



5500 NORTH ST. LOUIS AVENUE
CHICAGO, ILLINOIS 60625-4699

OFFICE OF ACADEMIC AFFAIRS

To: Tenured/Tenure-Track Members of the Faculty

From: Lawrence P. Frank
Provost

A handwritten signature in black ink, appearing to read 'L. Frank', written over the printed name 'Lawrence P. Frank'.

Date: March 14, 2011

Re: Call for Research Proposals for the 2011-2012 Academic Year

The Committee on Organized Research is prepared to receive proposals for research grants for academic year 2011-2012.

Please read the attached guidelines carefully before submitting your proposal.

NOTE: No awards will be made/disbursed without Human Subjects Committee approval.

COMPLETED APPLICATIONS FOR 2011-2012 COR PROPOSALS ARE DUE IN THE OFFICE OF THE PROVOST NO LATER THAN 4:00 P.M., FRIDAY, APRIL 22, 2011.

Awards will be announced after July 1.

C: President's Council
Provost's Council
Department Chairs

COMMITTEE ON ORGANIZED RESEARCH

Committee on Organized Research

A faculty committee reviews original research proposals and prepares recommendations for funding to the Provost.

The COR awards are the principal source for funding well-designed theoretical and applied research projects which have potential for publication. Curriculum development proposals, therefore, are not eligible for consideration in this program.

I. PURPOSES OF COR

- A. To encourage original research among the faculty of Northeastern Illinois University.
- B. To encourage research which leads to publication and presentation of papers by faculty at Northeastern Illinois University. The funding is designed to support research by established scholars and to support new faculty to explore and begin research projects.
- C. To bring faculty members at Northeastern Illinois University into closer contact with the scholarly community outside the University through participation in research, publication and presentations.
- D. To attract outside funding sources through the development of expanded research designs and pilot projects.

II. GUIDELINES FOR APPLICANTS

- A. All tenured/tenure-track faculty members are eligible for COR research grants except those faculty members serving on the Committee on Organized Research.
- B. Only one proposal may be submitted by an applicant.
- C. The Committee on Organized Research does not fund released time, conference or workshop attendance, completion of degree requirements, or publication costs for books or long manuscripts.
- D. When a research paper has been accepted for publication, the Committee will consider page costs or related manuscript charges for relatively short articles (10 to 15 pages) in professionally recognized journals.
- E. Requests for travel funds to obtain research data will be considered. Such requests to travel must be specific; materials or manuscripts must be available only in the libraries or sites to be visited. No travel for research will be approved when a faculty member's classes are in session.
- F. The maximum amount of any COR grant funding will be \$3000.
- G. Individual faculty members may receive an award two years in succession. After two COR grant awards the awardee must wait a year before making another application.
- H. No application will be considered unless a report for previous COR funding is on file in the Provost's office. Reports from 2010-2011 recipients will be due July 1, 2011.

III. SELECTION PROCEDURES

- A. The Committee on Organized Research shall consist of seven (7) faculty members appointed by the Provost upon the recommendation of the Advisory Committee on

Faculty Awards. The faculty membership shall be chosen from the list of former COR recipients and shall include three (3) faculty members from the College of Arts and Sciences, two (2) from the College of Education, one (1) from the College of Business and Management, and one (1) from the Resource Professionals, to serve for two years. The Committee shall elect its chair and secretary.

B. Members of the Committee on Organized Research shall review all applications submitted by the deadline. All applicants will be provided with notice of the final selection of recipients.

C. Proposals will be randomly sequenced to determine order of discussion. Each proposal will be discussed. The following criteria will be considered in the rating of proposals:

- (1) Is the purpose clearly stated? Is the problem clearly conceived and defined?
- (2) Is the literature review adequate? Is the connectedness between proposed research and the existing body of knowledge in the field shown?
- (3) Are the procedures specified and the methodology appropriate? Are the elements of the methodology well-defined and organized? Is there a realistic time-line for project completion included?
- (4) Is the plan of self-evaluation of the completed proposal adequate? How will you judge whether the completed project is successful? How will the results be disseminated to the academic community, on or off campus? Examples of dissemination include peer reviewed publications and presentations at the local, state or national levels, academic program changes (new or improved courses/programs), presentations on this or other campuses, etc.
- (5) Is there evidence of past accomplishments or potential for accomplishments on the part of the applicant? Has a vita been included that shows present, past or potential accomplishments?

