

USC SCHOOL OF ARCHITECTURE

Tenured Faculty Research Funding- Supplemental Application

This competitive funding program is intended to stimulate faculty research activities for our tenured faculty each year. While faculty should feel free to submit requests for any type of supplemental funding falling within School Business Office guidelines, it is assumed, based on the need to distribute limited resources to multiple projects, most proposals will be for fairly standard resources (such as appropriate software or hardware, conference registration, travel costs, student assistance on on-going research, etc) which can not be covered by the basic \$2K/year funds available to all full time faculty. A fairly straightforward submission is available for requests under \$3K (see application Type A).

Proposals requesting matching funds for other successful research initiatives or larger projects will be considered as well. If the amount a faculty member is requesting is above \$3,000, a more detailed discussion/ explanation of the research idea and methodology will be required in most cases and might take multiple review periods to decide on funding outcome (see application Type B)

Deadlines for submittals of either type: October 9, 2009; January 8, 2010; April 9, 2010.

Process (typically be one month turn around):

1. A tenured faculty member submits a complete application following guidelines to the Chair of the Human Resource Committee (09-10: regnier@usc.edu) digitally and in hard copy on the date of the deadline.
2. The HR Chair distributes the proposals to the Committee Members.
3. The HR Committee meets to discuss distributed proposals one week later.
4. All reviewed proposals with HRC comments are submitted to the Dean.
5. The Dean reviews the proposals and reports to both the PI/faculty and HRC Chair on final status of request (accepting, rejecting, partially funding the proposal, or requesting further clarification) within a two week period.

If approved by the Dean, the faculty resubmits a final copy of the proposal, budget, and timeline to the Business Office via email to both Marie Tran (marietr@usc.edu) and Liz Romero (romero@usc.edu) to confirm no budget expenses are considered strict University unallowable expenses which in some cases might trigger the need to be re-approved by the Dean.

The Business Office will have 2 weeks to provide a summary of expenditure guidelines applicable to proposal budget directly to faculty. Please note, no expenditures should be made until this summary is released and a final approved copy of the proposal is filed in the Dean's Office.

Each proposal will be considered independently on its own stated value in regard to how it advances the career of the individual faculty member and the mission of the School and University. There is no limit to: numbers of proposals accepted per faculty member each year, amount of funding approved annually per faculty member or to the entire body of faculty, though proposals with requests over \$10,000 for individuals should be rare due to the limited allocation of resources, and might only be granted if there will be clear and direct benefit the larger mission of the School, not just the individual faculty member.

TYPE A: FOR PROPOSALS REQUESTING UNDER \$3K (2 pages min, 6 pages max):

1. Cover Sheet

Should include the name of faculty member, amount requested, date submitted, 25 to 50 word summary of request, postal address, email, signature of PI/faculty member.

2. Summary

A statement summarizing the importance and relevance of the requested resources or activity and why this activity cannot be covered by the \$2K to which each tenured faculty is entitled (in part or in full). Also describe the anticipated contribution the resource or activity will make to the person, the field, the school of architecture and the university.

3. Statement of Objectives and Outcomes

Specific project objectives should be identified clearly, concisely and completely, demonstrating to one's peers the value of the request. The anticipated outcomes and/or accomplishments should also be defined here, as well as an identified means for the School to appreciate the distribution of funds (a written report, exhibition, faculty talk, website, new course syllabi, conference proceedings etc...).

4. Budget and Timetable

A timetable and line item budget for the project should be prepared. Please refer to Business Office Research Guidelines for expenditure procedures.

No funds can be used to pay salary to a full time non-student employee—faculty or staff. A request for payment to a current part time faculty member may be reviewed on a case-by-case basis, but must be limited to a \$500 stipend. Funds also cannot be used for time release from full-time appointments. If other funds outside of those requested will be devoted to the project please elaborate.

A calendar with a specific beginning and ending dates is essential. Faculty should specify two end-dates: 1. when the resources are spent and 2. when the faculty member will submit some evidence of production to the School (a report, small talk, web link, conference proceeding etc...)

If a proposal is not expected to be complete within the time frame specified, funding may be put at risk. In such cases, the faculty member must submit a formal extension one month prior to the proposal end date- excluding summer months i.e. no extension request will be reviewed during Summer because HR Committee is not in session. During the normal school year, the Business Office and the HR committee will review the necessary adjustments and new deadlines being requested so the School can plan ahead-and remain within the University's guidelines. If within guidelines, Dean's final approval required to proceed.

