FACULTY RESEARCH INVESTMENT PROGRAM
GRANT PROGRAM GUIDELINES

FRIP grants are awarded for the purpose of enhancing the ability of faculty to compete for external research funds. Preference is given to faculty who are doing additional research to address specific problems mentioned in critiques of a major external proposal that has previously been submitted or who are doing initial research that will serve as the foundation for a major research project that has a high probability of attracting significant external funding. Click here to review or search for previously funded FRIP abstracts.

The FRIP page is at: https://www.baylor.edu/research/index.php?id=937488.

Funds are primarily awarded to: (1) establish research/creative activity programs that will be competitive for significant external grants; (2) promote multidisciplinary research/creative activities; and (3) provide “seed” support for productive faculty members in their efforts to garner external funding during the first few years of their tenure-track appointments.

FRIP funding awards range from $10,000-$50,000. Preference will be given to faculty who are doing additional research to address specific problems mentioned in critiques of a major external (>100K) proposal or who are doing initial research that will serve as the foundation for a broader research project that has a high probability of attracting significant external funding.

The Office of the Vice Provost for Research strongly encourages principal investigators to involve graduate and undergraduate students in FRIP-funded research.

ELIGIBILITY

Full-time Baylor faculty, regardless of rank, are eligible to serve as principal investigators. Visiting faculty, adjunct faculty, postdoctoral fellows, temporary, and research associates are not eligible to serve as principal investigators.

Budgetary constraints preclude the continuous or long-term funding of an individual research agenda. Therefore, application by investigators who have previously received funding under the YIDP or FRIP programs requires the prior approval of the Vice Provost for Research.

Priority will be given to applicants who do not already have significant external funding.
SUBMISSION PROCEDURES

Begin by identifying the OSP administrator assigned to your department (https://www.baylor.edu/research/index.php?id=937511). Contact your OSP administrator and let him or her know you are interested in applying for a FRIP grant.

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 Box folder.

Editing assistance is available from the Office of Research Advancement. Contact Dr. Stacey L. Smith at Stacey_L_Smith@baylor.edu for more information.

Your OSP administrator will provide you with a link to a folder in Baylor’s Box system.

Fill out the FRIP application form, save it to your computer, and upload a copy into your Box folder. Also, upload to the Box folder the other required application materials (see the application checklist below).

IMPORTANT NOTES

Only applications submitted electronically through Box will be considered. Paper or email applications are not accepted. Box accounts must be set up with OSP by Monday at noon the week the proposal is due to allow time for receiving all of the necessary academic and administrative approvals. No new Box accounts will be set up after that time.

After filling out the application, send an email to your department chair and dean with a link to your Box folder for their review and approval of your application. The College of Arts and Sciences has a special email for the dean. Please use A_S_Grants@Baylor.edu.

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

- Completed FRIP application form
- Complete, peer review-quality proposal written in the format of the anticipated external funding agency
- Project budget form completed by your OSP administrator
- Project budget justification completed by PI
- Updated curriculum vitae for all investigators
- Any supporting materials described in application/proposal
- Proposal routing form electronically signed by chair and dean
IMPORTANT THINGS TO REMEMBER

Non-Technical Abstract
All proposals must include an abstract, written in a non-technical language and free from topics specific jargon. The abstract, from one to two paragraphs in length, should be understandable to readers not familiar with the topic. If the project is funded, the abstract will be published on the Research website.

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

PROGRAM RESTRICTIONS
The FRIP project period corresponds to the Baylor fiscal year, June 1 through May 31. 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:
1. Faculty salaries and fringe benefits;
2. Supplemental pay for fulltime Baylor faculty and staff;
3. Travel to professional meetings or conferences to present project results;
4. Expenses incurred prior to the beginning of the project period;
5. Maintenance & service contracts for equipment
6. Facility usage fees
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 an 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, etc.) are allowable expenditures.

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

1. The site must adhere to the Baylor ITS Website Policy and all related policies noted in that document (http://www.baylor.edu/its/index.php?id=43845)
2. Investigators who wish to use 'Baylor' in their site's domain name must have prior approval from the Office of General Counsel
3. Investigators are responsible for ensuring all Baylor marks are used appropriately, as required by the Baylor Graphic Standards (http://www.baylor.edu/graphics/)
4. 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, change in scope of work, or a major budget revision requires prior approval. Please submit such requests to your OSP administrator.

Final Report
Awardees are required to submit a final project report to the Office of Sponsored Programs (OSP) 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.

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

Acknowledgement
Any published work supported in whole or in part by a FRIP 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 Faculty Research Investment Program and the Vice Provost for Research at Baylor University.”

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 OVPR.

Questions?
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