

2008 Research Leave Program
For 2009-2010 Academic Year
Submission Deadline is October 15, 2008

The purpose of the Research Leave (RL) program is to provide teaching replacement support to allow recipients to dedicate one or two semesters to original research, scholarly and creative activities that will result in publications, exhibitions, and other scholarly and creative accomplishments. During the RL award, faculty should dedicate their time to research projects completely unencumbered by teaching and administrative responsibilities. Research Leave may be taken for a period *up to 12 months*.

ELIGIBILITY

1. Tenured and tenure-track faculty (non-tenure track ranked research faculty in special cases) with established scholarly, artistic, or research records are eligible for Research Leave. Research Leave is not usually granted to faculty who have not received tenure prior to the requested start of the leave. In truly special circumstances, where the research leave is absolutely essential to accomplish the proposed research (for example, fieldwork for extended durations or at restricted times of the year), applications will only be considered from non-tenured faculty with prior consultation from the Office of Research Faculty Fellow, [Jim English \(englishj@missouri.edu\)](mailto:englishj@missouri.edu).
2. In special circumstances, non-regular faculty are eligible for Research Leave. In these cases, the appropriate Divisional Dean must demonstrate to the Provost that the applicant has a relationship to the University that is likely to continue long enough to justify the investment.
3. No more than two Research or Development Leaves (or the combination of a Research and Development Leave), each of a semester's duration or more, may be granted in a five-year period.
4. The applicant must apply for, or have, external funding.
5. The University expects the applicant to remain a University employee for a minimum of one-year following completion of a leave.

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MODEL PROPOSALS

A listing of these proposals may be viewed online at
<http://www.research.missouri.edu/funding/model.htm>.

DEADLINE

Research Leave applications are due by October 15, 2008.

APPLICATION INSTRUCTIONS

Application information and forms for Research Leave and Research Council Grants are available on the Web at <http://www.research.missouri.edu/funding/internal.htm>. The application should be submitted electronically by using eFunding (electronic proposal system) and one signed cover page should be sent to 205 Jesse Hall or faxed to 884-8371 or e-mailed to melissa@missouri.edu by the deadline. We will NOT accept the signed cover page uploaded to the documents section of eFunding. If applicants have documents that they want the reviewers to view and they are having trouble uploading them to eFunding or converting them to an electronic format, then please send an e-mail to melissa@missouri.edu.

Format

- Applicants should keep in mind that members of the Research Council Committee represent a variety of disciplines from across the campus. *Therefore, applicants must write their proposals without excessive jargon and in a style that is clear to reviewers who are not experts in the specified area.*
- Every proposal must include the required cover page and information requested below. Please use the major organizational headings, in the order given. Include all of the information that is requested under these headings.
- Applications that are incomplete or exceed the page limits will be returned to the investigator for correction.
- It is helpful to include the applicant's name in the upper right-hand corner of *each* page of the uploaded documents but is not required.

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- All applications must use 12-point or larger font or 15 characters or less per inch and be singled-spaced with 1-inch margins. Any applications that have fonts smaller than 12-point font or more than 15 characters per inch will be returned to the applicant.
- All uploaded files are required to include the principal investigator's last name as the first word in the file name. For example, instead of CV.doc, use DoeCV.doc.
- All words should be in English. If you have a document that is not in English, please provide a translation.
- Sections II, III, IV, V, VI, External Proposal or Waiver and Research Compliance listed below need to be uploaded and coded as separate files on eFunding. See below for code categories. Sections V, VI, and Research Compliance are only if applicable.

I. Cover Page with required signatures

As you complete the sections called Applicants, Proposal Information, Compliance, Abstract and the My Account section the system is creating a cover page for you. If you go to the main My Project page and the Action column has a pull down menu. One of the options is Print Cover Page. You can select Print Cover Page at any time before or after you submit the proposal. On the cover page you print out you will find a signature line. One signed cover page should be sent to 205 Jesse Hall or faxed to 884-8371 or e-mailed to melissa@missouri.edu by the deadline. We will NOT accept the signed cover page uploaded to the documents section of eFunding.

Your Department Chair or Director and your Divisional Dean must sign the paper copy of the cover page, indicating departmental and divisional release from all teaching and administrative duties. A copy of the application must be given to your Department Chair or Director and your Divisional Dean.

