex and technical issues and terminology, not common to all disciplines, into words and terms that all Committee members will understand. GARC encourages the use of diagrams, tables or charts to assist applicants in the plain language description of the proposed research.
- The applicant is required to justify how this application is different from any previously funded GARC research, where applicable.
- The applicant must demonstrate research outcomes resulting from prior GARC support, where applicable.
- The proposal identifies specific expected research outcomes.
- The proposal speaks to the applicant's overall research program.
- Applicants must demonstrate that they are qualified to conduct the proposed work, achieve objectives, submit deliverables, and meet the deadlines being outlined in the proposal.
- As stated previously under "Reports," an applicant's ability to achieve the objectives of a previously funded GARC project will be used as a key criterion when adjudicating future proposal submissions to GARC.

GARC ACCOUNTS

GARC grants are to be used solely for the specific project for which funding is awarded.

Accounts established for GARC grants may not be used as depositories for other research funds.

Funds from GARC grants may not be transferred to other accounts.

Any unspent funds in the accounts of researchers who are no longer on staff at PSUGA will immediately revert to the General GARC Fund.

EQUIPMENT

Equipment purchased with GARC funds is the property of PSUGA.

Note: This document borrows language and concepts from several internal and external sources.