

The University of Alabama
RESEARCH ADVISORY COMMITTEE (RAC)
GRANT MANUAL
January 2004

The Office for Sponsored Programs
Rose Administration Building Room 152
Tuscaloosa, Alabama 35487
(205) 348-5152

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General Information about the Research Advisory Committee (RAC)

History:

A Research Fund Committee was established in 1938 by President Foster and continued until 1943. The University Research Committee was organized in 1943 when the State Legislature set up a fund for “Research” and “Extension” programs. In the Fall of 1969, the name was changed to the Research Grants Committee. In the Fall of 1996, the name was changed to the Research Advisory Committee (RAC).

Purpose:

RAC funds are intended primarily for two types of projects: (1) worthwhile ones for which outside money is scarce, and (2) those exploratory ones which, if they appear promising, may later secure outside funding.

Research Advisory Committee:

The RAC committee is composed of faculty members appointed to a three- year term on a rotating basis from the ranks of professor or associate professor and, in special circumstances, assistant professor in non-administrative capacities. There is an appointed Faculty Senate Representative and four RAC liaison members. See Appendix A for the list of current RAC members. The RAC Committee is divided into three separate discipline areas: Area A, Physical and Biological Sciences, Mathematics, and Engineering, Area B, Social and Behavioral Sciences, and Area C, Arts and Humanities. Each year the Office For Academic Affairs appoints a chairperson and co-chairperson for each discipline area.

Research Advisory Committee Member Guidelines:

See Appendix B for RAC Member guidelines.

Research Advisory Committee Office:

The Office for Sponsored Programs (OSP) administers the RAC program. RAC application forms can be obtained from the OSP or on-line at: www.osp.ua.edu. Completed RAC applications should be returned to OSP in care of:

Melissa Hinton, RAC Administrator
152 Rose Administration Building
348-4137/fax: 348-8882

The RAC Application Process

Deadline for Filing Applications: **January 30, 2004**

A RAC application (RAC Form-001), completed in *quadruplicate*, must be received by the RAC office on or before the deadline date. All applications must be signed by the applicant, department head, and Dean. No application will be accepted after the deadline. It is advisable to hand-deliver applications submitted near the deadline.

Procedure for Filing Applications:

The RAC Application Form Requires the Following Information:

1. Personal Data.
2. List of publications: books, articles, abstracts, papers presented, and reviews.
3. Information on other research support the applicant has at the time.
4. Information on whether the applicant has applied elsewhere for funds for the project.
5. A concise statement of the proposed project in non-technical terms to insure better understanding by the committee members unfamiliar with the field. (*Limited to 5 double-spaced, typed pages.*)
6. The form entitled “Research Advisory Committee Award Conditions” (RAC Form-003) needs to be signed by the applicant, head of the department, and Dean.
7. Each applicant may choose in which area the application is to be reviewed: Area A, Area B, or Area C (see RAC Form -001).

Recipient Proposal Guidelines

Amount of Available Funding:

The maximum amount granted in any one fiscal year for a single or joint project is limited to \$5,000. The amount may vary according to:

1. the needs of the project,
2. the funds available, and
3. the extent to which the applicant has access to other funds for the project. (See RAC Award Recipient Obligations, Paragraph 7 “Grants from Outside and Other Campus Agencies”.)

Items for Which Support May be Requested:

RAC funds may be requested for each summer sessions during the 24-month period, fractions of each summer session, or one summer session.

Eligible Applicants:

Full-time permanent faculty and staff members of the University campus, working individually or jointly, may apply. An individual can have support for only one RAC project at a time. Only one application can be accepted from an individual for one granting period whether as a single or joint application. All previously funded proposals should be completed with results evident before another proposal is submitted. Faculty are allowed to receive only one RAC award during the two year funding cycle, and therefore a RAC applicant, if funded, can apply every two years.

Ineligible Applicants/Conditions:

Applications cannot be accepted from visiting, acting, temporary, or emeritus faculty; organized research bureaus, committees, outside agencies or employees thereof. Any recipient receiving summer salary support for the same project, for the same period of time, from any other source, whether internal or external, cannot receive summer salary support from a RAC grant. No recipient may receive RAC support for travel or general expenses if they are receiving the same support for the same project, for the same period of time from any other source, whether external or internal. RAC awards may not be used to support thesis or dissertation research.

