Application Instructions

Welcome

The Illinois Campus Research Board was established in June of 1932 to serve the campus as a conduit for the distribution of funding to support full-time tenured/tenure-track faculty members’ research projects. The Campus Research Board is above all committed to fostering excellence in research, scholarship, and creative activities. The Research Board expects to:

- Support research projects that are critical to full-time tenured/tenure-track faculty members’ scholarship
- Provide funding for research in new and/or interdisciplinary directions
- Provide support for preliminary studies to improve the potential for attracting external research support
- Provide support for research in fields for which external support is either quite limited or unavailable

Please note the maximum request allowed is $30,000.00.

*Campus Research Board funds are not intended to be a source of continuing support for research activities or research facilities.*

Items/Requests not funded by the Campus Research Board

Please note that this is not a complete list. Applicants are encouraged to consult with the Campus Research Board at 333-6771 or via e-mail at ovcr-researchboard@illinois.edu regarding requests for unusual purposes or for categories of expense normally not funded by the Campus Research Board.

The Campus Research Board does NOT fund:

- Faculty salaries
- Academic Professional salaries
- Other Academic salaries
- Full-time appointments of any kind
- Post-doctoral research associates
- Research technicians
- Computer programmers, except where the primary focus of the research is programming and the programmer is integrally involved in research
- RA appointments for greater than 50% time
- RA appointments for more than two months during summer session
- RAs not currently enrolled as graduate students at the University of Illinois at Urbana-Champaign during the academic year
- Ordinary research supplies and materials of the kind usually available in departmental laboratories, storerooms, and libraries
- Travel to conferences, meetings, and symposia
- Travel to principal sabbatical leave destinations
- Travel for graduate students that is not directly related to proposed activities
- Book publication subventions for non-refereed or commercial presses
- Dissertation project research costs that are not related to proposed activities.
- Publishing-related costs (e.g., indexing, proofreading, editing)
- Construction and remodeling of facilities
- Equipment maintenance costs
- Non-research costs
- Clerical duties
- Retroactive funding
- Sponsor conferences, workshops, symposia, etc.

### Campus Research Board Programs

The Campus Research Board supports faculty research needs through five distinct programs:

- **Research Support Awards**
- **Performing Arts & Design Program**
- **Humanities Released Time Program**
- **Funding Initiative on Multiracial Democracy**
- **Scholars' Travel Fund Program**

### Research Support Awards

The largest program of the Campus Research Board is the Research Support Awards program.

### Performing Arts & Design Program

The Performing Arts & Design Program (PAD) provides support for released time to performing and visual arts and design faculty to conduct specific creative projects for which their own concentrated effort is needed. The support allows for the recipient to be released from a portion of his or her teaching duties for an appropriate period, usually from two weeks to one semester. The PAD award includes a stipend for research-related expenditures that is pro-rated to the length of the released time ($2,000 for the entire semester). Departments receive funds for replacement teaching pro-rated to the length of the released time ($12,000 for the entire
semester). Application to this program requires a letter of approval from the relevant executive officer/s.

**Humanities Released Time Program**

Humanities Released Time (HRT) awards are intended to provide a release from classroom teaching, not from service, graduate mentoring, and continued engagement in the shared governance of the home unit and of campus more broadly. However, it is hoped that departments will exercise some flexibility about service obligations for HRT recipients—beyond dissertation, thesis, and other necessary forms of graduate advising—thus maximizing the scholar's ability to make excellent progress on his/her research project during the semester of teaching release.

For awards of released time through the Humanities Released Time Program, the Campus Research Board will provide to the department/unit a standard rate of $12,000 for one semester of released time, plus $2,000 to the faculty member for unrestricted expenses associated with the project and within the stipulated Campus Research Board guidelines. The HRT cannot be combined in a single academic year with CAS or IPRH funding. Application to this program requires approval from the relevant executive officer/s.

**Funding Initiative on Multiracial Democracy**

This Campus Research Board program supports scholarly and creative work related to the critical examination of multiracial democracy. Funds for this initiative came to the Campus Research Board following the closing of the Center for Democracy in a Multiracial Society (CDMS) in fall 2011. Piloted in spring 2012, the Board annually awards up to $150,000 to support proposals that critically engage scholarly and public debates on multiracial democracy in any area of the world.