Each aspect of the proposal will be discussed and rated by each member on a 1 - 5 scale (1 - low rating; 5 - high rating).

After all proposals have been discussed and rated by secret ballots, a subcommittee will tabulate the ratings on each proposal and rank the proposals by average score.

D. The Committee on Organized Research will present their recommendations to the Provost. The Provost will review the recommendations of the Committee and announce final decisions regarding the COR awards.

IV. RESPONSIBILITIES OF GRANT RECIPIENTS

- A. All recipients of COR grants are to submit to the Office of the Provost a final summary of their research activities for the period of funding, including an account of expenditures.
- B. No subsequent grant will be awarded unless the final summary of the previous grant activity has been submitted to the Provost.
- C. The Committee on Organized Research, in cooperation with the Provost's Office, will sponsor seminars, lectures, and symposia based upon the research of grant recipients.
- D. All publications resulting from COR grant funding shall acknowledge COR assistance and Northeastern Illinois University.

V. INSTRUCTIONS FOR APPLICATIONS

All applications for 2011-2012 awards must be delivered to the Office of the Provost by 4:00 p.m., April 22, 2011. **Please submit the original application. No additional copies will be required.**

The completed application will consist of the following:

- A. Application cover sheet (attached).
- B. Detailed description of proposed research. Applicants should describe the specific program of study or research planned, explaining the basic idea to be explored and the approach to be taken. Applicants should also indicate the significance of the work and its contribution to knowledge. The application must include an outline plan of work, methodology and schedule.
- C. A brief personal resume including listing of previous research support, publications, and papers pertinent to the proposed study.
- D. Detailed budget request. A summary budget must include the following specific information:

1.	Contractual	\$	
2.	Commodities	\$	
3.	Equipment	\$	
4.	Pers Services	\$	
5.	Travel	\$	
	Total:	\$	

The detailed budget should include justification of specific items. Be accurate in your estimates of specific costs. The following definition of terms may prove helpful:

Contractual Services: All services requiring personal performance or efforts by named individuals. This includes consultants, presenters at workshops, performing artists or artisans, or products or the use of property where the named individual's personal efforts created such products or property. All software purchases are included in contractual services.

Maximum \$750.00 total typing costs.

Commodities: Articles of a consumable nature which show a material change or significant depreciation with first usage, as well as repair parts, and equipment having a unit value of equal to or less than \$99.99, not including library books.

Equipment: Tangible property of a non-consumable nature exceeding \$99.99 in the operation of a state agency and all library books.

Travel: Travel within the Chicago metropolitan area where living expenses are not involved. Travel outside the metropolitan area must be explained and justified. If the applicant anticipates foreign travel, the current exchange rate in US dollars must be provided.

Maximum \$60.00 per day for expenses, including lodging and meals.

Personal Services: may include research assistants and student aides.

E. Human Subjects Committee Approval

Approval from the Human Subjects Board (Human Subjects Committee) must be obtained prior to an award. Human Subjects Review information and forms are available by contacting the Office of Sponsored Programs or at their website: www.neiu.edu/~sprogram . No awards will be disbursed until approval is obtained.

NORTHEASTERN ILLINOIS UNIVERSITY COMMITTEE ON ORGANIZED
RESEARCH

APPLICATION FOR 2011 - 2012 COR RESEARCH GRANT

Name _____ Department _____

Rank _____ Tenured: Yes
 No

First Time Applicant: Yes
 No

Date of Last COR Grant Received _____

Last COR Report Submitted: _____ (Date)

Major Field of Proposed Project: _____

Descriptive Title of Proposed Project: _____

Abstract of Proposed Project:

Total project Funding Requested: \$ _____

Attach Human Subjects Committee approval