

FACULTY DEVELOPMENT PROGRAM

2010-2011 Faculty Research Assignments (FRAs)

This application packet is for the Faculty Development Program's **2010-2011 FACULTY RESEARCH ASSIGNMENT (FRA)** competition to be held in **FALL 2009**.

The following pages contain detailed information about the award and a copy of the application forms. This information and the application are available online at <http://www.utexas.edu/ogs/fdp/>. Applications submitted on earlier versions of the application form will be returned to the applicant for revision.

FACULTY RESEARCH ASSIGNMENTS (FRAs) provide faculty members with the equivalent of one semester's salary (based on their academic base rate during the year of the award) so that they can devote full time to research. Eligibility requirements for FRAs are shown on page three of this document. Please note that applications from ineligible applicants for "reconsideration" FRAs are no longer being accepted.

Faculty Research Assignments provide only salary for the applicant. They do not provide other types of support, such as wages for research assistants, research-associated travel, equipment, supplies, etc. Those types of funds may be provided by Research Grants and Special Research Grants, which are available through the Office of the Vice President for Research. For further information about those grants, contact the Office of the Vice President for Research (<http://www.utexas.edu/research/vp/awards>).

APPLICATION DEADLINES

2010-2011 FACULTY RESEARCH ASSIGNMENTS

**You should submit your application to your department chair by
*Friday, September 4, 2009***

**Your application and reference letter should reach the Faculty Development Program by
*Friday, September 18, 2009***

Results will be announced on *Monday, November 19, 2009*

*Marvin L. Hackert, Associate Dean, Graduate School
Director, Faculty Development Program
April, 2009*

THE FACULTY DEVELOPMENT PROGRAM

The Faculty Development Program is part of the organized research program of The University of Texas at Austin. It supports semester-length leaves principally for tenured faculty members, and summer session leaves for tenure-track assistant professors. Funds for the Faculty Development Program are appropriated by the Board of Regents and are administered in the Office of the Vice Provost and Dean of Graduate Studies.

Purpose of FRAs

Typically, the objective of an FRA is initiation, furtherance, or completion of a specific research project. Occasionally, awards are made for longer-term research development. FRAs are usually not awarded merely to allow faculty members more time for research; most successful proposals encompass objectives that would be difficult to accomplish without an FRA. In any case, the proposed work must have its own coherence, limits, and purpose. FRAs are awarded only when there is a reasonable prospect that the proposed project will have a positive outcome.

Application Forms and Procedures

Faculty Development Program applications can be completed online (<http://www.utexas.edu/ogs/fdp/>), printed, and assembled with the additional information requested, before submitting to your department chair. Alternatively you can use the attached copy in the application packet. Additional copies are available from Maggie Keeshen at the Faculty Development Program (mkeeshen@austin.utexas.edu) in the Office of the Vice Provost and Dean of Graduate Studies, Main Building 101, G0400, 232-3608, Monday through Friday, 8:00 am - 3:30 pm. Applications submitted on earlier versions of the application form will be returned to the applicant for revision.

Faculty Development Program applications must be approved by the applicant's department chair and academic dean prior to submission to the Faculty Development Program in the Office of the Vice Provost and Dean of Graduate Studies. Your chair will review your application and, if he or she approves it, refer it to your academic dean for further review. Your academic dean will submit those applications he or she has approved to the Faculty Development Program. You should **submit your original proposal and six copies**.

In order to provide your chair and dean with adequate time to make their decisions, your completed application, including the original proposal and six copies, must be submitted to your chair by **Friday, September 4, 2009**. The deadline for letters of reference to reach the Office of Graduate Studies is **Friday, September 18, 2009**.

Amount, Tenure, and Terms of the Award

The maximum amount of an FRA is the equivalent of one semester's salary based on the faculty member's nine-month academic base rate during the year the award is taken. If, during the academic year, the faculty member receives any other support that provides a salary or stipend, the Faculty Development Program award may be adjusted so that the combined amount does not exceed his or her academic rate. The reduction is not automatic--for example, in some cases an FRA recipient will have extraordinary expenses in another country, and in these cases Dean Hackert will want to discuss the situation to come to a fair conclusion. In no case, however, will the maximum amount of Faculty Development Program support exceed the equivalent of one semester's salary. An award may be taken full time for one semester or half time for the academic year. If the award is taken full time for one semester (either fall or spring), it is expected that the recipient will devote full time to his or her research during the entire award period and, to prevent encroachment of teaching and/or administrative duties on research time, the recipient may not hold concurrent teaching and/or administrative appointments. If the award is taken half time for the academic year (fall and spring), the recipient is expected to devote that half time to his or her research; the other half may be used for any combination of research, teaching and/or administration. FRAs may not be extended into the summer term (June 1 through August 31).