**Scholars' Travel Fund Program**

The Scholars’ Travel Fund (STF) is a Campus Research Board program designed to support the presentation of faculty members’ original scholarly research and creative work at academic gatherings (e.g., national disciplinary meetings and specialized conferences).

**Campus Research Board Application Overview**

Please read the information below before beginning a Research Board application.

There is a “save” option in the upper-right corner of each page of the application. Please be sure to save the information that has been entered on a page before navigating away from, or logging out of, an application in progress.
When completing the written portions of the application (abstract, funding profiles, budget justification), it is \textit{strongly recommended} that applicants work from a document and then copy/paste text into the application fields. Doing so will ensure that text is not lost should the system time out.

Prior to submission, applicants are \textit{strongly encouraged} to contact their department’s business officer to review their funding request. Doing so will enable applicants to budget for any additional costs, confirm the accuracy of figures, and ensure that fringe benefit rates for project personnel are calculated at current rates.

When an application is submitted, the system will generate a confirmation with an ID number for the proposal. If this message does not appear on the screen, please contact Kelley Frazier at 333-6771 or ovc-researchboard@illinois.edu.

\textit{If it is not possible to submit the application electronically due to a disability, please contact the Office of the Vice Chancellor for Research so that we may work with you to provide a means for submission.}

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\textbf{Applicant Information}

**Principal Investigator**

[Auto fill: name, NetID, department]

**PI Responsibilities**

Only the PI can submit the application.

The PI is fully responsible for any overages if the funding request is calculated incorrectly.

For activities involving OPRS, IACUC, and/or other research protocols, the PI is responsible for consulting with the relevant offices and meeting all requirements.

To the best of the PI’s knowledge, all the information provided in the application is correct.

If you have any questions, please contact Kelley Frazier by telephone at 333-6771 or send e-mail to ovc-researchboard@illinois.edu.

**PI Proxy**

Only the PI can assign a proxy to access/edit the proposal.

**Co-PI/s**

Only the PI can assign co-PI/s.

Co-PI/s must be full-time Illinois tenured/tenure-track faculty members.
In the case of multiple investigators, the PI is responsible for the administration of any funding.

**Project Information**

**Project Title**
Please do not use “request for research assistant support” or “request for equipment” as a title.

**Initial Funding Request**
If this is the applicant’s first request for the proposed activity, select “yes.”

If the applicant has requested prior support from the Research Board *for this project* – i.e., either declined or partially or fully funded – select “no.”

**Managing Department/Unit**
Please select the department/unit that will manage the award funding, if the application is funded.

**Key Words**
Enter up to five key words or phrases that can be used to identify the focus of the proposed research/creative activity.

**Peer Reviewers**
Enter the names of up to three campus faculty members qualified to give an objective peer review of the proposed activity. While it is fine for PIs to suggest faculty colleagues they know, those colleagues should not be directly involved in the proposed research. Listing an individual does not assure that person will be a reviewer.

**Project Start Date**
Enter the date that the proposed activity is scheduled to start. For an on-going activity, enter the start date for this requested funding.

Please note that any awarded funds are available for use up to 18 months from the project start date. Applicants may also request one 12-month extension. Justification for an extension must be received before the account expiration date. The justification must be sent to ovcr-researchboard@illinois.edu.

**Project Involves**
The PI must indicate if the proposed activity involves any of the following.

The PI is responsible for consulting with the relevant offices and meeting all requirements.

- Human Subjects
- Vertebrate Animals
- Recombinant DNA
- Biological Hazards
- Human Primate Cell Lines
Human Animal Plant Pathogens
Biotoxins

**Project Abstract**

Summarize the objectives and significance of the proposed research/creative activity for which Campus Research Board support is sought. Where relevant, situate the activity proposed for the funding period in relation to the larger project.

As of August 2010, the Campus Research Board began posting the abstracts of all funded Campus Research Board proposals. The Board hopes that this database will serve as one means of communicating the breadth of faculty research and also provide a way for faculty to locate colleagues with similar research interests.

**Please limit the abstract to 200 words.**

**Funding Profile: Proposed Activity**

**Funding Profile for the Proposed Activity:**
Funding History, Current Funding, and Future Funding Plans

Provide a funding history for this activity and outline future funding plans (i.e., plans for internal and external grant submission). Within the context of the history and plans, explain why Campus Research Board support is sought at this time (e.g., external funding unavailable, insufficient, delayed, etc.).

