

## II.I.

### FACULTY DEVELOPMENT (Revised: November 10, 2017)

#### School Research Enhancement Funds: Guidelines and Procedures

These Guidelines and Procedures shall be in effect from the time they are accepted by the faculty of the School until amended by the faculty. Funding for research development projects comes from the Office of Research, Commercialization, and Outreach. Should either the CLA or the SAMC FTSCA not receive enough fundable applications, any remaining moneys will be distributed to the other unit.

#### A. The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA)

1. The Faculty Teaching and Scholarly/Creative Activities Committee (FTSCA) is responsible for receiving and evaluating grant proposals for college research enhancement funds.
2. This committee will select applications for recommendation to the Director until all funds are allocated.
3. The following recommendations may be made by the FTSCA Committee:
  - a) funded as presented; b) partially funded; or c) not funded.

#### B. Eligibility for Funding

1. Tenured and tenure-track faculty members will be eligible to apply.
2. No member of the FTSCA committee may submit a grant proposal for School research funds. A committee member who wishes to do so must resign his or her committee position.
3. Only projects meeting the criteria set forth for "Scholarship" in the Texas A&M University-Corpus Christi Rule 12.01.99.C0.04.3 may be supported by Research Enhancement Program funds.
4. Funds may not be used to support doctoral dissertation research.
5. Awards from these funds may not duplicate funds awarded from other granting agencies.
6. Proposals for the same, or substantially the same, research project may be submitted to both the University Research Enhancement Committee and FTSCA, but funding cannot be received from both sources.
7. In order to support the research efforts of as many faculty members as possible, an eligible faculty member may submit only one research proposal per year as principal investigator for consideration at the School level.

#### C. Selection Criteria

When evaluating Research Enhancement grant applications, the University Research Enhancement Committee considers both the scholarly merit and feasibility of the project. Included in such considerations are such issues as:

1. the project's adherence to the criteria for "scholarship" in Rule 12.01.99.C0.04.3;
2. overall clarity of the research proposal;
3. soundness of the research methodology;
4. indication that the project will contribute to the advancement of knowledge in the field;
5. reasonableness of the work plan;
6. appropriateness of the proposed budget in terms of the work plan and anticipated outcomes;
7. potential that the project will result in a research product that will be presented to the external scholarly community in the field;
8. the record of previous project completion and budget management in the case of applications who have previously awarded university or School Research Enhancement grants;
9. benefit to the School.

#### D. Application Process

1. During each spring semester or when funds become available, FTSCA will announce the deadline for School level applications;
2. Applicants should submit the application form electronically (in Word) to the Associate Dean's Senior Administrative Assistant. The members of FTSCA will receive copies of the applications from the Senior Administrative Assistant with applicants' names redacted;
3. The FTSCA Committee Chair will forward the committee's recommendations to the Associate Dean for preliminary approval;
4. Official notification of college level awards will be made in writing by the Director's Office;
5. Copies of successful applications shall be kept by the Director's Office for three (3) years. These will be available for examination by potential applicants in the future.

#### E. Completion of the Project

1. A final written report should be submitted to FTSCA stating to what extent the objectives of the original application have been met. The report is due October 1<sup>st</sup> following the close of the fiscal year in which the award is spent.
2. A final accounting of the budget should be submitted to Director's office within 30 days after the completion date in the application.

Application forms can be found on the college website at the following web address:  
<http://cla.tamucc.edu/about/forms.html>.