

Hoppe Research Professor Award Program Guidelines

NOTE:

- **All requirements for any internal program awards must be met prior to applying for the Hoppe**
- **Total direct costs for the required external submissions for Hoppe must equal or be greater than the Hoppe awarded amount from the Graduate School.**

Purpose

The Hoppe Research Professor Award is made to SIUE faculty members in order to bring recognition to and support individual programs of research or creative activities. These awards recognize faculty members whose research or creative activities have the promise of making significant contributions to their fields of study. Recipients are expected to produce published scholarly works and externally sponsored funding.

Definition of Research

Research is broadly defined as all creative, critical, scholarly, and/or empirical activity that expands, clarifies, reorganizes, or develops knowledge or artistic perception. This definition of research includes the demonstration, implementation, application, and dissemination of research results and those grants designated as research by the granting agency. This definition of research does not include departmental curriculum development, faculty development (learning an established technique, a language, or a methodology; dissertation research), institutional research (studies related directly to the operation of the University), or public service and consulting activities.

Nature of Award

The Hoppe Research Professor Award is designed to support a significant and discrete portion of a faculty member's larger research agenda. Pending availability of funds, the Hoppe Research Professor will be appointed for a two-year period. A Hoppe recipient on a 9-month appointment will receive two course buyouts each academic year (up to 6 credit hours total), services of a graduate assistant at 25% effort for nine months per year, and \$1,000 per year in support lines. If the Hoppe recipient is on a 12-month appointment, that awardee will receive services of a graduate assistant at 50% effort for 12 months and \$4,000 per year in support lines.

The cost for the course buyouts is shared with the school/college; the Graduate School will fund up to one three-hour course buyout per year at a cost of no more than \$4,000. In order to develop an appropriate scope of work, applicants are strongly encouraged to discuss the intended release courses with the school/college before submitting an application. Additional course buyouts above the two funded by the award is a negotiation point to be discussed between the applicant and the school/college. With the 12-month appointee recipient, the Graduate School will fund the 50% graduate assistant and the school/college will support the \$4,000/year in support lines. Recipients must wait at least two years after completion of the appointment before applying again for the Hoppe Research Professor Award.

Eligibility

Tenured faculty are eligible. The terminal degree must be completed by the time of submittal. All qualified candidates are encouraged to apply, including minorities, women, persons with disabilities, and protected veterans. **All applicants must have submitted completed final reports and fulfilled the terms and conditions, including submission of an external proposal, for projects previously funded by the SIUE Graduate School at least 5 business days before this program deadline in order to be eligible for this program.** Faculty with disabilities desiring accommodations in the application process should contact the Office of Equal Opportunity and Access at (618) 650-2333.

Deadline:

First Monday in October: Applicants submit their full proposal by completing the Hoppe Research Professor Award form in Quali Build accessible via The Graduate School's [Forms page](#).

Estimated Announcement Date: December

Project Period: July 1– June 30

Mid-term Report: June 30 of the first project year

Final Report: Due on the first Monday of August following the end of the project period.

Program website: <http://www.siu.edu/funding/internal-funding/hoppe.shtml>

External Submission: No later than July 1st of the fiscal year following the project end. Total direct project costs of the required external submissions for Hoppe must equal or be greater than the Hoppe awarded amount.

Application/Nomination Procedures

1. You must submit your full application by completing the Hoppe Research Professor Award form in Quali Build.
2. Following the submission deadline, The Office of Research and Projects (ORP) will review your application for completeness and compliance.
3. The proposal will route to your Department Chair in Quali Build for approval. They will receive a notification with instructions on how to complete the Department Chair Only section of the form, prepare and upload a **Letter of Evaluation** (see below) to the form, and take the approval action. Note: This section will not be visible to applicants and is only viewable to other approvers, ORP administrators, and the RPAB committee.

4. **Letters of Evaluation:** There are no formal guidelines for creating the Letters of Evaluation from the Dean or Department Chair. The evaluations should address the criteria enumerated below under "Selection Criteria" and provide an honest, overall assessment of the applicant's scholarly potential and ongoing contribution to the school/department. Applicants will NOT receive a copy of the Letters of Evaluation unless provided upon request by the Chairs and Deans.
5. The proposal will then route to your School/Research Committee chairperson in Quali Build for approval. They will receive a notification with instructions on how to complete the School/College Research Committee Only section of the form, prepare and upload a **Letter of Evaluation** to the form, and take the approval action. Note: This section will not be visible to applicants and is only viewable to other approvers, ORP administrators, and the RPAB committee.
6. The proposal will then route to your School/Research Dean in Quali Build for approval. They will receive a notification with instructions on how to complete the School/College Dean Only section of the form, prepare and upload a **Letter of Evaluation** to the form, and take the approval action. Note: This section will not be visible to applicants and is only viewable to other approvers, ORP administrators, and the RPAB committee.
7. The proposals, following the evaluations/approvals from the Department Chair, the School/College Research Committee, and School/College Dean, will be reviewed by the Graduate School's RPAB Committee.

Proposal Format

Applications must address the individual's overall agenda for the research or creative activity and the proposed work and objectives for the two-year award period. The application package should address (a) the significance of the research or creative activities, (b) the potential for external funding, and (c) the specific role that a two-year appointment to Hoppe Research Professor could play in advancing the applicant's work on that agenda. The application package should include the sections below.

1. Application Cover Sheet

Use the template for this page on the Hoppe website.

