**College of Communication and Information Research Award Program**

**Program Policies and Proposal Submission Requirements**

**2018-2019**

CCI is interested in supporting collaboration among Faculty in their research endeavors. The primary purpose of this CCI Research Award Program is to provide CCI faculty with funding support for research projects that will, ultimately, place faculty in a stronger position when applying for external funding. CCI is also interested in developing and supporting research that would connect faculty’s research interests and expertise to the FSU Strategic Plan and the state of Florida’s priorities around the theme of Collaborative Community Building. Awards could be used to support initiatives that connect CCI faculty to Florida priorities or Community needs, e.g. new collaborations with the local community, e.g. businesses, schools, health care data; expansion of research to other locations, e.g. adding new sites in Gasden and Jefferson counties or collecting data from private as well as public juvenile facilities; or additions of faculty from CCI to explore a new theme within ongoing projects. The goal is to build community within CCI, FSU and Florida by contributing to the acquisition of knowledge where we work and live.

To address these interests, the proposed research must:

1. be a collaboration of at least **two** tenured or tenure earning faculty members. This can be two faculty members can be in the same school or across schools, one member from CCI and another college. A research team that includes 3 CCI faculty from at least 2 Schools *or* 2 CCI faculty and an additional member from another College (e.g. A& S, COM, Scientific Computing) may request an additional $5000 for their budget.
2. enable the team to develop a convincing external grant proposal.
3. link to an FSU or state of Florida priority.

**Eligibility**

* Each CCI Research proposal must be submitted by at least two tenured or tenure-earning faculty members who will serve as the Principal Investigators, Co-Investigators, or PI and Co-PI for the proposed research project and will be primarily responsible for planning, directing, and executing the project.
	+ Additional FSU faculty including specialized faculty (should their appointment allow it) can be included as members of the research team.
* Faculty are expected to be on no more that one award.
* CCI faculty members who serve on the Proposal Review Committee are not eligible to submit a proposal during the academic year they serve on the committee. Committee members will be solicited after proposals are completed and will be representative of the three schools.

**Award Amounts and Acceptable Uses**

Three types of awards are available. The use of these funds will be determined by the PI for the proposed research project in accordance with the guidelines listed below:

**Proprosal Preparation- $5000** (1 to 4) awards are available for eligible faculty teams to prepare a proposal for submission. This assumes pilot data, if needed for the proposal, are already in hand and do not need to be collected.

**Project Development $10,000** (1 to 3) awards are available. These awards could support a small project with data collection and analysis to expand a data set or complete a small pilot project. Funds could support consultation to improve methods or data analysis to further develop a project for proposal submission.

**New Collaborations $25,000** (1 to 2) awards are anticipated to support cross School or College collaborations that are strongly aligned with the CCI goal of interdisciplinary research to support Building Community.

An additional award of $5000 can be requested for the New Collaborations proposal to add a 3rd Co-PI or faculty to expand interdisciplinary efforts for a total of $30,000.

* Award dollars may be used for research-related purposes including:
	+ Salary for CCI masters and doctoral graduate assistants (fee waivers must come from other sources) or UG research assistants,
	+ Compensation of research participants, and/or
	+ Materials and/or equipment necessary for the proposed research project.
	+ Up to $1000 per team member can be used for project award related travel.
	+ Up to 50% of the award can be used for Summer 2019 salary and fringe benefits for members of the research team in the New Collaborations proposals only.
* Award dollars will be available Nov. 1, 2018 and must be expended by July 30, 2019.

**Important Dates**

* **Deadline to apply:** 5:00 p.m. on Monday, October 8, 2018. Proposals must be submitted via the CCI Office of Research website.
* **Late October, 2018:** Each faculty member who submits an eligible proposal will receive notification as to whether the proposal was funded, as well as the anonymous comments of each reviewer.
* **Final report due:** 5:00 pm July 30, 2019. Final report is the ***grant proposal prepared for submission to the identified agency.***
* **Project period:** Nov. 1, 2018–July 30, 2019.

