The purpose of the Research Leave (RL) program is to provide salary to pay for teaching replacement or clinical replacement 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, clinical and administrative responsibilities. Research Leave may be taken for a period up to 12 months.

If a RL applicant would like to request funding to cover costs such as travel, research assistants, copies, etc., then they can apply for a Research Council (RC) grant at one of the deadlines listed in the RC grant guidelines. Research Council grant funds cannot be requested with the RL proposal.

Research Leave funding is NOT awarded for the preparation of textbooks, preparation of a course or portion of a course, and projects of an explicitly commercial nature.

**ELIGIBILITY**

1. Tenured and tenure-track faculty with established scholarly, artistic, or research records are eligible for Research Leave. Although Research Leave is not usually granted to faculty who have not received tenure prior to the requested start of leave, leave may be essential in some circumstances to accomplish the proposed research (for example, fieldwork for extended durations or at restricted times of the year). Tenure-track faculty with such needs should consult the Office of Research Faculty Fellow, Mark Kirk (kirkm@missouri.edu), to determine the appropriateness of an application.

2. In special circumstances, ranked non-tenure track 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 University expects the applicant to remain a University employee for a minimum of one year following completion of a leave.

**DEADLINE**

Research Leave applications are due by October 19, 2015. The approximate notification date is December 17, 2015.

**APPLICATION INSTRUCTIONS**

Application information and the online application for Research Leave teaching or clinical replacement funds are available on the Web at [http://www.research.missouri.edu/funding/internal.htm](http://www.research.missouri.edu/funding/internal.htm). The application should be submitted electronically by using eFunding (electronic proposal system) located at [https://research.missouri.edu/efunding](https://research.missouri.edu/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 electronic proposal must include the required cover page completed in eFunding and the information requested below needs to be uploaded to eFunding. Please use the major organizational headings, in the order given. *Include all of the information that is requested under these headings.*
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- Please indicate on the cover page under which sector (Behavioral, Biological, Arts & Humanities, Mathematics, Physical, or Social) your project best fits.
- 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 this is not required.
- All applications must use a 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, and Research Compliance listed below need to be uploaded and coded as separate files on eFunding. See below for code categories. Sections V and Research Compliance are only if applicable.

I. **Cover Page with required signatures**

To create a cover page log into eFunding (https://research.missouri.edu/efunding/) using your MU e-mail user name and password. Click “My Projects”, click Create New Project or Report”, and then click “Research Leave”. As you complete the sections called **Applicants, Proposal Information, Compliance, Abstract** and the **My Account** the system begins to create a cover page for you. To print the cover page after you have completed the above sections, go to the main My Project page and find the **Action** column on the far right side of the screen that 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. You will find a signature line on the cover page you print out. The cover page needs to be signed, scanned and e-mailed to melissa@missouri.edu. We can also accept cover pages with electronic signatures.
signatures. As of July 1, 2013 we will no longer accept hard (paper) copies of the signed cover page.

Your Department Chair or Director and your Divisional Dean must sign the cover page, indicating departmental and divisional release from all teaching, clinical and administrative duties. Cover pages with your signature and their signatures can be scanned and emailed to melissa@missouri.edu as one email or multiple emails. A copy of the application must be given to your Department Chair or Director and your Divisional Dean.

Compliance: If your project does not have any research compliance issues, mark the **not applicable** box as “yes” and the others choices as “no”. If your project does have research compliance issues, please check the appropriate box(es) and see the compliance section below for what information should be upload to eFunding.

My Account: The **My Account** section can be found by clicking **My Account** after logging into eFunding. There are two items of information that you can be edit in the **My Account** section by you. They are **Nickname** and **Date Employed at MU**. To edit click “My Account”, enter the correct information in the boxes and click “Save”. The rest of the **My Account** section is downloaded from the MU’s Human Resources PeopleSoft information database. To edit the PeopleSoft information, first contact your department PeopleSoft contact person and request that they make the appropriate edits in PeopleSoft. After PeopleSoft editing has been completed send an e-mail to melissa@missouri.edu and request that eFunding be synchronized with PeopleSoft.

II. **Detailed Plan of Project** *(Maximum 6 pages for A. – F. and Book Projects a. – d. No page limit for G. and Book Projects e. This section should be coded as Detailed Plan of Project.) The items can be uploaded as separate files or as a single file. This information will need to be uploaded to eFunding as a PDF.*
The plan should include the following information:

A. Overall leave goals and objectives or specific aims
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

Book Projects: 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 commitment or interest from prospective publishers or documentation of a publication contract, if available.

Letters of Support: 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. Code third party letters as Appendix.

III. Biographical Sketch/Curriculum Vitae (Maximum 3 pages. This section needs to be coded as Biographical Sketch/Curriculum Vitae. This information will need to be uploaded to eFunding as a PDF.)
Include the following types of information:

A. Education. Indicate institutions, degrees, and dates.
B. Employment History. Include postdoctoral research and professional experience.
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.) The information in B. and C. will need to be uploaded to eFunding as a PDF.