Method of Payment

Faculty Development Program awards are salary awards paid on a monthly basis through the Payroll Office. Paychecks are issued on the first working day of the following month. (e.g., if you hold an FRA award and elect to have your award paid over the fall semester, your September paycheck will be issued on October 1, your October paycheck will be issued on November 1, and so on. These awards are subject to all of the deductions that apply to teaching salary payments.

Guidelines for Completing the FRA Application

PAGE 1: Cover Page

In the first section include your name and contact information.

[*1] FRA Eligibility: Tenured faculty members (associate and full professors) who satisfy the following standard eligibility condition may apply for an FRA: by the beginning of AY 2010-2011 the faculty member must have completed at least four full academic years of service in residence at UT Austin since any previous FRA award. (Example: a tenured faculty member who was supported by an FRA at any time during the academic year 2005-2006 would be eligible to apply for another FRA to be held during the academic year 2010-2011 provided the faculty member had fulfilled his or her normal duties at UT Austin during all the intervening four academic years.) If there is no previous FRA award, then by the beginning of AY 2010-2011 the faculty member must have completed at least four full academic years of service in residence at UT Austin.

The awards committees will review the applications of eligible faculty in the fall, and make decisions on awards, which will be announced on November 9, 2009.

PLEASE NOTE: In the past, a tenured or tenure-track professor who did not fulfill the above eligibility requirements could apply for a supplementary, or "reconsideration" FRA if he or she was simultaneously applying for a prestigious external award that would provide a semester or more of support. **This type of FRA is no longer available.** Supplements to external awards are now handled via supplementary Dean's Fellowships, if funds are available. Please contact your department chair and college dean if you are planning to request supplementary support for an external award. Also, assistant

professors may apply for Summer Research Assignments, which provide 2 months of summer salary. For information on SRAs, please go to <http://www.utexas.edu/ogs/fdp/sra.html>.

[*2] Review and Evaluation of FRA Applications

A Faculty Review Committee appointed by the Dean of Graduate Studies will evaluate each proposal. Complete lists of the current members of the Faculty Review Committees will appear by June at <http://www.utexas.edu/ogs/fdp/review.html>.

COMMITTEE A -- Humanities, Fine Arts, Communication, and Creative and Performing Arts

COMMITTEE B -- Social Sciences, Business, Education, Law, Public Affairs, and Policy Studies

COMMITTEE C -- Engineering and Natural Sciences

Each application is assigned to the Faculty Review Committee that the faculty member has designated on page 1 of the application. Each committee identifies applications that merit an award. Since available funding limits the number of awards that can be made, this is a competitive process, and not all worthy proposals can be supported. The prime criterion in judging applications is perceived merit--both of the **applicant** and of the **proposal**. The merit of the applicant is largely judged on the basis of the vita and the letter of recommendation. Judgment of the merit of the proposal is strongly dependent as well on the applicant's summary statement and description of the proposed research. Factors in judging the merit of the proposal include the expected benefit to the applicant, evidence of the investigator's ability to carry it out, importance of the proposed work, soundness of the work plan, and necessity of the FRA to accomplish the proposed work. The applicant's record of previous support from the Faculty Development Program and the Dean's Fellows Program will also be taken into consideration.

[*3] Previous support: If yes, please complete Page 3, **Uses and Results of Previous Support from the Faculty Development Program (FRAs and SRAs) and the Deans' Fellowships Program**. Instructions are provided at the top of the form. Please be brief, but use an additional page if needed.

[*4] Location: Provide locations and approximate length of stay (e.g. Smithsonian – 2 mo., Rome – 6 wks)

[*5] Human subjects: If yes, please attach your IRB approval notice to the back of the application. The online application is available at <http://www.utexas.edu/research/rsc/humansubjects/forms.html>.

