The University of Massachusetts Amherst Office of Research Development, under the Vice Chancellor for Research and Engagement, administers the Faculty Research (FRG) and Healey Endowment grant (HEG) program. This internal grant program promotes scholarly research and creative activities. Full-time UMass Amherst faculty members, whose appointments extend beyond the current academic year, are eligible to submit applications. Junior members of the faculty are especially encouraged to apply. The goal of the awards is to support new or early stage research and creative activity that will lead to the ability to attract external funding as well as to produce journal publications or scholarly books that will enhance the researcher’s reputation and research profile.

The FRG/HEG Program is intended to support:

a. Junior faculty members initiating research, scholarly, and creative activities-Strong proposals from assistant professors will be given top priority;
b. Travel in connection with research, scholarly, and creative work, including for archival research or creative work that is site-specific;
c. Theatrical, musical, and other productions, which incorporate the scholarly activity of the faculty member;
d. Post-doctorates and graduate students working solely on a faculty research effort that may potentially lead to a large project or significant publication- Support for graduate students and postdocs is not a priority. However, if a strong case for why a graduate student is needed for the success of the proposed project in the budget justification, it will be considered.
e. Consideration will also be given to proposals submitted by associate and full professors to the extent that they propose to initiate a new line of research for which the applicant has not already received funding. **Associate and full professors with substantial funding for other lines of research are not prime candidates.**

The average FRG award is $12,000. Applicants with several times that level of funding from any combination of sources will undergo additional screening by the Office of Research Development and the respective Dean’s Office.

The FRG/HEG Program does NOT support:

1. Faculty who have received two previous FRG/HEG awards
2. Faculty who have not submitted a final report for a previous award
3. Faculty who currently have access to other substantial sources of funding, including start-up funds and external grants.
4. The writing and preparation of manuscripts intended to be used as standard textbooks
5. The preparation of lectures, demonstrations, syllabi or other course-related materials
6. Departmental symposia, seminars, retreats, colloquia, etc.
7. Projects whose purpose is support of graduate students pursuing their own research
8. The remedy of budgetary deficiency in other research contracts or grants
9. Salaries or other direct remuneration to faculty members of the University
10. Travel to sabbatical sites
11. Reprints, or publication costs for individuals or departmental monographs or series
12. Typing or office expenses related to research
13. Bridge funding or marginal support for other substantially funded research
14. Projects that could receive support from publishers or other contracting entities
15. Funds for travel to meetings or conferences

I. PREPARATION OF THE RESEARCH PROPOSALS

A. Proposal Format

The complete proposal application package contains four elements: 1) the cover page; 2) the project description, including the budget and budget justification; 3) the applicant’s CV; and 4) a letter of support from the department head or chairperson.

Use the cover page to identify the investigator and summarize the project. The project description should be succinct but thorough, and must not exceed four, single-spaced, pages with a font size of 12. In your project description, use the section headers below (items 1-5). The budget is the fifth page of the project description. The CV and support letter follow. Incomplete or noncompliant proposals may be ruled ineligible and eliminated from the pool.

1. Specific goals, objectives and problem statement for this research or scholarly activity

Objectives of proposed study; specific aims, research questions or creative contribution

2. Significance of project to your field and to you as a researcher

Review of literature, significance of proposed study, contribution to the field, potential to seed a new line of research

3. Research methods and approach

Described the methodological approach, research design, techniques employed, etc. Applicants are asked to identify a senior faculty research mentor with whom they will consult during the course of their research effort, unless they are participating in a research-mentoring program. This requirement does not apply to post-tenure faculty.

4. Future plans for the proposed research

How will a FRG/HEG award help to open a new line of research? To which external
sources of support do you intend to apply? How will any intended publications increase your ability to attract external support? How will the results advance your research agenda?

5. Current and pending research support, and any previous FRGs

List all sources of current research support, including start-up funds, previous FRG/HEGs, and proposals submitted or about to be submitted to other agencies for any and all lines of research. Identify the amount of funding from each grant and the amount of funding available at the time of the application.

