

**BAYLOR UNIVERSITY  
FACULTY RESEARCH INVESTMENT PROGRAM  
GRANT PROGRAM GUIDELINES**

**I. OBJECTIVES**

The Faculty Research Investment Program (FRIP) is designed to stimulate research/creative activities and enhance the ability of faculty to compete for external research funds. Funds are primarily awarded to: (1) purchase equipment or update existing research equipment; (2) aid faculty members in establishing research/creative activity programs that will be competitive for significant external grants; (3) promote multidisciplinary research/creative activities; and (4) provide "seed" support for productive faculty members wanting to redirect their scholarly activity within their current area or initiate investigations into new and emerging areas.

FRIP funds range from \$10,000 - \$25,000. Preference will be given to faculty who apply to address specific problems mentioned in critiques of a major external (>\$100K) proposal or to strengthen or produce a proposal that has a high probability of attracting significant external funding.

**II. ELIGIBILITY**

- A. Full-time Baylor faculty, regardless of rank, are eligible to serve as principal investigators for FRIP research grants.
- B. Visiting faculty, adjunct faculty, postdoctoral fellows, and research associates are not eligible to serve as principal investigators.
- C. FRIP strongly encourages principal investigators to involve graduate and undergraduate students in FRIP-funded research.
- D. Budgetary constraints preclude the continuous or long-term funding of an individual research agenda. Therefore, FRIP grant funding for any principal investigator shall be limited to not more than four awards and/or \$10,000 over five fiscal years.

**III. SUBMISSION PROCEDURES**

- A. Applicants should contact their [internal grant coordinator](#) assigned to them by the Office of Sponsored Programs at least five business days prior to the submission deadline. Web access to a unique proposal directory containing essential proposal documents will be issued for completion by the applicant. The proposal directory will also serve as a

dedicated repository for all completed proposal documents and will be shared with the unit chair and dean during the proposal review/approval process.

B. Applicants should also provide budgetary information their grant coordinator to facilitate the completion of a project budget spreadsheet to accompany the proposal. The budgetary information will be essential to complete other proposal documents required by the FRIP program.

C. Only complete applications will be forwarded for consideration by the FRIP. A complete application will consist of the following, with space limitations as specified in the online application form:

1. A completed project budget spreadsheet created by the Office of Sponsored Programs;
2. A completed proposal routing form;
3. A FRIP grant final report from your most recent FRIP award, if you have been funded by the FRIP in the past; and
4. A completed proposal on the FRIP application form consisting of the following categories:
  - a. project demographics;
  - b. non-technical abstract;
  - c. project narrative;
  - d. references;
  - e. biographical sketch;
  - f. current and pending support;
  - g. budget justification; and
  - h. external funding expectations

D. [FRIP proposal documents](#) may be viewed on the Vice Provost for Research website.

E. Proposal submission will utilize an electronic proposal routing system and proposal directory issued by the Office of Sponsored Programs. This system uses the electronic signature capabilities of Adobe Professional (version 8.0 or later) and Baylor's BearSpace. To request a proposal directory, or request assistance with utilizing BearSpace and Adobe Acrobat Professional, please contact your grant coordinator.

Once the proposal directory is issued, the applicant will:

1. Work with their OSP assigned grant coordinator to complete the project budget spreadsheet;
  2. Complete the proposal routing form and FRIP application form;
  3. Save these documents (to the applicant's computer) and upload them into the proposal directory (i.e. BearSpace); and
  4. Request academic approvals from the unit chair and dean.
- F. A [first-time user's guide](#) for utilizing BearSpace and Adobe Acrobat Professional can be found on the Office of Sponsored Programs website. For additional assistance, applicants should contact their grant coordinator.
- G. Projects utilizing human subjects, animal subjects, radioactive materials, or recombinant DNA must have established protocols approved by the relevant institutional compliance committee. These protocols do not need to be approved prior to submission of the proposal and the successful applicant may choose to submit a protocol for review/approval after notification of an impending award by the FRIP committee. However, notification of an approved protocol must be received by the Office of Sponsored Programs before an award will be activated and before research may begin.
- H. It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting the Office of Sponsored Programs for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.

**Please note that it is the responsibility of the principal investigator to ensure all completed proposals are approved by the unit chair and dean prior to the submission deadline. Late, incomplete or unapproved proposals will not be forwarded to the OVPR for consideration.**

#### **IV. PROGRAM RESTRICTIONS**

- A. The maximum project period is 12 months, from June 1 through May 31.
- B. All project funds must be expended during the fiscal year in which they are awarded. No-cost extensions are not allowed.
- C. The maximum budget request for a FRIP grant is \$25,000.

- D. Funds may not be requested for the following:
1. faculty salaries and fringe benefits.
  2. supplemental pay for full-time Baylor faculty and staff.
  3. travel to professional meetings or conferences to present project results.
  4. local travel (within 100 miles) accomplished within a one-day period.
  5. expenses incurred prior to the beginning of the project period.
- E. Budgetary considerations:
1. Student participation. The FRIP encourages employment of undergraduate and graduate students on FRIP grants.
  2. Travel. Travel is an allowable expense only when it is essential to accomplish specific project objectives. In the case of authorized travel, reimbursement for transportation, lodging and meals will be in accordance with current [university travel policy](#).
  3. Equipment. Upon project termination, any equipment purchased with project funds will remain under the jurisdiction of the department of the principal investigator.
  4. Interdepartmental Services. Reimbursements for interdepartmental services essential to the accomplishment of project objectives (e.g., School of Education Evaluation Center, Center for Community Research and Development, Institute for Oral History) are allowable expenditures.
  5. Postage/Mailouts/Surveys. Bar codes must be attached to all mail leaving the university. Grant-specific mailing charges should be budgeted. Successful applicants should use the [order request form](#) to order bar code sheets coded specifically to the grant. Though not encouraged, awardees may also use the bar code for their home departments and then recode charges to the grant.

## V. AWARD CONDITIONS

A. Grant administration. Awards will be set up as TRAX accounts and administered through the Office of Sponsored Programs. Training on TRAX (the Baylor Financial Transactions System) is available through [Information and Technology Services](#).

B. Awardees are required to conduct the project in accordance with the proposal and budget submitted with their application. Any change in research objectives or scope of work or a major budget revision requires the prior approval of the Office of the Vice Provost for Research. Please submit requests to [Blake.Thomas@baylor.edu](mailto:Blake.Thomas@baylor.edu) (x3153).

C. Final report. Awardees are required to submit a final project report to the Office of the Vice Provost for Research (OVPR) no later than 60 days after the project expiration date, including a brief summary of research results; extramural funding applications submitted or planned; manuscripts published, submitted or in preparation; and presentations at professional meetings. The OVPR will notify awardees and provide a format for the final report. Failure to comply with this requirement may render the investigator ineligible for future funding from the FRIP or the OVPR.

D. Duplicate funding. If external funding is awarded for the approved research, all remaining funds in the FRIP grant must be relinquished immediately.

E. Published work. Any published work supported in whole or in part by a FRIP grant should acknowledge such support in the publication. An example acknowledgement of such support is, "This study was supported in part by funds from the Faculty Research Investment Program and the Vice Provost for Research at Baylor University."

F. Applications for external funding. FRIP awardees are required to submit a research proposal to an external funding agency within 12 months of the termination of their FRIP grants. Failure to comply with this requirement may render the investigator ineligible for future funding from the FRIP or the OVPR.