[*6] Reference letter: Each FRA application must include **one letter** of reference. **The deadline is September 18, 2009.** Please provide only one letter; additional ones will not be accepted. It should be written by an individual, *either external or internal*, who is thoroughly familiar with your work, and able to discuss authoritatively the scholarship and value of the proposed research. Please choose the recommender carefully. Committee members pay attention both to what is written and who wrote it. Try to get letters from strong researchers. The recommendation letter must be submitted separately by the referee along with the Request for Reference form included in this application. The form should be completed by the applicant on the top and then forwarded to the referee. The letter must be in English or include an official English translation. It should be sent directly to the following address:

Faculty Development Program
Office of the Vice Provost & Dean of Graduate Studies
The University of Texas at Austin
1 University Station, G0400
Austin, TX 78712-0531

Letters may also be **faxed** to the Faculty Development Program at **512-471-7620**. If a letter is faxed, the original should follow in the mail. It is the responsibility of the applicant to request these letters and

ensure that they are received in the Faculty Development Program office on or before the September 18, 2009 deadline.

[*7] Signatures: The original signatures of the applicant's department chair and academic dean. These signatures are required only on the original copy of the proposal.

[*8] The original signature of the applicant: **By signing the application form, the applicant acknowledges the Policy [HOP 3.10] requiring Faculty Research Assignment and Summer Research Assignment recipients to return to full time normal service at The University of Texas at Austin for the academic year immediately following receipt of the award, or to reimburse the University for funds expended in support of the FRA or SRA if the recipient elects not to return for the required period.**

Return to Normal Duties Clause: One of the considerations in awarding a Faculty Development Program award is the benefit that will accrue to the University. **The recipient is, therefore, expected to return to normal duties at The University of Texas at Austin for at least the academic year (September 1 through May 31) following the award.** A recipient who elects to leave the university without returning for an academic year, **whether because of resignation or retirement, is obligated to reimburse the University for funds (gross salary plus fringe benefits) expended in support of the FRA** (see Section 3.10 of The Handbook of Operating Procedures for the University of Texas at Austin). The University Payroll Office, in consultation with the University System's General Counsel, has informed us that the recipient is considered to be an employee of UT Austin for the period of appointment to the Faculty Research Assignment. In consequence, the recipient's W-2 from the University will show his or her income and withholding tax for the period of the appointment. If the recipient elects not to return to the University he or she is considered to be in breach of his/her contract with the University with the result that the repayment is considered a "penalty payment." It is the recipient's responsibility to inform the IRS of his or her situation and to negotiate with them any adjustments in reported income and withholding.

If you hold an FRA and wish to be on approved academic leave the year following your award but plan to return to your normal duties at the University the following academic year, then an exception to the return policy above may be granted. Such a request must be submitted **in writing**, must include a complete description of your plans and your reason for not returning the year following your FRA, and must be endorsed by your chair and dean. It should be submitted to Dean Marvin L. Hackert, Office of Graduate Studies, Main Building 101, G0400. Requests are handled on a case-by-case basis and, if an exception is granted, it will be contingent upon your subsequent return to your normal duties at the University as outlined above.

[*9] Abstract: Not exceeding the space provided (~140 words), write an abstract of your proposed project for someone who is not an expert in your field. You may identify your audience by looking up the names and fields of the members of the Faculty Review Committee who will evaluate your application—these can be found at <http://www.utexas.edu/ogs/fdp/review.html>.

PAGE 2 - Grant Support: Please list your (a) current, (b) pending, and (c) recent (last 2 years) grant support, both external and internal, **excluding** FRAs, SRAs, and Dean's Fellowships. Use additional pages as needed.

PAGE 3 – Required if you answered “yes” for Previous Support. **Uses and Results of Previous Support from the Faculty Development Program (FRAs and SRAs) and the Deans' Fellowships Program.** Instructions are provided at the top of the form. Please be brief, but use an additional page if needed.