II. Detailed Plan of Project (*Maximum 6 pages for A. – F. and a. –d. No page limit for G. and e. This section should be coded as Detailed Plan of Project.*)

The plan should include the following information:

A. Overall leave goals and objectives or specific aims

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- B. Relevant background and literature
- C. Significance of project
- D. Methods and procedures
- E. Justification – Why is leave relevant at this time? How is the location of the leave important to the plan? How will completion of the proposed project facilitate future career goals? If your appointment is different than the traditional 40% teaching, 40% research, and 20% service model, please explain if the difference is relevant to your proposal.
- F. Timetable for completion of the entire project. If the project extends beyond the duration of the leave, clearly indicate what you plan to complete during the time of the leave.
- G. Citations

Applicants proposing a research leave to work on a book, or a proposal for a book, should include: (a) the proposed table of contents, (b) a description of the work completed thus far, (c) the portion of the scholarly work that will be completed during the time of the Research Leave, (d) a timeline for completing the entire project, and (e) letters of interest from prospective publishers or documentation of a publication contract, if available.

Proposals that require scholarly collaboration or other cooperation from third parties should be accompanied by a letter of support from each third party, confirming in detail a commitment to the proposed collaboration or cooperative research activity. Proposals that require access to materials, archives, or other resources must document that the applicant has been granted access to the needed resources. Place any third party letters at the end of the appendix.

III. Biographical Sketch/Curriculum Vitae (*Maximum 3 pages. This section needs to be coded as Biographical Sketch/Curriculum Vitae.*)

Include the following types of information:

- A. Education. Indicate institutions, degrees, and dates.
- B. Employment History. Include postdoctoral research and professional experience.

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- C. List of Grants or Fellowships. Indicate grantor, inclusive dates, and amount of each award. List here those grants not mentioned in the “Internal and External Support” section.
- D. List publications most closely related to the proposed project: include titles and all authors. Indicate refereed journals, juried shows, etc. with an asterisk (*). Summarize your productivity by indicating the total number of refereed and non-refereed journal articles, books, book chapters, invited papers, juried shows, etc.

IV. Internal and External Support (*A report(s) needs to be completed for item A. Items B. and C. need to be coded as Internal and External Support.*)

A. Support from the Research Council Committee.

Each applicant on the cover page needs to complete or update a Faculty Outcome Report for each approved Research Council, Research Leave and Summer Research Fellowship listed under their My Projects section of eFunding. If the applicant is no longer producing outcomes, then they need to indicate it in the section labeled Please explain the current status of your research project section. The Research Council Committee members will be given access to these reports.

A new report can be created by clicking Create New Project on the My Projects page and selecting Faculty Outcome Report for RC Programs. An old report can be updated by going to the My Projects page, selecting Reuse this Cover Page on the Action menu under the one to edit.

B. Other Internal Support.

List all *other current* and pending internal funds, including start-up funds, Research Board, Instructional Design and Development Grant, Faculty Development Leave, Experiment Station and special programmatic funds.

1. Provide source of support, project title, dates of entire project period, award amount, and extent of overlap with the proposed project.
2. Describe what portion of internal support funds are encumbered/unencumbered.

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C. External Support.

List all current and pending external funds. Provide source of support, project title, dates of entire project period, award amount, and extent of overlap with the proposed project.

V. Budget (*Research Council funding requests only. Maximum 2 pages. This section needs to be coded as Budget.*)

Research Council Grant Funding - If the applicant is requesting companion funds from the Research Council for travel or other costs associated with the leave, attach an itemized budget of up to \$7,500. An Applicant may have no more than three Research Council grants in any five-year period and no more than one active Research Council grant, excluding Small Research Council grants, at the same time. Allowable expenses are listed in the “Budget Categories” section of these guidelines. Round all budget items to the nearest dollar.

Research Council funding requests *must* appear as part of the application. An award of a leave will not guarantee approval of support funds, and a request for support funds will not prejudice consideration of the leave application. The maximum companion award amount is \$7,500.

Requests for Research Council funds will not be considered if the accompanying leave application is unsuccessful. Therefore, applicants whose leave applications are not successful may submit a revised Research Council grant application to support the project. Before submitting a revised application, the applicant is advised to contact the Office of Research.

Budget Categories For Research Council Grants - The Research Council Committee considers requests for support in the following categories. Each item in the requested budget should be carefully explained and fully justified. The Research Council Committee will review the budget and may recommend a reduction if the need for each requested item, or its cost, is not clearly established.