**Required Proposal Items**

Each proposal must include the following items:

1. **A proposal abstract.** This document should provide a brief summary (250 words maximum) of the proposed research project.
2. **The proposal text.** The proposal text should be *well-written* and consist of each of the numbered sections listed below. The length of the proposal text should be no more than **three** single-spaced pages (not counting budget, justification, timeline, references, appendices, or tables).
3. **Budget, Justification and Timeline.** Provide a budget delineating personnel and project expenses and a brief justification of how the funds will be used.

**Required Sections of the Proposal Text**

The proposal text must address each of the topics listed below; the number and title of each section should be exactly as listed.

1. **Issue that the research addresses and purpose of the research (one page maximum).**
* Briefly describe the problem/issue or proof of concept the research project addresses with support from relevant literature
* Clearly describe the purpose of the research, making it clear as to how that purpose is related to the problem/issue or proof of concept
1. **Specific research aims**
* Make sure that the research aims identified are clearly related to the stated purpose of the research and the subsequent research plans
1. **Research methods**

Provide a *clear* yet *succinct* description of each of the following (provided they are related to your research project):

* Participants/object(s) of research
* Setting(s) in which the study takes place
* Innovation, itervention or product of interest
* Procedures
* Types of data/ material being collected, and the data collection instruments/methods
	+ Important: Be sure to clearly indicate which of your research questions each type of data is intended to help address
* Data analysis techniques
1. **How this proposal contributes to the theme of Building Community Collaboration and your program of research.**
* Briefly describe how the proposal:
	+ contributes to the CCI theme of Building Community Collaboration and the FSU strategic plan to which the proposed research project is related, and
	+ relates to the faculty team’s larger program of research or introduces new lines of exploration.
1. **Targeted agency and grant program.**

As a condition of receiving the award funds, you are expected to submit a grant proposal to an external funding agency during the 2018–2019 academic year. Therefore, please:

* Indicate the funding source (e.g., IES, NIH, NSF, ASHA, Other Foundations) and specific grant program to which you will submit a grant proposal to support additional work related to your larger program of research.
* List the goal(s) of the grant program, the project period/length (number of months or years), and the amount of the award (range or maximum allowed).
* Provide the proposal submission deadline for the grant program ultimately targeted by this effort *and* the date you expect to start preparing the proposal.
* Discuss how the proposed research project will enhance your chances of receiving funding from this source.

**Faculty members who receive a CCI Research Award are expected to prepare a high quality grant proposal to support follow-up activity that will be submitted through the CCI Office of Research to an external funding agency (e.g., IES, NIH, NSF, ASHA Foundation, Other Foundations) during the 2019–2020 academic year.**

Feel free to contact Juliann Woods, Associate Dean for Research, if you’d like to discuss research activities in advance of proposal submission.

(Criteria for judging proposals are listed on the next page)

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**Criteria for Judging Proposals**

Proposals for a CCI Research Collaboration Award will judged in light of each of the criteria listed below.

1. Is the proposal well-written? Does it describe the effort succinctly and clearly in language accessible to a general audience as opposed to language only accessible to experts in their fields?
2. Does the proposal address the CCI theme of Building Community?
3. Does the proposal include collaboration between at least 2 eligible faculty with one from CCI?
4. How likely is it for this collaboration to support new research opportunities for the named CCI faculty?
5. Is the description of how the proposed research project will enhance faculty chances to securing funding from the identified grant program sufficient and feasible?
6. Are the goal(s)/objective(s) of the proposed research project clearly explained?
7. Is the description of the proposed activities clear and detailed with respect to each of the following (as related to the proposed project)?
	1. Participants and setting(s) for the study,
	2. Innovation, intervention or products that will be examined or developed
	3. Research design and procedures including measures, data collection, and analysis,
	4. Roles and contributions of the collaborating faculty, and
	5. Timeline/Schedule to accomplish the project objectives.
8. Do the proposed activities seem feasible to conduct within the nine month award period (Nov 1, 2018–July 30, 2019)?
9. Is the use of the funds clearly explained? Is it well aligned with the proposed activities?