PAGE 4 - Optional waiver of right of access (under the Provisions of the Privacy Act of 1974) to evaluations (ratings) of the Review Committee members. Page 4 also lists the **required** and optional attachments for your application:

Curriculum vitae (required): **2-page limit** to show progress and trajectory. It should include education and employment history; awards, administrative service, and any other information relevant to the application; an indication of the total number of publications should be given, as well as a complete list of publications for the past 7 years. If there is insufficient space to list all your publications for the last 7 years, list the most significant ones. You can see a sample c.v. at <http://www.utexas.edu/ogs/fdp/prepare.html#cv>

Proposal (required): Description of the proposed research **limited to 3 pages**, single-spaced in 10-pt. text or greater. It is recommended that the proposal include sections on **background; significance and relationship of the proposed project to long-term research plans; and expected results or outcomes** if awarded (e.g., paper, book, chapter, etc.).

IRB Human Subjects Approval (if indicated). The online application is available at <http://www.utexas.edu/research/rsc/humansubjects/forms.html>

Bibliography (optional): The bibliography, if used, should be a short list of primary materials and publications that have the greatest relevance to the project.

FACULTY DEVELOPMENT PROGRAM APPLICATION FORM FOR
2010-2011 FACULTY RESEARCH ASSIGNMENTS &
2010 SUMMER RESEARCH ASSIGNMENTS

Application, complete instructions, and eligibility guidelines are provided at: <http://www.utexas.edu/ogs/fdp/>

Page 1

Last name _____ First name _____ Middle name _____

Department _____ Campus mail code _____ UTEID _____

Faculty rank _____ Date first appointed to UT Austin faculty _____

Email _____ Campus phone _____

TYPE OF AWARD FOR WHICH APPLICATION IS MADE: (check one only)

_____ 2010-2011 Faculty Research Assignment [* 1]

_____ 2010 Summer Research Assignment

(Only tenured professors may apply.)

(Only assistant professors may apply.)

PROJECT TITLE

REVIEW COMMITTEE SELECTION (A, B, or C) _____ [*2]

PREVIOUS SUPPORT: Have you held previous SRAs, FRAs or Dean's Fellowships? (yes or no) _____ [*3]

LOCATION OF RESEARCH: _____ [*4]

DOES THIS PROJECT INVOLVE HUMAN SUBJECTS? _____ [*5]

List one recommender whom you've asked to comment on the merits of your proposal. [*6]

NAME

TITLE OR POSITION

INSTITUTION/EMPLOYER

APPROVED:

Signature of department chair [*7]

Date

APPROVED:

Signature of academic dean [*7]

Date

By signing here, the applicant acknowledges the Policy (HOP 3.10) requiring Assignment recipients to (1) return to full-time normal service at UT Austin for the two long semesters following the academic year of the Assignment; or (2) reimburse UT Austin for funds expended in support of the Assignment if the recipient elects not to return for the required period [*8].

Signature of the applicant [*8]

Date

ABSTRACT OF PROPOSED PROJECT (do not exceed space below): [*9]

NAME _____ DEPARTMENT _____

PROJECT TITLE

GRANT SUPPORT: On the following pages, please list your (A) current, (B) pending, and (C) recent (last 2 years) grant support, both external and internal, *excluding* FRAs, SRAs, and Dean's Fellowships.

Project Title	Funding Source	Period of Funding	Total Amount	Amount for Current Year
<u>A. Current</u>				

FRA/SRA Application - Page 2 (continued)

NAME _____ DEPARTMENT _____

PROJECT TITLE

GRANT SUPPORT (continued): On the following pages, please list your (a) current, (b) pending, and (c) recent (last 2 years) grant support, both external and internal, *excluding* FRAs, SRAs, and Dean's Fellowships.

Project Title	Funding Source	Period of Funding	Total Amount	Amount for Current Year
<u>A. Current (continued)</u>				

FRA/SRA Application - Page 2 (continued)

NAME _____ DEPARTMENT _____

PROJECT TITLE

GRANT SUPPORT (continued): Please list your (A) current, (B) pending, and (C) recent (last 2 years) grant support, both external and internal, *excluding* FRAs, SRAs, and Dean's Fellowships.

Project Title	Funding Source	Period of Funding	Total Amount	Amount for Current Year
<u>B. Pending</u>				

FRA/SRA Application - Page 2 (continued)

NAME _____ DEPARTMENT _____

PROJECT TITLE _____

GRANT SUPPORT (continued): Please list your (A) current, (B) pending, and (C) recent (last 2 years) grant support, both external and internal, *excluding* FRAs, SRAs, and Dean's Fellowships.