Anyone may combine support of different kinds in any way: Summer salary from a RAC grant can be combined with travel support from another sponsored agency, for example; or summer salary from a RAC grant can be combined with supplies support from an internal or external source.

Applicants who have an active RAC project are ineligible. RAC funds may not be used while a faculty member is on sabbatical.

Project Completion/Termination:

The project may continue for a period of 24 months, however funds not used within 24 months of the approval date will automatically be returned to the RAC fund. Unused funds are automatically canceled upon termination of the project or resignation of the Project Director. No-cost extensions may be considered on a case-by case basis through the RAC Administrative Office (Office for Sponsored Programs).

RAC Budget Criteria

Salaries for Clerical and Technical Assistants:

There are no restrictions on the amount of RAC funds used for research assistants. Funding may be requested for clerical or technical assistants, but not for student research work on theses or dissertations, or work for any department. The function and need of these assistants must be clearly explicated in the proposal.

Fringe Benefits:

Fringe benefit charges must be included as a part of the overall budget. Fringe benefit rates vary so please check with the RAC Administrative Office or go on-line at: <http://osp.ua.edu/fringe.html> for the most recent rates.

Operating Expenses:

Funding can be requested for supplies, postage, publication preparation costs, copying, animals, etc. Costs of reprints, charges per page, and computer time will not be approved.

Payment of Patients and/or Subjects:

Payment of patients and/or human subjects may be requested. (See “Protection of Human Subjects”.)

Travel:

Travel expenses include per diem. A travel budget needs to be justified. The applicant needs to demonstrate why the travel is crucial to the research and why the specific destination was chosen as opposed to other possibilities. Travel to symposia or professional meetings, even if you will present a paper from the project, will not be approved.

Equipment:

Requests in this category should be for items valued in excess of \$2,000 with a life of more than 12 months.

RAC Award Recipient Obligations

The Project Director must complete and sign the RAC award Conditions agreement (RAC Form 003) prior to starting the project.

The Project Director is obligated as follows:

1. Report The Results of The Project
 - a. **When an RAC grant is completed, the Project Director will send a summary report to the RAC Administrative Office.** The summary reports are evidence of the quality of research that comes from Research Grants funds, and can be used to request continued yearly funding.
 - b. The Project Director will note on future RAC applications any past RAC grants received and the resulting publications, presentations, performances, or exhibitions.
2. Acknowledgment of Support in Publications:
Give full credit in any manuscript, material, or artistic creation to the RAC for support received from the RAC.
3. Patentable Processes, Inventions, or Designs:
The Project Director will abide by the regulations concerning any patentable invention, process, design, or improvement as set forth in the University Patent Policy.
4. Equipment Purchased:
 - a. RAC funds should not be used to acquire equipment that would normally be purchased by the applicant's Department or College.
 - b. Equipment requisitioned by Project Directors may be kept in their custody as long as the project is active and they are members of the University faculty or staff. All equipment must be inventoried through University procedures. The University inventory decal number must be sent by the Project Director to the RAC Administrative Office (Office for Sponsored Programs).
 - c. Equipment no longer needed for the project is to be reported by letter to the RAC Administrative Office.
 - d. Upon leaving the University, the Project Director must leave equipment purchased with RAC funds with his/her department.
6. Change in Project Plan:
Report, in writing, to the RAC office any change in the project, which differs, materially from the objectives set forth in the original application.
7. Grants from Outside and Other Campus Agencies:
 - a. Information on procedures for applying for funds from outside agencies may be obtained from the Office for Sponsored Programs in room 152, Rose Administration Building.

b. If the Project Director is holding any outside grants at the time of application to the RAC, details should be reported on the application.

c. If applying for the same project simultaneously to the RAC and an outside or other campus source, this information should be reported on the application.

d. No one who receives summer salary support from the RAC may also receive summer salary support for the same project, for the same period of time, from any other source, whether external or internal. Likewise, no one who receives RAC support for travel or for supplies may receive support for those from any other source, whether external or internal. However, anyone may combine support of different kinds in any way.