A. Support from the Research Council Committee and Arts & Humanities Large Grant Program.

Each applicant on the cover page needs to complete or update a Faculty Outcome Report in eFunding for each previously approved Research Council, Research Leave, Summer Research Fellowship, or Arts & Humanities Large grant listed under their My Projects section of eFunding that are 5 years old or less. If an applicant or co-applicant has not had Research Council grant, Research Leave, Summer Research Fellowship, or Arts & Humanities Large grant funding in the last 5 years, then they do NOT need to complete a report. On the page with items B. and C. they may state for item A. that they have not had funding from Research Council, Research Leave, Summer Research Fellowship, or Arts & Humanities Large grant programs in the last 5 years. Please do NOT complete reports for previous Faculty International Travel, Arts & Humanities Domestic Travel, or Arts & Humanities Program Small grant awards. 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.

To create a new report log into eFunding, click “My Projects,” click “Create New Project or Report” and select “Faculty Outcome Report for RCC Programs”.

To update an old report, log into eFunding, click “My Projects,” locate the old report on the list, click “Reuse this cover page” on the Action menu on the far right side of the screen.

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.

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. Appendix (Use only if relevant. Reviewers are not required to review. This section needs to be coded as Appendix.) If applicable, this information will need to be uploaded to eFunding as a PDF.
   If complex methodology, equations, statistical analysis, or artwork is the focus of the project, up to 2 additional documents 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.

Letters of Support: If appropriate, include letters from collaborators and/or host institutions at the end of the appendix. See Detailed Plan of Project for more information.

Additional Expenses: If a Research Leave applicant would like funds for travel, copies, or other non-teaching or clinical replacement costs, then they can apply for one of the Research Council grant proposal deadlines. See the Research Council proposal guidelines.

**RESEARCH COMPLIANCE** *(This section needs to be coded Compliance Paperwork.)* If applicable, this information will need to be uploaded to eFunding as a PDF. All research must be conducted in compliance with Federal and University Regulations. We do NOT need the compliance letter(s) or e-mail(s) at the time of the application submission. **Funds will not be released until notice of compliance approval is received in the Office of Research.** A compliance approval letter or e-mail must be either e-mailed to melissa@missouri.edu (after award is made) or uploaded to eFunding (before award is made).

Application forms for the following committees can be found on the Office of Research website: [http://www.research.missouri.edu/complia/index.htm](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 Senior Vice Chancellor for Research, review Research Leave teaching or clinical replacement applications. **Contact with current Research Council Committee members regarding your application during its preparation or 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 e-mail melissa@missouri.edu.

**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*
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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? Are there clearly stated hypotheses?

- **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?

- **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 LEAVE AWARDS**

The Office of Research submits the proposals to the Research Council Committee. The Research Council Committee makes recommendations and the Office of Research submits the recommendations to the applicant’s divisional dean or director and department chair or director. The recommendation is only for teaching or clinical replacement funds. It does not provide the
applicant with salary. The division and/or the department decides whether the applicant can take a Research Leave or not and if they will pay the applicant their salary while they are on leave. The Office of Research and the Research Council Committee are not involved in salary discussions for those on leave or wishing to go on leave.


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 for five years.

The purpose of the Outcome Report is to evaluate the Research Council program and to evaluate the investigator(s). Applicants for Research Leave are required to have an up-to-date electronic Outcome Report on file in the Office of Research before they can submit any new Research Council application, Research Leave application, request Research Council time extension, or request a revised budget.

To create a new report log into eFunding, click “My Projects,” click “Create New Project or Report” and select “Faculty Outcome Report for RC Programs”. The Faculty Outcome Report for RC programs is for previous Research Council grants, Research Leaves, Summer Research Fellowships, and Arts & Humanities Large grants. It is NOT for previous Faculty International Travel, Arts & Humanities Small grant or Arts & Humanities Domestic Travel awards.

To update an old report, log into eFunding, click “My Projects,” locate the old report on the list, click “Reuse this cover page” on the Action menu on the far right side of the screen.
RESUBMISSION OF RESEARCH LEAVE PROPOSALS:
Applicants may submit revised proposals at any of the upcoming deadlines; however, there is one additional requirement for a resubmission (in addition to the proposal). We ask that you also include a statement (2-page limit) with your resubmission that specifically addresses the comments of the reviewers and how the revised proposal reflects your consideration of those comments. The applicant should not only include a response statement; they should also edit the Detailed Plan of Project accordingly. In addition, while the request for a resubmission is promising, it should be emphasized that this does not guarantee eventual approval.

To submit a resubmission in eFunding you will need to complete a new submission and upload the statement mentioned above. The statement needs to be coded in eFunding as Response to Reviewers (Resubmission only).