Project Title	Funding Source	Period of Funding	Total Amount	Amount for Current Year
<u>B. Pending (continued)</u>				

FRA/SRA Application - Page 2 (continued)

NAME _____ DEPARTMENT _____

PROJECT TITLE

GRANT SUPPORT (continued): Please list your (A) current, (B) pending, and (C) recent (last 2 years) grant support, both external and internal, *excluding* FRAs, SRAs, and Dean's Fellowships.

Project Title	Funding Source	Period of Funding	Total Amount	Amount for Current Year
<u>C. Recent (last 2 years)</u>				

FRA/SRA Application - Page 2 (continued)

NAME _____ DEPARTMENT _____

PROJECT TITLE

GRANT SUPPORT (continued): Please list your (A) current, (B) pending, and (C) recent (last 2 years) grant support, both external and internal, *excluding* FRAs, SRAs, and Dean's Fellowships.

Project Title	Funding Source	Period of Funding	Total Amount	Amount for Current Year
<u>C. Recent (last 2 yrs., cont.)</u>				

NAME _____ DEPARTMENT _____

PROJECT TITLE _____

**USES AND RESULTS OF PREVIOUS SUPPORT
FROM THE FACULTY DEVELOPMENT PROGRAM & DEAN'S FELLOWSHIPS**

In the space provided below briefly summarize the uses and results of previous FRAs, SRAs, and Dean's Fellowships, including publications and the generation of extramural support. You may use an additional page if necessary. If you have not received FRA or SRA funds or Dean's Fellowships, please do not include this page in your application.

NAME _____ DEPARTMENT _____

PROJECT TITLE _____

Under the provisions of the Privacy Act of 1974, you are entitled to access to the evaluation of your application unless you have waived such access. **OPTIONAL: I hereby waive my right of access to the evaluations (ratings) of my peers.**

Signature of applicant

Date

REQUIRED ATTACHMENTS: Curriculum vitae (instructions)
Description of the proposed research (instructions)
IRB Human Subjects approval, if indicated (**instructions**)

OPTIONAL ATTACHMENT: Bibliography (**instructions**)

FRA deadline: Please submit the original FRA application and six copies to your department chair no later than **September 4, 2009**.

SRA deadline: Please submit the original SRA application and six copies to your department chair no later than **October 2, 2009**.

REQUEST FOR REFERENCE FOR FRA APPLICANT

Each **Faculty Research Assignment** application must include one supporting letter, written by an individual (*either internal or external*) thoroughly familiar with your work, and able to discuss authoritatively the scholarship and research in your field of study. It is the responsibility of the applicant to request this letter and ensure that it is received in the Faculty Development Program Office on or before **September 18, 2009**.

THIS SECTION IS TO BE COMPLETED BY FRA APPLICANT before mailing to the referee. Please type or print clearly.

Applicant name _____

Faculty rank _____ Department _____

Under the provisions of the Privacy Act of 1974, this applicant will have access to the reference information provided unless he/she has waived such access. **Optional: I hereby waive my right of access to the reference information provided in response to this request.**

Signature of FRA Applicant

Date

THIS SECTION IS TO BE COMPLETED BY THE REFEREE. Please type or print clearly.

Referee's signature _____ Date _____

Name (typed or printed) _____ Title _____

Institution or employer _____

Phone _____ Email _____

On a separate page(s), may we have your assessment of the applicant and the application, addressing the following points. (All letters must be in English or include an official English translation. Please type.)

1. Your familiarity with the applicant's professional capabilities, accomplishments, and promise, including:
 - (a) the quality of the applicant's previous research; and
 - (b) his/her abilities, skills, and potential for successfully completing the proposed research.
2. The merit and validity of the project itself, including:
 - (a) the conception and the plan of the proposed project; and
 - (b) the contribution that the proposed project will make to its field.

Please assure that your reply will reach our office by September 18, 2009. Reference letters should be sent directly to: **Faculty Development Program, Office of the Vice Provost & Dean of Graduate Studies, 1 University Station, G0400, The University of Texas, Austin, TX 78712-0531.** Letters may also be faxed to the Faculty Development Program at (512) 471-7620. If the letter is faxed, the original should follow in the mail. This form should be returned with your letter.