8. Protection of Human Subjects: IRB Approval:

The University of Alabama has established an Institutional Review Board for the Protection of Human Subjects. *Researchers who study human subjects want to protect the rights and welfare of their subjects. University and federal regulations require that all research projects involving human subjects be reviewed and approved by the University's Institutional Review Board for the Protection of Human Subjects. The IRB's mission is to ensure that research involving humans is conducted in an ethical manner consistent with University and Federal Policy (Please see the IRB application process at: www.osp.ua.edu).* This includes studies that require interviews and questionnaires. Approval is needed before you may receive RAC funds.

9. Laboratory Animals: Research Animal Facility Advisory Committee Approval:

The University requires that all uses of animals on campus must be in compliance with the Department of Health and Human Services' new guidelines for Laboratory Animal Welfare. An Animal Use Summary form must be completed and sent to Dr. James Neville for approval.

10. Resignation from the University:

If the Project Director leaves the University before completing the project, the following must be filed with the RAC Administrative Office:

- a. Statement of resignation with its effective date. (Unused funds are automatically canceled as of the effective date.)
- b. Future address
- c. Full and complete report of the work to date.
- d. Report of condition and location of any equipment purchased with RAC funds.
- e. Summary report must be completed after the project is completed, and credit or RAC support should be given in the publication of any later work on the project.

11. Other:

- a. A grant may be canceled in whole or in part if the Project Director makes material changes such as changes in employment status other than resignation, changes in project plans as to location or time available for the project, and receipt of any other grant for the same project.

- b. When projects are abandoned, Project Directors should inform and send a summary report to the RAC Administrative Office

RAC Award Recipient Financial and Record Keeping Procedures

1. Accounting Forms:

The accounting forms are those used by all University offices. The budget person in the Project Director's department is responsible for completing the forms using the procedures followed for administering other externally funded grants. No signatures are needed from the Office for Sponsored Programs except for air travel vouchers for out-of-country travel and budget changes. Budget changes need the approval of the RAC Chair.

2. Account and Subcode Numbers:

The 6-digit account number and the 4-digit subcodes are assigned by Contract and Grant Accounting and will be given to the Project Director. This number, plus appropriate subcode numbers, will be used as the accounting number on all RAC accounting forms.

Account Number: 2-67*** (appropriate number will be given to the Program Director) The following Subcodes will be used under the RAC Program:

- 2200 - Grant-In-Aid or Summer Salary
- 2530 - Graduate Assistant
- 3000 - Fringe Benefits
- 4130 - Postage
- 4200 - Travel
- 4500 - Supplies
- 5100 - Equipment (with a value of \$2,000 or more)

3. Summer Salary:

Summer salary support is available for any faculty or staff member who wishes to devote time to research during the summer. Summer salary may be requested for both summer sessions, fractions of each summer session, or one summer session.

a. Time Limit: Summer salary must be used in the summer period(s) for which it has been approved.

b. Personnel Forms: When summer salary support is approved, the University's Personnel Action Form will be completed by the Project Director's department for monthly payment.

d. Payment Dates: Summer salary will be paid May 16 through August 15 of any calendar year.

4. Fringe Benefits:

The amount of RAC funding dedicated to salary must include fringe benefits. For the current fringe benefit rate please call the RAC Administrative Office or go to: www.osp.ua.edu.

5. Travel Allowance and Regulations:

In applying for travel funds, the amount should be broken down to show the following:

a. Number of days with a total for subsistence based on the University's per diem allowance if for in-state travel. Per diem for travel outside the state or country will be estimated based on cost of meals and lodging in the area to be visited.

b. Transportation based on the most economical means of travel for one person. Travel will be tourist class except where space is unavailable in this class in which case first class will be paid.

