

BAYLOR UNIVERSITY
ARTS & HUMANITIES FACULTY RESEARCH PROGRAM
GRANT PROGRAM GUIDELINES

OVERVIEW

The Arts and Humanities Faculty Research Program (AHFRP) is designed to stimulate research, scholarship and creative activities, and promote development of the arts, fine arts, humanities, and education graduate research programs within Baylor University.

ELIGIBILITY

Full-time Baylor faculty, regardless of academic rank, are eligible to apply.

AWARD AMOUNTS

Award amounts are contingent upon need. However, few awards will exceed \$2,000. AHFRP grant funding for any principal investigator shall be limited to no more than \$4,000 over five fiscal years.

SUBMISSION PROCEDURES

It is neither necessary nor desirable to wait until a proposal is in its final, edited form before contacting OSP for advice, assistance with preparation of the proposal budget spreadsheet, or issuance of the proposal directory.

Begin by identifying your department's [assigned OSP coordinator](#). Contact your coordinator and let them know you are interested in applying for an Arts & Humanities grant.

Your coordinator will provide you with a link to a folder in Baylor's Box system.

Fill out the application form, save it to your computer, and upload a copy into your Box folder along with all other required documents (see Application Checklist below). **IMPORTANT:** Only applications submitted electronically through Box will be considered. Paper or email applications are not accepted.

After uploading the required materials, send your department chair and dean a link to your Box folder for their review and approval.

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.

APPLICATION CHECKLIST

- ☐ Complete application form
- ☐ Project budget form completed by your OSP coordinator
- ☐ If necessary, supporting materials for item 2
- ☐ Complete, updated curriculum vitae for all investigators
- ☐ Final report from your most recent internal grant project, if applicable
- ☐ Complete proposal routing form with electronic signatures of chair and dean

IMPORTANT THINGS TO REMEMBER

Non-technical Abstract

All proposals must include an abstract of no more than one to two paragraphs in length, written in non-technical language appropriate for a lay audience. Acronyms may be used if they are adequately explained. Abstracts of funded proposals will be published on the [OVPR website](#).

Box/Acrobat

A user's guide for utilizing Box and Acrobat can be found on the [OSP website](#). For additional assistance, applicants should contact their department's [assigned OSP coordinator](#).

Compliance Committee Approval

Approvals from the appropriate Research Compliance Committees (e.g. Institutional Review Board, Animal Care and Use Committee, Institutional Biosafety Committee, etc.) must be secured before funds will be released for use.

PROGRAM RESTRICTIONS

The AHFRP project period must be contained in a single Baylor fiscal year, June 1 through May 31. Projects submitted for the fall application cycle must be contained within the period from Dec. 15 to May 31 of the current fiscal year.

All project funds must be expended during the fiscal year in which they are awarded. No-cost extensions are not allowed.

Funds may not be requested for the following:

- faculty salaries and fringe benefits;
- supplemental pay for full-time Baylor faculty and staff;
- travel to professional meetings or conferences to present project results;
- expenses incurred prior to the beginning of the project period.

BUDGETARY CONSIDERATIONS

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.

Expense reports for travel conducted on internal grants must be approved by OSP. Department approvers must submit original and electronic version of expense reports to OSP, who will approve and submit to Accounts Payable for reimbursement.

Local travel (within 100 miles) accomplished within a one-day period is an allowable expense only with prior approval from the Office of the Vice Provost for Research.

Equipment

Upon project termination, any equipment purchased with project funds will remain under the jurisdiction of the department of the principal investigator.

Interdepartmental Service

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.

Website Development

Any website or online database produced with OVPR funding must meet the following requirements:

- The site must adhere to the [Baylor ITS Website Policy](#) and all related policies noted in that document
- Investigators who wish to use 'Baylor' in their site's domain name must have prior approval from the Office of General Counsel
- Investigators are responsible for ensuring all Baylor marks are used appropriately, as required by the [Baylor Graphic Standards](#)
- Just as with printed publications, websites produced with OVPR funds must display an acknowledgement that the site was funded in part by a grant from Baylor University's Office of the Vice Provost for Research.

AWARD CONDITIONS

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](#).

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 prior approval. Please submit requests to your [OSP coordinator](#).

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 AHFRP or the OVPR.

Duplicate Funding

If external funding is awarded for the approved research during the AHFRP project period, all remaining funds in the AHFRP grant must be relinquished immediately.

Acknowledgement

Any published work supported in whole or in part by a AHFRP grant should acknowledge such support in the publication. Other publicity related to the project, such as Baylor PR articles, should also carry acknowledgment.

An example acknowledgement is: "This study was supported in part by funds from the Arts & Humanities Faculty Research Program and the Vice Provost for Research at Baylor University."