

Office of Research & Economic Development Internal Funding Programs



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Overview

The Faculty Productivity Grant program (FPG) allows faculty members to request a course buy-out for a period of one semester. The purpose of the FPG is to provide concentrated time for faculty to engage in activities that will significantly enhance their ability to complete a major application or project. The Office of Research and Economic Development (ORED) will provide funds for two to three faculty course buy-outs from teaching annually. (Award amounts are determined based on the reimbursable cost of an instructor to cover the faculty member's course, up to \$5,000.)

Applicants are expected to meet requirements for scholarly, research, and/or creative productivity stemming from the award (e.g. publications, creative products, or grants), and should identify external funding/awards to support the sustainability, expansion and/or dissemination of the project/results obtained. See the sidebar on p1 for a non-inclusive list of examples of fundable activities.

Eligibility

ELIGIBLE: Preference will be given to faculty at the level of assistant professor. With the exception of the College of Medicine, faculty from all colleges and schools are eligible to apply. Applicants must have been in a faculty position at USA for at least two years.

INELIGIBLE: Applicants must not be within five years of declared retirement and cannot currently be the recipient of a grant or contract that provides funds for re-assigned time concurrent with or immediately preceding the semester of the request.

LIMITATIONS: Nine-month faculty are limited to buy-out requests during the academic year, i.e. summer buyouts may not be requested. Recipients may only receive one course buy-out within a two-year period. No college or school may receive funds for more than two buy-outs annually.

FPG AT A GLANCE

Total funding: \$10,000 annually

Individual awards of up to \$5,000

Award goes to department to reimburse buy-out cost

APPLICATION DEADLINES:

October 1 for course buy-outs in the Spring or Fall semesters of the subsequent year (if available)

February 1 for course buy-outs in the Fall or Spring of the subsequent academic year (if available)

EXAMPLES OF ACTIVITIES FUNDED BY THE FPG:

- Collecting pilot or preliminary data to enhance competitiveness for a major grant or contract
- Writing a large collaborative grant (e.g. multi-institutional center proposal or similar)
- Writing a significant section of a book manuscript

Requirements

- Recipients must commit to submitting at least one major grant/contract or book proposal within twelve months of the buy-out.
- For budgeting purposes, department chairs MUST provide an estimate of the cost of the replacement instructor.

Constructing the Application

- a. **Include a formal request to the chair and/or dean for re-assignment from teaching one class under the FPG program.** The request should indicate the semester of the request, and should be placed *at a minimum at least one semester prior* to the date in which course assignments are to be made. This could vary depending upon the department, but *for example* could be a request in the fall semester of one year for a course release during the fall semester of the subsequent year.
- b. **Include a one-page description of the proposed research,** including the activities to be undertaken during the semester of the course release, and a description of the anticipated results, data, or other products.
- c. **Include a description of specific plans** for a major grant/contract proposal that will be the target of a subsequent submission; alternatively, provide evidence of an existing book contract or correspondence with a specific press about a potential book contract.

Submission and Review

- Applications will be submitted in InfoReady.
- Department chairs will need to provide a letter of approval in InfoReady that includes an estimate of the cost of the course buy-out.
- Subsequent to that the college dean will need to approve the application.
- Applications will be reviewed by selected members of the Faculty Development Council.

Awards

This is a cost-reimbursable program. Requests for a fund transfer to reimburse the actual cost of the replacement instructor must include a copy of the departmental personnel action form and reference the name of the FPGP awardee and academic term during which the replacement costs were incurred. Requests must be submitted to the Office of Research and Economic Development no later than 60 days after the personnel costs have been incurred, i.e. at the conclusion of the semester of the course buy-out.

Award Administration

A final progress report must be submitted via InfoReady in the spring semester following the completion of the award. We now collect progress reports for all our programs once annually. Failure to submit a timely progress report will jeopardize future submission opportunities to this program. For additional information, contact Angela Jordan.

Post-award administration is the responsibility of the PI, Department, and College.

The Office of Research Development and Learning may contact awardees for additional, ad hoc progress updates.