MEMO

TO:    College of Education Faculty Members
FROM: Carla C. Johnson, Associate Dean for Research, Engagement, and Global Partnerships
DATE: December 16, 2015
RE:    Call for Proposals for 2016-17 Yearlong PRF Research Grants

The purpose of this memorandum is to call for applications for 2016-17 Year-Long PRF Research Grants. Although the university has not yet provided notification of allocations for this year’s competition, we expect that notification will be forthcoming, and so we are proceeding with our internal competition. PRF Research Grants are one-year awards made by the Office of the Executive Vice President for Research and Partnerships to assist faculty who supervise Ph.D. research in the development of new or the continuation of ongoing research projects by providing support for a half-time (0.50 FTE) PRF Research Assistantship.

All Purdue graduate faculty members who supervise Ph.D. research, including clinical faculty members in the college, are eligible to receive a PRF Research Grant. A faculty member may not have two PRF Research Grants active simultaneously. Purdue University graduate students in good standing (minimum GPA = 3.0) working toward the Ph.D. degree may be appointed as PRF Research Assistants. PRF Research Grants are established with an initial June 1 – May 31 project period, unless an alternate date is requested. For more information, see the EVPRP website at http://www.purdue.edu/research/vpr/funding/researchgrants.php.

Please view the attached instructions and submission guidelines. Please take note of the following.

1. Applications must be submitted by noon on Friday, January 29, 2016. Late applications or applications that do not adhere to the formatting requirements will not be reviewed.

2. There are no automatic renewals of currently funded projects. You may apply for a second consecutive year of funding, but all applications are competitive. In an effort to more widely distribute these awards, faculty members who have received two consecutive Year-Long PRF Research Grants are ineligible to apply until the following year.

3. The number of awards allocated to the COE this year has not yet been determined. Proposals will be ranked and as many awards as possible given out. In an effort to provide more support to junior faculty members, approximately half of available awards will be awarded on a priority basis to non-tenured faculty members.

4. Faculty members may submit only one application for this competition.

Please call upon me any time for help with questions or concerns. Guidelines and an example proposal are available on the web at: http://www.education.purdue.edu/about_us/discovery/Faculty_support_programs.html#rg.

Good luck! Formal announcements of the awardees are expected to be made in early March, 2016.
General Instructions

1. Please follow all these instructions carefully. Contact Carla C. Johnson, Associate Dean for Research, Engagement, and Global Partnerships if you have any questions.

2. All submissions are to be electronic (PDF format) with all submission materials contained in a single file. Paper copies will not be accepted. (Note: Word files may be saved as PDF using Office, Adobe Acrobat Professional, various online services, or by scanning to PDF using a copier.)

3. The document should be set for 8 1/2 x 11 inch paper with margins no less than one inch all around. Double-space all text. Use Times, Times New Roman, or Calibri typeface in a font size of no less than 11 points, or Arial, Courier New, or Palatino typeface in a font size of no less than 10 points.

4. Proposals will be submitted via an electronic submission system (Open Conference) which can be accessed at https://social.education.purdue.edu/openconf/openconf.php

5. When attempting to access the site, you will receive a security certificate warning; simply click “Continue to this website (not recommended).” Once at the Open Conference site, click Make a Submission, fill in the requested information (be sure to select PRF Year-Long Research Grant for the submission topic), and upload your proposal file when prompted.

6. No materials other than those described below are required for your application.

Required Outline and Structure for Proposals

1. **Cover page.** Include project director name, professional rank, department, phone/email address, title of project. If you have a current or have had a previous PRF grant please indicate the dates of funding, title of proposal and faculty/students involved.

2. **Abstract.** On a separate page, include a 100-200 word abstract.

3. **Proposed study narrative.** The topics and order are shown below. The narrative, excluding references, must not exceed 5 double-spaced pages.
   a. Brief introduction (including statement of the problem and rationale for the study)
   b. Specific research hypotheses or questions
   c. Methodology/research design
   d. Planned analysis and interpretation

4. **References.** List references cited; APA format is preferred.

5. **Timeline.** On a separate page, describe the timeline for the proposed project. (no more than 1/2 page)

6. **Funding rationale.** On a separate page, provide a rationale for the need for a graduate student, and briefly describe the role and duties of the graduate research assistant. (no more than 1/2 page)

7. **Previous support.** On a separate page, clearly state your answers to these questions: (1) Is this proposal an application for a 2nd year of an existing PRF award? (2) If this is not a 2nd year extension, have you ever had a year-long PRF before, and, if so, when was your most recent award? If you answered YES to question 1, include a description of your progress from the first year and why another year of support is warranted (1 paragraph). If you answered YES to question 2, briefly describe the outcomes (i.e., research product, external support) of your most recent PRF year-long grant (1 paragraph).

8. **Strategic value.** On a separate page, discuss the alignment with COE strategic directions, sustainability and/or future directions of research, and plans for seeking external support. (no more than 1 page)
9. **Do NOT attach appendices.**

**Proposal Review Criteria**

1. Significance of the Problem; Rationale for the Project
2. Appropriateness & Quality of Methodology or Project Design
3. Organization, Coherence, and Clarity of the Proposal
4. Rationale for the Need for Funding
5. Fit with Mission/Strategic Goals of Purdue/COE
6. Sustainability, Probability of Extension, and Future External Funding (if applicable)
7. If this is an extension, or prior PRFs have been received, the information about previous support will be considered.

**Note:** The primary review criteria are scholarly merit (in a broad sense) and soundness of approach to the problem or key project issue. When all else is equal, reviewers will consider other factors such as faculty rank and prior history of PRF funding in making their final decisions. In an effort to support junior faculty, approximately half of available awards will be made to non-tenured faculty members on a priority basis.

**Suggestions for Creating Competitive Proposals**

- Review successful past proposals.
- Review feedback on previously submitted proposals.
- Ask a fellow faculty member/graduate student to read your proposal for research design and clarity of ideas.
- Talk to a faculty member/graduate student who has been awarded a PRF Grant for advice about crafting a successful proposal.
- In the past, some PRF proposals have been written by faculty members while others have been written by graduate students resulting in substantial variations in quality. It is strongly recommended that applications authored primarily by students be carefully reviewed and edited by the sponsoring faculty member.