6. Research Assistants:

a. There are no restrictions on the expenditures for research assistants.

b. Personnel Action forms for the research assistants need to be completed by the Project Director's department and signed by the Project Director. These forms should be used to appoint, change status or salary, or remove from payroll any clerical and technical assistants paid on an hourly basis.

c. If the Project Director plans to hire a student who will not be enrolled at the University at the time but he/she is working on the project, the Director needs to add 7.7% to the student's proposed salary budget to cover matching Social Security benefits.

MINI-GRANT PROGRAM

The Mini-Grant program is intended to provide "seed money" to begin new research projects (for \$500 or less) which do not require summer salary. The Research Advisory Committee reviews all Mini-Grant proposals. The Mini-Grant eligibility criteria, period of grant, Program Director requirements, and general administrative requirements are identical to the RAC grant program. A separate Mini-Grant application form and budget are required and included within this manual.

SOMED GRANTS

Reserved

RESEARCH ADVISORY COMMITTEE (RAC) GRANT APPLICATION

Submit in quadruplicate to: The Office for Sponsored Programs, Rose Administration Bldg. Room #152

Full Name: _____ Position: _____

Department: _____ Division: _____

Campus Address: _____ Phone: _____

Degree: _____ Institution: _____ Date of Degree: _____

Date of Appointment at UA: _____ Tenured: Yes No

Tenure Track: Yes No

Title of Project: _____

Form in which results will be made public: _____

Area of Application (Please select only one):

- Area A (Physical and Biological Sciences, Mathematics, and Engineering)
Area B (Social and Behavioral Sciences)
Area C (Arts and Humanities)

Compliance Reviews:

- Human Subjects
Animal Subjects
Hazardous Materials
If yes, please explain:

Under Review Approved

Have you previously received a RAC Award? Yes No If yes, please indicate date:
(Please provide the results from any grant awards: manuscripts, literary creations, research presentation applications, etc.)

Have you applied for funds for this project elsewhere? Yes No
If yes, where? Amount \$

Have you received funds for this project? Yes No
If yes, where? Amount \$

Have you received funds for other projects? Yes No
If yes, where? Amount \$

I understand that copies of my proposal will be released to the appropriate RAC Committee members for review.

Project Director Date

Project Co-Director (if applicable) Date

Department Head Date

College Dean Date

RAC BUDGET FORM
 (Use even dollar increments)
 Maximum award is \$5,000

Budget Categories	Year 1	Year 2	Total
Summer Salary:			
Program Director	_____	_____	_____
Other Faculty Member	_____	_____	_____
Total Salaries	_____	_____	_____
Fringe Benefits @ 19%	_____	_____	_____
Total Faculty Salaries & F.B.	_____	_____	_____
Other Salaries:			
Graduate Students	_____	_____	_____
Technician	_____	_____	_____
Clerical	_____	_____	_____
Other	_____	_____	_____
Total Other Salaries	_____	_____	_____
Fringe Benefits @*	_____	_____	_____
Total Other Salaries & F.B.	_____	_____	_____
Operating Expenses: (Supplies, books etc.)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Expenses	_____	_____	_____
Travel Expenses:			
Transportation To:			
_____	_____	_____	_____
In-State Per diem	_____	_____	_____
Out-of-State Expenses	_____	_____	_____
Other	_____	_____	_____
Total Travel Expenses	_____	_____	_____
Equipment:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Equipment	_____	_____	_____
Total All Budget Categories	_____	_____	_____

*Fringe Benefits for students not enrolled in summer school is 7.70%

Research Advisory Committee (RAC) Guide to Applicants

How does the RAC define research?

The RAC funds research across a broad range of disciplines and therefore recognizes that research is an appropriate term which can be applied to such diverse areas as the performing arts as well as to the "hard sciences." However, to define research generically is a difficult task when dealing with the many diversified disciplines within the University; the concepts of research may be as varied as the disciplines themselves. It is broadly interpreted to mean any creative endeavor that contributes to the corpus of the discipline or art and the growth of the investigator; it is not limited to traditional academic qualitative and quantitative methodologies (e.g., basic or applied, experimental or theoretical).