- **Personnel.** Funds for other personnel must be justified as an integral and essential component of the proposed project. Generally, such support will be limited to those

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activities in which the faculty member either does not have the appropriate expertise or for other reasons could not reasonably be expected to perform the task. In the past, types of assistance that typically have been funded include routine laboratory and field work, data entry, and computer programming. The Research Council Committee will consider proposals submitted by faculty members for projects that involve graduate student participation as research assistants. Research Council funds will **not** pay faculty salary, faculty summer salary, or bridge salary for non-regular faculty.

- **Equipment.** The Research Council will fund proposals for equipment to support specific research activities. The applicant should establish that such equipment is not reasonably available for the proposed project elsewhere and is critical to completion of proposed project.
- **Computing.** The Research Council will consider funding requests for computer software. Requests for computers **require special justification and must be project specific.** (The Council expects that other funds will generally be used to purchase computers.)
- **Travel.** The Research Council will consider requests for foreign and domestic travel to the primary destination for the conduct of research, scholarly and creative activities. Awards normally are limited to lowest round-trip airfare. The Research Council Committee will also consider requests for funds for local travel. Requests for lodging and meal expense reimbursement at a modest level will be considered. Funding for participation in professional meetings or exhibits is not covered by this program and cannot be requested here. See Faculty International Travel guidelines for participation in international meetings.
- **Other Expenses.** Consumable supplies, permission fees, publication costs, copying costs, participant fees, and animal use costs are among the other types of support approved by the Research Council in the past. Applicants are strongly encouraged to provide evidence that materials will be obtained at the lowest possible prices. The Research Council Committee will not support campus or local conferences, meetings or symposiums. If incentives are included in your budget, please justify the need for incentives and for the level of incentive funding requested.

VI. Appendix (*Use only if relevant. Reviewers are not required to review. This section needs to be coded as Appendix.*)

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If complex methodology, equations, statistical analysis, or artwork is the focus of the project, up to 2 additional pages may be included as an appendix. This must be placed at the end of the application. Do not use the appendix to circumvent the page limitations of the research plan. It is to the applicant's advantage to use the appendix judiciously, because reviewers are not required to review the appendix or refer to materials in the appendix. An application must be able to stand on its own without the appendix.

If appropriate, include letters from collaborators and/or host institutions at the end of the appendix.

EXTERNAL PROPOSAL *(All options listed in this section needs to be coded as External Proposal Components.)*

Include one copy of the external proposal with your signed cover page of your Research Leave application. If an electronic version of the external proposal is available, please upload it eFunding and coded it as External Proposal Components. The external proposal can be currently funded or a pending proposal as long as it pertains to the Research Leave project. The Office of Research maintains a current list of potential funding sources at the following website: <http://research.missouri.edu/ogwp/info.htm>. If there is no suitable outside agency for submission of a proposal, the applicant must contact the Office of Research 14 days prior to the Research Leave deadline to obtain permission to apply to the Research Board (see Research Board guidelines for exact date) to fulfill the external proposal requirement (please contact melissa@missouri.edu). To have missed an agency deadline is not an acceptable reason for obtaining permission to apply to the Research Board. If eligibility for Research Board is a problem, contact the Office of Research for a waiver. Note that Research Council Committee members are not expected to read the external proposals as part of the review process.

RESEARCH COMPLIANCE *(This section needs to be coded Compliance Paperwork.)*

All research must be conducted in compliance with Federal and University Regulations. A compliance approval letter or e-mail must be submitted to the 205 Jesse Hall (Office of Research) or uploaded to eFunding or e-mailed to melissa@missouri.edu before a fiscal account

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can be set-up. **Funds will not be released until notice of approval is received in the Office of Research.**

Application forms for the following committees can be found on the Office of Research website: <http://www.research.missouri.edu/complia/index.htm>

- **Human Subjects.** Application information and forms may be obtained from the website listed above or from the Campus IRB coordinator (882-9585) or from the Health Sciences IRB coordinator (882-3181).
- **Animal Protocols.** Application information and forms may be obtained from the website listed above or from the ACUC Coordinator (884-6758).
- **Export Controls.** Any actual or deemed export of certain technology may be restricted by the Department of State or the Department of Commerce. Any involvement of non-U.S. citizens with restricted technology should be referred to the MU Office of Research (882-9500).