5. Plans for Follow-up Support or Further Funding

Is there a funding source that could be approached after the completion of this project that could lead to follow-up research?

TYPE B: FOR PROPOSALS REQUESTING OVER \$3K (2 pages min, 20 pages max):

1. Cover Sheet

Should include the name of PI/faculty member, amount requested, date submitted, 25 to 50 word summary of the research project, postal address, email, and signature of PI/faculty member.

Multiple faculty may simultaneously apply for accumulative funds for shared research activities but this must be made clear in the initial cover sheet. Please note: all applying faculty must have tenured status.

2. Summary

A statement summarizing project goals, significance, proposed methods and cost.

3. Project Significance

The importance and relevance of the proposed project should be explained. Included should be background knowledge on the issue(s) to be addressed, and existing knowledge gaps. Also the anticipated contribution the project will make to the person, the field, the school of architecture and the university should be detailed.

4. Statement of Objectives

Specific project objectives should be identified clearly, concisely and completely. The anticipated outcomes and/or accomplishments should also be defined here.

5. Description of Methodology

Describe how you will go about carrying out the research. Will it involve primary or secondary data collection? Will it build on methods and procedures that you have used in the past or on techniques that are original (or borrowed from other researchers)? Will it require university human subjects approval? What methods and procedures will you utilize for gathering and analyzing research information?

6. Dissemination

Describe plans for disseminating project outcomes and findings. Will it involve a written product or an exhibition? Will it be submitted for conference presentation and/or publication? Is there a plan to use the findings in courses that you teach or lectures that you give?

7. Budget and Timetable

A timetable and line item budget for the project should be prepared. Please refer to Business Office Research Guidelines for expenditure procedures.

If multiple faculty are assigned, a lead faculty should be designated to submit all approved expenses to the Business Office on behalf of the group of faculty.

A timetable and line item budget for the project should be prepared. No funds can be used to pay salary to a full time non-student employee—faculty or staff. A request for payment to a current part time faculty member may be reviewed on a case by case basis, but must be limited to a \$500 stipend. Funds also cannot be used for time release from full-time appointments. If other funds outside of those requested will be devoted to the project please elaborate.

A calendar with a specific beginning and ending dates is essential. Faculty should specify two end-dates: 1. when the resources are spent and 2. when the faculty member

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will submit some evidence of production to the School (a report, small talk, web link, conference proceeding etc...)

If a proposal is not expected to be complete within the time frame specified, funding may be put at risk. In such cases, the faculty member must submit a formal extension one month prior to the proposal end date- excluding summer months i.e. no extension request will be reviewed during Summer because HR Committee is not in session. During the normal school year, the Business Office and the HR committee will review the necessary adjustments and new deadlines being requested so the School can plan ahead-and remain within the University's guidelines. If within guidelines, Dean's final approval required to proceed.

8. Plans for Follow-up Support

Is there a funding source that could be approached after the completion of this project that could lead to follow-up research?

9. CV

Include the CV of the investigator and any other consultants you plan to use on the project

REVIEW FOR SUPPLEMENTAL FRF_09 OCT 09

PROPOSAL TITLE: _____
 FACULTY PI: _____
 REVIEWER HRC MEMBER NO: _____
 DATE: _____

With “1” being a positive evaluation and “5” being a negative evaluation:

- Is it clear why this request can not be covered under the \$2000 basic faculty resources amount?
 1 (NO) 2 3 (Maybe) 4 5 (YES)

- Can a compelling argument be made that this activity/resource will help the faculty member make a significant contribution to the field of architecture and increase the faculty member’s reputation for excellence?
 1 (NO) 2 3 (Maybe) 4 5 (YES)

- Is it difficult for this type of activity to be funded through external means (through invitational honoraria, direct grant funding or one’s own personal/business resources) rather than using the School’s resources?
 1 (NO) 2 3 (Maybe) 4 5 (YES)

- Is the faculty seeking additional external support to match this contribution?
 1 (NO) 2 3 (Maybe) 4 5 (YES)

- In light of this faculty’s profile/rank, is this a good allocation of competitive support?
 1 (NO) 2 3 (Maybe) 4 5 (YES)

Comments (please be specific)

- Does this proposal advance the academic goals of this School?
 1 (NO) 2 3 (Somewhat) 4 5 (YES)

If Yes, what goal and how: _____

In general, how could the proposal be improved to do this more effectively?

- Can this proposal directly support the current strategic priorities of the University?
 1 (NO) 2 3 (Somewhat) 4 5 (YES)

If Yes, which priority and how: _____

In general, how could the proposal be improved to do this more effectively?