It is however, assumed that the project will result in a concrete product that will be disseminated in the appropriate form, whether it is a manuscript, show, performance, etc. Regardless of the type of research, it is incumbent on the applicant to explain clearly, succinctly, and comprehensibly the relevance and importance of the proposed project. In order to be competitive for funding, proposals should be carefully prepared and constructed.

Who is eligible to apply for RAC funding and who has priority?

All full-time permanent faculty and staff may apply for RAC funding. However, since research funds are so scarce, the RAC has found it necessary and desirable to define and apply the following priority categories during the process of proposal evaluation:

1. In a spirit of support and collegiality, the RAC will give highest priority to proposals from tenure-track, non-tenured faculty and staff and award funding to those proposals deemed meritorious.
2. Staff and more experienced faculty with established records of productivity, *who are exploring a new direction in their research*, will be given next highest priority because experienced investigators may need assistance in exploring significant new directions. Tenured faculty and staff should explain within the text of the proposal why the project for which they are requesting funds represents a new direction within the overall theme of their research area, and how they envision future development of this new direction.
3. The next priority is given to more experienced staff and faculty with established records of productivity. These applicants should provide strong evidence of publications and/or other evidence of research productivity.

How should proposals be written and what components should they include?

As much as possible, proposals should be written in *clear, non-technical language*. The members of a review committee represent a range of academic specialization and most will probably not be familiar with technical terminology. Although an applicant may not be able to explain all methodological details in non-technical language, it is the applicant's responsibility to communicate the significance of a project to the relevant field(s) of inquiry. Extensive translation of a proposal should not be required by a specialist in the particular field on the committee in order for other committee members to understand the proposed research.

In addition to the information required on the RAC form distributed to applicants, the following components in the proposal will help in the evaluation process:

1. Abstract: One-fourth to one-half page overview of the project.
2. Rationale for pursuing proposed research; purpose/objectives.
3. Significance of the project to: a) a particular field of inquiry, and b) the applicant's career.
4. Research methods/design/plan of work.

5. Anticipated outcome(s), products, dissemination; relationship to subsequent efforts to obtain external funding.
6. Budget justification and itemized budget (see RAC Form-002).
7. The proposal should contain a realistic timeline or incremental plan indicating when each portion of the research will be completed.

How does other sources of funding affect my chances of being funded by the RAC?

The specific rules of eligibility for RAC funding in relation to other sources of funding are detailed in the RAC Handbook. It is important for all University faculty to understand that the intent or "spirit" of the RAC is to enable as many as possible of those researchers who have worthwhile project to undertake their projects according to the priorities established under question 2 above. The RAC makes a conscientious effort to evaluate which projects are most worthwhile through its discipline subcommittee in Areas A, B, and C.

If the research believes that the potential for future external funding exists, the applicant should describe how the RAC grant will improve the probability for obtaining such funding. In areas for which it is appropriate, strong potential for use of RAC research results to secure future external funding is viewed positively by evaluation committees in reviewing proposals (see Appendix B of the RAC Manual).

The RAC also believes that researchers who already have support for a project from within the University or elsewhere do not need our help, and therefore, wish to extend the aid to someone who also has a worthwhile project to pursue and does need funding from the RAC in order to pursue it. Given the severe constraints on University research funds, and the acute need for beginning faculty to implement research within a reasonable time frame conducive to tenure evaluation, the RAC believes this is the best course of action. The RAC encourages eligible faculty from all colleges within the University to participate in the RAC competition for research funds, but it also relies heavily on individual faculty, departments, and colleges to self-evaluate all funding resources available to them and act in the best interest of the University as a whole in the application process. RAC grants should not be regarded as "supplemental" funds to existing sources of money.