6. Proposed budget

You must justify each budget item. The budget must total the requested amount. Budget categories include graduate student stipends and fringe benefits, travel, equipment, supplies and materials, and appropriate publication costs. An Excel spreadsheet may be attached.

B. A Current Academic Vita
Include previous research experience and publications.

C. Letter of Support
Applications must include a letter of support from the department chairperson or head on the merits of the proposal and how the project will advance the applicant’s research agenda.

Other Considerations in the Preparation of the Proposal

1. Financials:

There is a limit of $15,000 for an FRG/HEG. Normal project length is one year. Applicants requesting support for student assistance must estimate the number of hours and provide the wages per hour. Payment rates must be consistent with University policy. Health insurance is required and must be included, but graduate curriculum fees are not to be included. Applicants are encouraged, when appropriate, to consider the use of work-study students when applying for funds.

The investigator will be expected to seek a reasonable amount of secretarial assistance and office supplies from his/her department. Materials and equipment purchased from the grant funds for use in the research project are considered the property of the University. Funds for travel and housing in conjunction with field research, archival work, or site-specific creative work may be included.
Follow-up Workshops

Award winners who are not participants in mentoring programs such as those offered by the Center for Research on Families, the Institute for Social Sciences Research, and the Center for Research on Women’s Health will be required to participate in two mandatory workshops during the year in which their award is in effect. Workshop topics will include: writing research aims and objectives, describing research significance, communicating with program officers and funding agency staff, presenting research findings, etc. Applicants to the FRG/HEG agree that, if their proposal is selected, they will participate in these workshops.
II. THE ADMINISTRATIVE PROCESS

A. Application Procedure

Deadlines for submission of FRG/HEG proposals are the second Friday of September and February. The proposal and supporting documentation must be submitted electronically as an email attachment in PDF or Word doc format to Michelle Wonsey at mwonsey@research.umass.edu by 5:00 p.m. of the closing date. Late or incomplete the applications will not be considered in that review cycle.

The cover page and application must be sent to the department head. The department head must provide a letter of support. When that letter is obtained, the application must be sent by email to the Office of Research Development (mwonsey@research.umass.edu) by 5:00 PM of the closing date. Approval by Deans is no longer required. ORD will send a confirmation of receipt and notify each Dean’s office of the applications received from their respective academic colleges.

Any additional comments from the Department Head or Dean should be prepared as separate memoranda, and sent to Michelle Wonsey, at the Office of Research Development at mwonsey@umass.edu.

B. The Review Process

Awards are made following review and upon recommendation of a sub-committee the Faculty Research Council, a Committee of the Faculty Senate, and the Vice Chancellor for Research and Engagement. The members of the Council represent a cross-section of the University community. One or more technical reviewers, whose comments are made available to the sub-committee of the Research Council, review proposals. The Council then makes recommendations for funding to the Vice Chancellor for Research and Engagement who makes the final selections.

C. Final Report

Awardees must submit a final report to the Office of Research Development within 60 days of completion of the budget period. The report will consist of a completed questionnaire, assessing indicators of scholarly output, a short summary of work done under the FRG/HEG, and copies of any datasets and/or publications resulting from work done under the FRG/HEG. Information gathered in the final report is used to help support continued funding of the FRG/HEG program.

D. Extension of Funding Period

A carry-over of unexpended monies beyond the usual 12-month budget period may be requested in writing to the Office of Research Development 30 days before expiration of the grant. Budget periods are extended only upon strong justification. Only one six-month extension will be granted. Recovered funds are returned to the FRG/HEG account for
E. Financial Status of Grant

Information concerning the expenditure of funds and other fiscal data may be obtained from the Controller’s Office, Grants & Contracts Section, 5-0806.

Information relating to other administrative aspects of the grant or proposal may be obtained from: Office of Research Development