

## **SIMMONS COLLEGE FUND FOR RESEARCH GUIDELINES**

The Simmons College Fund for Research was founded in 1966 as the result of a generous alumnae gift. The Fund is administered by a Committee appointed by the President in consultation with the Deans. The Committee has established the following guidelines to promote the wishes of the donors that Simmons faculty and administrative staff be encouraged to engage in scholarly research appropriate to their professional advancement and in institutional research which contributes to the educational functioning of the College and the advancement of knowledge.

### **Purpose of the Fund**

The Fund for Research awards grants to promote and support research at Simmons. "Research" is interpreted broadly—to embrace both analytical and creative efforts. The Committee encourages proposals to support the initial development stages of a project, which could be expected to receive consideration from outside funding sources when ready for full study; and support proposals intended to enable the researcher to complete a project already underway or to undertake and carry to completion a more limited project.

### **Eligibility**

Only full-time and proportional members of the faculty and senior administration are eligible to apply. Only one proposal per person per granting period may be submitted.

The Fund for Research supports individuals and their professional development but does not support projects initiated by programs or institutes. Funds may be requested for expenses incurred while gathering, studying and otherwise utilizing documentary and secondary materials aimed at exploring an issue or problem formulated by the applicant. Activities may serve both analytical and creative efforts, and should result in an original synthesis or creation. Thus, the Fund will consider supporting such scholarly works as articles, books, plays, poetry, photographic displays, and works of art.

The Fund excludes the production of textbooks, course workbooks, compilations of data or writings, anthologies, or other items not of a creative or original character. The following types of projects are ineligible for support:

1. proposals involving the pursuit of an advanced degree;
2. proposals intended for course enrichment and improvement;
3. projects for which credit will accrue to an institution or college other than Simmons; and
4. projects intended to provide course credit to students.

### **Level of Project Support**

Grants will be made in amounts up to \$2,500. One award per applicant will be made in a single fiscal year (July – June).

## **Project Period**

Funds may be awarded for a period of greater than one year; however, all projects must be completed within 3 years. If there is no budget activity for a period of greater than one year and no progress or final report has been submitted during that period, the grantee must request an extension of the project completion date in order to reactivate the project.

## **Anticipated Award Dates**

This is a peer review process. The Fund for Research Committee meets within three weeks of the proposal deadline to review the submissions.

## **OVERVIEW OF APPLICATION GUIDELINES**

### **Proposal Narrative**

Proposal writers should submit clear, concise, and well-written proposals that are suitable for review by colleagues in other disciplines. Further clarifications on technical information will be sought if the committee deems it necessary. The Committee also encourages proposals that are of a quality that could be expected to receive consideration from outside funding sources

Applicants are encouraged to discuss their proposals with the Director of Sponsored Programs prior to their submission. To aid faculty members in the proper preparation of fundable proposals, several quality examples of past grants are available for review.

### **Eligible Expenses**

Please be advised that you cannot be reimbursed for expenses incurred prior the award date of your grant.

### **Personnel**

Funds may not be requested for salary or wages for the investigator.

Support of research assistants will be dealt with on an individual basis. Typing services are generally not eligible for support. Technical typing may be an exception.

Fund for Research grants are specifically intended to support research endeavors carried out by individual members of the faculty or administration. The FFR grants are not appropriately requested or used in any direct or major way for the support of student independent study. The financial support of the Independent Study program is a responsibility of the general academic budget and must not depend upon individual faculty member or department solicitation of research funds.

### **Travel**

Funds may be requested for travel and living expenses to conduct the research project. However, the Fund does NOT support travel to professional conferences, e.g., cost of travel, accommodations and/or registration fees, to deliver a paper. This type of travel should be supported by the Faculty Development Fund or department/program funds.

## **Specialized Equipment and Supplies**

Specialized equipment and supplies may be purchased with grant funds. See details below.

Proposals that require the purchase of books, periodicals and/or electronic resources must include an appended list of such materials, together with a justification for their acquisition. Applicants are expected to investigate the availability of such materials by means other than direct purchase with Fund for Research funds. Books purchased grant funds are the property of the researcher.

Computer and software requests must be reviewed by Academic Technology to determine whether or not the College already owns these items.

Proposals to purchase equipment are to be submitted with the understanding that that the College will retain the equipment at the completion of the project.

## **Print and Electronic Resources**

Proposals that require the purchase of books, periodicals and/or electronic resources must include an appended list of such materials, together with a justification for their acquisition. Applicants are expected to investigate the availability of such materials by means other than direct purchase with Fund for Research funds.

## **Other**

The Committee has a policy of not funding page charges and the cost of reprints in initial grant requests. This cost will be considered on a supplemental basis.

## **APPLICABLE COLLEGE POLICIES**

*Patent/Copyright Policies:* If the outcome of research may yield a result, which is patentable or should be copyrighted, investigators are advised to consult the patent/copyright policy of the College. Copies of the Policy Statements are available from the President's Office.

*Use of Human Subjects:* If human subjects are involved in the proposed project, investigators must obtain the review and approval of the College's Institutional Review Board (IRB). See the Chair of IRB for further information prior to submitting the proposal for review by the Fund for Research Committee.

*Use of Animals:* If animals are involved in the proposed project, it is necessary to advise the College's Animal Care and Use Committee. See the Director of Sponsored Programs for further information.

*Use of Radioactivity:* Radioactive materials can only be used by individuals licensed by the Nuclear Regulatory Commission currently under the jurisdiction of the Commonwealth of Massachusetts See the Director of Sponsored Programs and Radiation Safety Officer for further information.

## **REVIEW CRITERIA**

### **Proposal Narrative:**

- Overall coherence of proposal narrative.

### **Significance Of This Project:**

- State the problem/research topic you are addressing, why it is significant in the field and how it relates to your professional goals.
- Discuss its relationship to other research conducted by you and/others in this field.
- Discuss the vehicles for dissemination of project results.

### **Project Objectives:**

- Objectives—or intended outcomes—are to be specific and concrete. These may be stated as hypotheses or questions to be addressed.

### **Procedures/Methods:**

- Discuss the specific activities you will undertake to accomplish your objectives.
- Include a project timetable.
- If applicable, describe characteristics of population and rationale for selection of sample.
- Feasibility

### **Budget:**

- A reasonable Budget Justification has been provided.
- Budget reflects proposed project activities as described in the Procedure/Methods section.

## **REPORTING REQUIREMENTS AND ACKNOWLEDGEMENT OF THE FUND**

The Committee requires the submission of annual progress reports throughout the life of a funded project. A final report must be submitted at the completion of a project. Report forms may be obtained from the Sponsored Programs Office webpage.

Any publications resulting from research supported by the Fund should acknowledge the grant. The acknowledgement should be a variation on the following: This project was supported by a grant from the Simmons College Fund for Research. A copy of the acknowledgement page should be attached to the final report and submitted to the Committee.

Proposals to continue research undertaken with Fund support and new proposals by recipients of previous grants will be considered provided that they satisfy the requirements listed below.

1. In the case of continuation requests (supplements), a report on research completed to date must be submitted prior to making a request. Please note that requests for supplemental funds will be considered but are not guaranteed.
2. In the case of new requests, final reports must be on file for all previous grants received prior to submitting an application for funds.

***NOTE:** The Committee will not entertain applications for new projects from previous awardees when the applications are submitted simultaneously with overdue final reports on any previous projects.*