**Research Advisory Committee
Award Conditions**

1. The Grantee will send a summary report (1-3 paragraphs) to the Office for Academic Affairs after funding has been depleted and/or the project account is closed. Within the summary report, the Grantee will list any manuscripts, materials, or literary or artistic creations resulting from work on this project.
2. The Grantee will give full or partial credit in any manuscripts, materials, or literary or artistic creations to the Research Advisory Committee for the aid received.
3. The Grantee will abide by the regulations concerning any patentable inventions, process, design, or improvement as set forth in The University of Alabama Patent Policy.
4. The Grantee will report the condition and location of any equipment purchased with Research Advisory Committee funds when the equipment is no longer needed or upon completion of the project.
5. The Grantee will request permission from the Research Advisory Committee before changing anything in the project that differs from the objectives set forth in the original application.
6. The Grantee will use the same bookkeeping procedures for this project as his/her department uses for administration of externally funded grants.
7. The Grantee will report all financial aid received from other sources in support of his/her research interests.
8. If the grantee leave the University before completing this research project, he/she will file with the Research Advisory Committee a report of work to date, and as to any work subsequently completed thereon will give full or partial credit for all aid received from the Research Advisory Committee. The Grantee shall inform the RAC Administrative Office (Office for Sponsored Programs) as soon as he/she knows the date of resignation. The Grantee will report the conditions and location of any equipment purchased with Research Advisory Committee funds and will leave it in the custody of his/her department. The Grantee may deposit any books or library materials purchased with Research Advisory Committee funds in the Office for Academic Affairs for later deposit in the library.
9. Funds will not be used to fun student research, work on any dissertation, or to pay anyone to work for any department.
10. The Grantee will use this grant money for his/her project and for no other purpose.

Applicant's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Dean of Division Signature: _____ Date: _____

MINI-GRANT APPLICATION

The Research Advisory Committee needs a summary of your Mini-Grant proposal expressed in simple and non-technical terms. This summary is necessary so that a person outside your area of specialization can appreciate the significance of the project.

OBJECTIVE OF PROJECT:**PROCEDURES AND METHODS OF PROPOSED RESEARCH:****STATEMENT OF YOUR EXPERIENCE IN THIS FIELD:**

MINI-GRANT BUDGET FORM

(Use even dollar increments)

Maximum award is \$500.00

Budget Categories	Year 1	Year 2	Total
Other Salaries:			
Graduate Students	_____	_____	_____
Technician	_____	_____	_____
Clerical	_____	_____	_____
Other	_____	_____	_____
Total Other Salaries	_____	_____	_____
Fringe Benefits @*	_____	_____	_____
Total Other Salaries & F.B.	_____	_____	_____
Operating Expenses: (Supplies, books etc.)			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Expenses	_____	_____	_____
Travel Expenses: Transportation To:			

In-State Per diem	_____	_____	_____
Out-of-State Expenses	_____	_____	_____
Other	_____	_____	_____
Total Travel Expenses	_____	_____	_____
Equipment:			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Equipment	_____	_____	_____
Total All Budget Categories	_____	_____	_____

*Fringe Benefits for students not enrolled in summer school is 7.70%

Mini-Grant Award Conditions

1. The Grantee will send a summary report (1-3 paragraphs) to the Office for Academic Affairs after funding has been depleted and/or the project account is closed. Within the summary report, the Grantee will list any manuscripts, materials, or literary or artistic creations resulting from work on this project.

2. The Grantee will give full or partial credit in any manuscripts, materials, or literary or artistic creations to the Research Advisory Committee for the aid received.

3. The Grantee will abide by the regulations concerning any patentable inventions, process, design, or improvement as set forth in The University of Alabama Patent Policy.

4. The Grantee will report the condition and location of any equipment purchased with Research Advisory Committee funds when the equipment is no longer needed or upon completion of the project.

5. The Grantee will request permission from the Research Advisory Committee before changing anything in the project that differs from the objectives set forth in the original application.

6. The Grantee will use the same bookkeeping procedures for this project as his/her department uses for administration of externally funded grants.

7. The Grantee will report all financial aid received from other sources in support of his/her research interests.

8. If the grantee leave the University before completing this research project, he/she will file with the Research Advisory Committee a report of work to date, and as to any work subsequently completed thereon will give full or partial credit for all aid received from the Research Advisory Committee. The Grantee shall inform the RAC Administrative Office (Office for Sponsored Programs) as soon as he/she knows the date of resignation. The Grantee will report the conditions and location of any equipment purchased with Research Advisory Committee funds and will leave it in the custody of his/her department. The Grantee may deposit any books or library materials purchased with Research Advisory Committee funds in the Office for Academic Affairs for later deposit in the library.