When listing awarded and/or pending funding, please include:

- Project title
- Submission date
- Funding source
- Application status

If external funding has been declined for this proposed activity, include copies of all available reviewer comments and priority scores. The Board is interested in assisting applicants in strengthening their applications for external funding. This information should be uploaded through the Supplemental Information page of the application.

**Proposal Narrative**

**Proposal Narrative**
A proposal narrative sufficient for peer review is required.

The narrative should be no longer that 5 single-spaced pages, 12 pt. font.
The bibliography does not count toward the 5-page limit.

The narrative should clearly indicate the research/creative activity that would be supported during the requested funding period.

The narrative should also:

- Situate the activity proposed for the funding period in relation to the larger project, for applications in which the proposed activity is part of a larger effort.
- Indicate the objectives and significance of the proposed activity.
- Summarize the applicant’s relevant previous work and/or work by others in the field and the contributions of the proposed activity.
- Describe how the objectives will be accomplished – include methodology and the roles of all personnel involved. In the case of Ph.D. student(s) involvement in the project, clearly explain the relationship of their work to the PI’s research.

The narrative should make reference to all items, activities, and services included in the requested funding. Reviewers should be able to anticipate and account for what is requested in the budget and budget justification.

If the application is an equipment request to upgrade existing capabilities, the proposal narrative must include a complete description of at least one planned project utilizing the new equipment.

**Budget and Budget Justification**

The maximum request allowed is $30,000.

A detailed budget justification is required. The justification must include information such as: the duties of RAs and other project personnel, a breakdown of research-related travel expenses, and a specification of materials, supplies, equipment, and miscellaneous expenses.

Prior to submission, applicants are *strongly encouraged* to contact their department’s business officer to review their funding request. Doing so will enable applicants to budget for any additional costs, confirm the accuracy of figures, and ensure that fringe benefit rates for project personnel are calculated at current rates.

The PI is fully responsible for any overages if the funding request is calculated incorrectly.

In the case of multiple investigators, the PI is responsible for the administration of any funding.

For items/requests not funded by the Campus Research Board click the link below:

[http://crb.research.illinois.edu/content/programs/RSASupport.aspx](http://crb.research.illinois.edu/content/programs/RSASupport.aspx)

Please be sure to read the detailed instructions for each funding category.
Publication subventions: the letter from the publisher should be uploaded through the Supplemental Information page of the application.

**Budget Line Items**
Enter budget items

**Budget Justification**
Enter budget justification

**Publications List**

Publications List
Publication lists are required for all investigators on a Campus Research Board application.

The list should include publications and/or performances and creative activities for the last three years.

Please do **not** upload a CV.

Investigators should upload their own publications list.

**Current Research Activities**

**Summary of Current Research/Creative Activities**
Provide a brief summary of current research and/or creative activities, whether or not they are related to the proposed activity.

Please **limit the summary to 200 words**.

If this is a multi-investigator proposal, the summary should also include the current research/creative activities of the co-PI/s. In this case, please **limit the summary to 400 words**.

**Funding Profile: Internal/External**

**Internal and External Funding Support (For All Activities)**
Applicants must indicate their available internal and external current research funding including:

- Approximate total of currently available university funds remaining from start-up packages and/or other allocations from departments or other campus units that support the applicant’s research/creative activities.
- Approximate total of currently available university funds that have been awarded to support the applicant’s research associated with academic appointments either in administrative positions or in named faculty positions (i.e., endowed chairs or professorships).
- All current and/or pending research funding from external sources.
Applicants should describe this funding request in relation to the existing and pending internal and external research funds. Applicants are welcome to contextualize the request in relation to other projects to which funds might already be committed.

The Board has an expectation that applicants will make a good faith effort to report the approximate amount of their currently available research funding. Significant lapses in reporting may affect future Campus Research Board funding and may also constitute a violation of the campus’ Research Integrity Policy.

**Supplemental Information**

**Supplemental Information**
Upload the following documentation here:

- Funding history: reviewer responses and priority scores (if applicable)
- Budget justification: publication subvention letter from publisher (if applicable)

Please do not upload CVs, article reprints, or book chapters.

Additional supplemental information is not required.