Application forms for the following committees can be found on the Environmental Health and Safety website: <http://ehs.missouri.edu/>

- **Hazardous Materials.** Authorization information may be obtained from the website listed above or from the Hazardous Materials contact (882-7018).
- **MU Research Reactor.** Authorization information may be obtained from the website listed above or from the Reactor contact (882-5226).
- **Radiation Safety.** Authorization information may be obtained from the Radiation Safety Coordinator (882-7221).
- **rDNA/Biosafety Protocols.** Authorization information may be obtained from the website listed above or from the rDNA/Biosafety Coordinator (882-7923). Note that possession of Select Agents is regulated through the MU Biosafety Committee.

RESEARCH COUNCIL COMMITTEE MEMBERS

Members of the Research Council Committee, who are appointed by the Vice Chancellor for Research, review Research Leave and Research Council companion funding applications. The

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Vice Chancellor for Research makes companion funding awards based on recommendations made by the Research Council Committee. **Contact with current Research Council Committee members regarding your application before or after review is inappropriate due to the potential for, and the appearance of, conflicts of interest.** The Research Council Committee encourages discussion of the Grant program and guidance on your specific proposal with *former* members of the Council. A list of former members who have served in the last three years is available from the Office of Research. If you have questions or desire guidance in the preparation of a proposal, please contact the Office of Research, 203 Jesse Hall.

CRITERIA USED IN THE REVIEW

In the review process, the Council seeks to identify and support the most worthy applications, regardless of discipline. *Faculty members are limited to two Research and/or Development Leaves in any five-year period.* The Council gives preference to applications from faculty members who have not received a Research or Development Leave in the last five years.

All applications are reviewed in accord with the following criteria.

- **Goals and Objectives.** Is the overall goal of the project well conceived? Are the specific objectives clearly stated?
- **Intrinsic Merit.** (significance, originality, and creativity) If the project is successful, will it result in an important, original contribution?
- **Design and Procedures.** Is the design appropriate to achieve the stated goals? Are the methods and procedures clearly stated? Is the approach sound and innovative?
- **Feasibility.** Is the approach likely to succeed? Can the project be completed in the time allowed? Are the necessary support resources available?
- **Location.** Is the location well-suited for the proposed project? Are there special resources available at the proposed locations that are important for the proposed project?
- **Qualifications.** Does the applicant have the training and demonstrated expertise in the area of the proposed project?
- **Productivity.** Has the applicant demonstrated productivity in publications, presentations, and creative works? What products have resulted from past Research Council support?

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- **Need for the Resources.** What resources are available to the applicant? What resources are available to support work in the field? What special circumstances exist (e.g., new scholar, new project, interruption of external funding)? What opportunities exist for "leveraging" the funds to enhance (e.g., extend, expand) the proposed project and attract future external funding?

ADMINISTRATION OF RESEARCH COUNCIL AND RESEARCH LEAVE AWARDS

The Office of Research submits the proposals to the Research Council Committee. If a Research Council grant is requested, the Office of Research administers the Research Council Committee recommendations for Research Council grants. Within reasonable bounds, projects approved for funding by the Research Council Committee are to be completed as described in the original application. If a Research Council grant was awarded in connection with a Research Leave, and the project extends beyond the duration of the leave, a formal request for an extension must be filed in the Office of Research at least 30 days prior to the end date of the project. If significant changes are contemplated, they should be described in writing to the Vice Chancellor for Research, who in consultation with the Chair of the Research Council Committee, will decide whether to approve the change or resubmit the proposal to the Council as a whole. *At the end of the project period, all funds will revert to the Research Council unless an extension is granted. Funds not used at the end of the extension will revert to the Research Council.*

OUTCOME REPORT FOR RESEARCH COUNCIL AWARDS

The first fiscal year after your award has been granted, the Office of Research will request you fill out an Outcome Report on your award. Then the Office of Research will request updates every year to the Outcome Report until the project is finished.

The purpose of the Outcome Reports is to evaluate the Research Council program and not to evaluate the investigator(s). Any investigator who applies after August 2006 will be required to have an up-to-date electronic Outcome Report on file in the Office of Research before they can

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submit any new Research Council, Research Leave, or Summer Research Fellowship applications, request Research Council time extension or request a revised budget.