9. Funds will not be used to fund student research, work on any dissertation, or to pay anyone to work for any department.

10. The Grantee will use this grant money for his/her project and for no other purpose.

Applicant's Signature: _____ Date: _____

Department Head's Signature: _____ Date: _____

Dean of Division Signature: _____ Date: _____

APPENDIX A
2002-2003 Members of the Research Advisory Committee

Area A: Physical and Biological Sciences, Mathematics, and Engineering

<u>Member</u>	<u>Term</u>	<u>Member</u>	<u>Term</u>
Jay Lindly, Chairperson	2006	Martin Bakker	2006
Carolyn Cassady	2004	Dennis Harry	2006
Duane Johnson	2004	Margaret Johnson	2005
Cecelia Laurie	2004	Richard Lomax	2005
Eric Roden	2006	Matthew Elam	2006

Area B: Social and Behavioral Sciences

<u>Member</u>	<u>Term</u>	<u>Member</u>	<u>Term</u>
David Beito, Chairperson	2004	Rebecca Allen	2004
Norm Baldwin	2006	Sheila Black	2006
Laura Klinger	2006	Jordan Kosberg	2006
Debra Nelson-Gardell	2006	Josephine Pryce	2005
Mark Richardson	2005	Stephen Tomlinson	2004
Elizabeth Wilson	2005		

Area C: Arts and Humanities

<u>Member</u>	<u>Term</u>	<u>Member</u>	<u>Term</u>
Lynne Adrian, Chairperson	2004	Cornelius Carter	2006
Sheryl Cohen	2004	Bryan Fair	2005
Steven Jacobs	2005	Sarah Marshall	2005
Annabel Stephens	2005		

Faculty Senate Representative:

Wolfgang Bertsch

RAC Liaison Members:

Ronald Rogers
Robert Wells
Samory Pruitt
George "Sandy" Gordon

Appendix B
Research Advisory Committee
Member Guidelines

1. The merits of proposals are considered to the extent possible in view of the fact that all specialties are not represented on the Research Advisory Committee. Frequently, however, the merit of a proposal is evaluated on the basis of “soundness” quite aside from technical or disciplinary merits. For example, an applicant who proposed to produce a book or monograph during a six-week period might well be considered unrealistic and be denied funds.

To assist the majority of committee members who are not specialists in his/her field, the applicant would be well advised to avoid highly technical languages in explaining what he/she intends to do and how it will be done. An appraisal of the proposed project by the department head, or someone in the same specialty outside the department, is not essential but would make a stronger case, particularly for less experienced faculty.

2. Since funds are always limited, priority is given to those proposals that primarily involve the faculty member. Requests for technical assistants, particularly in the absence of requests for summer salary support, are closely scrutinized.

RAC funds are not intended for student support. Therefore, requests for technical assistants must clearly show why the assistants are needed, and that the faculty member will take the major role in the project.

3. The highest priority is given to recently appointed assistant professors. Evidence of productivity or potential productivity carries additional weight in these cases. In research specialties where sources of outside funding exist, proposals to these sources also carry weight. Such proposals may be made simultaneously with the RAC application, or it can be shown that the RAC proposal will provide a foundation of research data from which expanded proposals to outside agencies may be launched.
4. Except in unusual circumstances, applications from tenured faculty are unlikely to be funded. To the extent that remaining funds allow, staff and more experienced faculty with established records of productivity, who are exploring a new direction in their research, will be given next highest priority because experienced investigators may need assistance in exploring significant new directions. Tenured and/or experienced faculty proposals should explain why the project represents a new direction within an overall theme of their research area and how they envision future development of this new direction.
5. Tenured faculty can apply for funding five years after receiving a RAC grant. No faculty member can receive more than three grants over their University of Alabama career.
6. Since it is often necessary to delete some funds from projects in order to spread the money farther, requests for all budget categories, should be explained so that cuts can be made with the least possible damage to the project. Frequently the amount is cut from a project and the Project Director is allowed to decide where the cut falls.