POLICY SUMMARY FORM

Policy Name: Research Enhancement Program

Policy Number: 8.11

Is this policy new, being reviewed/revised, or deleted? Review/Revise

Date of last revision, if applicable: April 25, 2017

Unit(s) Responsible for Policy Implementation: Provost and Vice President for Academic Affairs

Purpose of Policy (what does it do): Description and guidelines for the research enhancement program

Reason for the addition, revision, or deletion (check all that apply):

☑ Scheduled Review ☐ Change in law ☐ Response to audit finding

☐ Internal Review ☐ Other, please explain:

Please complete the appropriate section:

Specific rationale for new policy:

Specific rationale for each substantive revision: Update description, eligibility, and compliance requirements. Delete reference to Graduate Research Program. Update titles.

Specific rationale for deletion of policy:

Additional Comments:

Reviewers:

Academic Policy Committee
Steve Bullard, Provost and Vice President for Academic Affairs
Damon Derrick, General Counsel
The Research Enhancement Program at Stephen F. Austin State University (SFA) encourages and enhances research and creative opportunities for faculty members, serves as support for innovative research, and provides seed monies to attract external funding.

**Description:** The Research Enhancement Program consists of three components: (1) the Faculty Research Grant Program, which provides substantive support for research and scholarly creative activities; and (2) the Minigrant Program, which provides opportunities for faculty to carry out small projects or preliminary research activities that will increase their competitiveness in acquiring additional funding; and (3) the Graduate Research Assistant (GRA) Program, which provides support for graduate students working toward research-based theses and dissertations.

**Eligibility:** Individuals with a full-time, tenured or tenure-track academic appointment as professor, associate professor, assistant professor, instructor, or librarian I-IV are eligible to apply for Faculty Research Grants and Minigrants. Members of the graduate faculty serving as faculty advisors may apply for GRA support on behalf of their students.

**Compliance:** Recipients of research enhancement funds are subject to university policies as well as state and federal rules and regulations. For research projects involving human subjects, laboratory animals, or hazardous materials, or exports, the applicant must provide a memorandum of approval from the chair of the appropriate university committee to the Office of Research and Sponsored Programs (ORSP) Graduate Studies (ORGS) prior to project implementation.

**Faculty Research Grant (FRG) and Minigrant (MG) Programs:** The University Research Council (URC) establishes guidelines for the content and format of proposals and creates criteria for the evaluation of applications. These guidelines include, at a minimum, the following provisions:

1. Funds cannot be used by faculty or students to obtain advanced academic degrees; however, these funds may be used by faculty to hire students to work on specific aspects of a project.
2. An applicant with an FRG or MG award must follow URC guidelines.
3. Funds cannot be used to supplant funding for research activities or equipment provided by another source.
4. Recipients must submit progress and/or final reports as required by ORSP ORGS.
5. Any publication, presentation, or exhibition resulting from an FRG or MG must acknowledge the support provided by the Research Enhancement Program at SFA.
6. The project director must submit copies of publications, exhibitions, or other media to ORSP ORGS and may also send this to the Center for Digital Scholarship.

The URC makes recommendations for funding of FRGs to the chair of the council. If an award exceeds $5,000, the provost and vice president for academic affairs must approve the funding.
**Graduate Research Program:** Faculty advisors may identify and submit applications on behalf of graduate students.

The content, format, and criteria for evaluation are determined by the URC. These guidelines include, at a minimum, the following provisions:

1. Awardees must be working toward a research-based thesis/dissertation or equivalent project. Non-thesis graduate students are ineligible.
2. Students receiving awards must be released from teaching responsibilities.
3. Graduate Research Assistantships can be up to twelve (12) months in duration. Faculty sponsors can apply for a second 12-month assistantship for a student, but assistantships may not exceed a total of 24 months per student. For continued funding, the faculty sponsor must demonstrate student progress to the URC each semester.

**THEhe FRG proposals are submitted and filed in the ORGS.** The URC makes recommendations for funding to the chair of the council who, in turn, must obtain approval from the dean of the graduate school ORGS for funding. If approved, the dean of ORGS chair of the council notifies the provost and vice president of academic affairs (PVPAA) of the recommended FRG awards. The PVPAA provost and vice president of academic affairs approves and notifies the recommended recipients of the FRG.

**Cross Reference:** Human Research Subjects Protection (8.4); Institutional Animal Care and Use Committee (8.6); Recombinant DNA and/or Infectious Biohazards in Teaching and Research (8.9) Export Control (2.15)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Director, Office of Research and Sponsored Programs Dean Office of Research and Graduate Studies

**Forms:** Faculty Research Grant and Minigrant applications

**Board Committee Assignment:** Academic and Student Affairs