2. Project Summary (1 page)

The summary should be understandable to a scientifically or technically literate lay reader. It should contain a summary of the proposed activity and be a comprehensive description of the proposed project.

3. Narrative (10 pages maximum)

The Narrative should be written in a manner that is understandable to a layperson. The document must be formatted using at least single line spacing and at least 11-point Times New Roman font or 10-point Arial font with 1-inch margins. Pages must be numbered. A

characteristic of a strong proposal is its ability to be understood by a broad audience of laypeople from various university units.

Subsections of the Narrative include:

- a. Problem Statement
 - i. Define the overall goal and significance of the long-term research/creative activity.
 - ii. State the specific scope of work and objectives of the two-year project within the broader research agenda.
- b. Related Literature
 - i. Outline the background literature related to the topic, contextualizing your project within existing literature. Stronger proposals will make an argument for the project's significance based upon its potential contributions to the field within this larger context.
- c. Procedures
 - i. Describe the design and methodology of the specific study.
 - ii. Describe special needs of the methodology, e.g. sources of data, equipment, facilities, travel, etc.
 - iii. State the timetable for completion of the study in the next two years and how this work will continue the overall research agenda. Include in the timeline when external funding will be sought to meet the terms and conditions of the award.
- d. Role of Hoppe Research Professorship
 - i. Describe the specific role that a two-year appointment to a Hoppe Research Professor will play in advancing your work on your overall research agenda.

4. Budget and Budget Justification

The budget and budget justification are completed as part of the Quali Build form.

5. References

Include a list of references showing your familiarity with the pertinent literature.

6. External Funding Summary

This summary has two sections. Section #1 outlines the potential sources of external funding and Section #2 outlines your past awards with the information below included.

Section #1 - Identify specific potential sources of external support for the continuation of the project and how this project will increase chances of success with the external submission. This information will include, for example, the sponsor, the specific program(s), and the expected submission deadline. Include a description of how the Hoppe project fits with the sponsor and program's goals/mission.

Section #2 - Summarize in table format previous external funding projects submitted and awarded in the last 10 years. The table should list the project director and other team leader names; the project title; submission and/or award dates; the target agency; the project start and end dates; the applicant's role in the project; and a brief summary of outcomes from the project, including scientific outcomes and concrete productions such as publications, patentable products, etc.

7. C.V. (2 pages)

Submit a copy of your curriculum vitae. The curriculum vitae is limited to two pages. This document should include activities most relevant to the proposed project and demonstrate expertise to carry out the proposed work.

8. Semester by Semester Research Assignment Plan

This form is to be completed and included in your as a portion of the complete proposal upload. The template for this plan can be found on the Hoppe Research Professor Award website.

9. **Appendices** Information may be included in an Appendix if it is necessary to the reviewers' understanding of the research project and to provide evidence of access to needed resources and people. Such appendices may include but are not limited to: letters of commitment from consultants, sub-contractors and supporting facilities; letters of commitment from foreign contacts and institutions; letters of commitment from library or archive administrators, sample surveys or protocols for human subjects research. Appendixes may not be used to provide data that belongs in the narrative.

Review and Selection Criteria

The Graduate School's RPAB Committee will make its recommendation for the Hoppe Research Professor Award recipient to the Graduate School Dean. In some cases, the RPAB Committee will request an ad-hoc reviewer at their discretion. If applicants wish to exclude specific individuals from review, applicants may contact the program coordinator directly. The focus of the selection process will be on identifying the applicant for whom a Hoppe Research Professor appointment could make the most significant contribution in furthering research or creative activities in the applicant's discipline. The RPAB Committee's evaluation will include, but is not limited to, consideration of the following factors:

1. Evidence that the award of a Hoppe Research Professor appointment will enable specific advances in the applicant's discipline.
2. Evidence of careful planning for an integrated, feasible, two-year program of research or creative activities that will make effective use of the support offered by a Hoppe Research Professor appointment.
3. Evidence of professional qualifications to undertake, carry out, and complete the planned program of research or creative activities.
4. Evidence of the significance of the planned activities.

5. The likelihood for external funding to continue the planned program of research or creative activities.

Terms and Conditions

Under no circumstances will the Graduate School consider requests to use GA funds or other budget items for any other purpose than to support the proposed project. Recipients must submit a mid-term progress report by June 30 of the first year's appointment. The second year's appointment is contingent upon satisfactory progress. A Final Report is due on the first Monday of August following the end of the project period.

Recipients of the award are expected to produce published scholarly works and externally sponsored proposals. To complete the terms of this award, the awardee must submit external funding requests, the total minimum value of which will be \$15,000. Awardees may submit one or more external funding requests to reach the minimum requirement, but the requirement must be completed by the end of the Hoppe Research Professor Award period. The proposal(s) used to meet this requirement must be routed for internal approvals at least 10 business days before the sponsor's deadline.

Contracts, letters of intent, primarily professional development activities and student/faculty internships do not meet the requirement of an external submission. A separate external submission is required for each internal program. A single external proposal will not meet the external submission requirement for more than one internal award program.

Recipients will not be eligible for additional support from the Graduate School until these conditions are satisfied. Recipients will also be expected to present at the Graduate School Symposium in the last year of the project.

Other Resources:

- [Hoppe Program Website](#)
- [RPAB Committee Website](#)
- [Reviewer Guide](#) for Graduate School Internal Grant Programs
- [Final Report](#) webpage

Program Contact: The Graduate School, X3010, siueresearch@siue.edu