

## Vaughnie Lindsay New Investigator Award Program Guidelines

### Purpose

The Vaughnie Lindsay New Investigator Awards are made to tenure-track SIUE faculty members to recognize 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, their respective school/department and to SIUE, in general. Recipients are expected to produce published scholarly works/products and externally sponsored grants/contracts.

### Eligibility

Eligible applicants must have earned appropriate terminal degrees in their disciplines and have regular full-time tenure track faculty positions at the Assistant Professor level. Recipients must be at the Assistant Professor level throughout the duration of their Vaughnie Lindsay New Investigator award. Preference is given to applicants who have completed the midpoint evaluation with a strong research record. Previous recipients of the Vaughnie Lindsay New Investigator Award, are not eligible to apply. Preference will be given to faculty who have received less than \$250,000 in external awards while as SIUE. **All applicants must have submitted completed final reports and fulfilled the terms and conditions, including submission of an external grant proposal, of 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. Your Vaughnie Lindsay application that is being submitted cannot duplicate work in a proposal under review by another program or sponsor or that will be submitted during the funding period.** All qualified candidates are encouraged to apply, including minorities, women, persons with disabilities, and protected veterans.

### Nature of Award

Up to two Vaughnie Lindsay New Investigator Awards will be made per year, pending availability of funds. Awards will fund projects that will start on July 1 and end on June 30 of the fiscal year following awarding. These awards are designed to support a significant and discrete portion of a faculty member's larger research agenda. A cost-share equaling 20% of the total award is required from the applicant's school/department. Each recipient of the Vaughnie Lindsay New Investigator award will receive \$10,000 from the Graduate School and \$2,500 from their unit for a total of \$12,500 for a one-year period. Summer salary funding is not included in this award.

Funds may be expended for:

- Academic year course buyout at the call-staff rate and approved by Department Chair and Dean
- GA/RA support
- Student workers
- travel related to research data collection
- commodities
- equipment
- contractual services

- study participant incentives.

Consult with the program coordinator regarding the eligibility of costs not explicitly mentioned above.

**Timeline/Dates:**

Applicant must submit their full application by completing the Vaughnie Lindsay New Investigator Award form in Kualu Build by **4:30pm on the fourth Thursday of October**. You can access this form on the [Graduate School's Forms page](#). Faculty with disabilities desiring accommodations in the application process should contact the Office of Equal Opportunity and Access at (618) 650-2333.

**Estimated Announcement Date: December/January**

**Project Period: July 1– June 30**

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

**External Submission: No later than July 1st of the fiscal year following the project end.**

**Application/Nomination Procedures**

1. You must submit your full application by completing the Vaughnie Lindsay New Investigator Award form in Kualu 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 Kualu 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 R&D committee.

**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. The evaluation should also include a clear statement from the applicant's school/department outlining its 20% cost-share commitment, preferably indicating the budget line items the unit would like to support. Applicants will NOT receive a copy of the Letters of Evaluation.

4. The proposal will then route to your School/College Research Committee chairperson in Kualu Build for approval. They will receive a notification with instructions on how to

complete the School/College Research Committee Only section of 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 R&D committee.

5. The proposal will then route to your School/College 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 R&D committee.
6. 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 R&D Committee.

## **Proposal Format and Instructions**

### *1. Application Title Page*

Use the template for the Application title page from the website.

### *2. Project Summary Page (1 page)*

Include a brief description of your project in a paragraph of no more than 100 words. Include the following points.

- **Problem Statement:** Define the overall goal and significance of the long-term research/creative activity
- **Scope of Work:** State the specific scope of work and objectives of the one-year project within the broader research agenda.

### *3. Narrative (10 Pages)*

Applications must address the individual's overall agenda for research or creative activity and the proposed work and objectives for the one-year award period. Each application must be supported by a narrative of no more than 10 pages (excluding References, Vitae, and Appendices). Pages must be numbered. The Narrative addresses:

- the significance of the proposed research or creative activities.
- the potential for external funding, including the identification of specific funding opportunities.
- the specific role that a one-year appointment as Vaughnie Lindsay New Investigator could play in advancing the applicant's work on the overall research agenda as well as contributing to the discipline and SIUE.
- describe the design and methodology of the specific study; special needs of the methodology, e.g. sources of data, equipment, facilities, travel, etc.
- a timetable for completion of the study over the award period.

The narrative should be written in a manner that is understandable to a non-specialist. The document must be formatted using at least single line spacing and at least 11-point Times New Roman font or 10-point Ariel font with 1-inch margins.

#### 4. *Budget and Budget Justification*

The budget and budget justification are completed as part of the Quali Build form. Below are some additional guidelines for your project's budget.

- Requests for academic year assigned research time should be based upon the call staff rate at the investigator's individual school. **Fringe benefits may not be charged to the grant.**
- Applicants wishing to hire SIUE employees under contractual services must calculate the total cost of services according to the consultant's base salary, including fringe benefit rates and a 3% cost of living increase for the following fiscal year. The total amount of time and effort pledged by the consultant to the project is to be included in the budget justification.
- It is strongly recommended that applicants coordinate with their school to determine which budget line items are best supported by the School in order to meet the School's \$2,500 cost share.

5. *References*: Include a list of references showing your familiarity with the pertinent literature.

6. *CV (2 pages)*: The curriculum vitae is limited to two pages. Include activities that are most relevant to the proposed project and demonstrate expertise to carry out the proposed work.

7. *Appendix*: 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.

#### **Selection Criteria**

The focus of the selection process will be on identifying the applicant for whom a Vaughnie Lindsay New Investigator Award could make the most significant contribution in furthering research or creative activities in the applicant's discipline. The R&D evaluation will include, but is not limited to, consideration of the following factors:

1. evidence that the award of a Vaughnie Lindsay New Investigator Award will enable specific advances in the applicant's discipline
2. evidence of careful planning for an integrated, feasible, one-year program of research or creative activities that will make effective use of the support offered by a Vaughnie Lindsay New Investigator Award

3. evidence of professional qualifications to undertake, carry out, and complete the planned program of research or creative activities
4. evidence of the significance and the potential for external funding of the planned program of research or creative activities
5. evaluation of the application from the Department Chair, the College/School Dean and the School's Research Committee.

### **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), and public service and consulting activities.

### **Terms and Conditions**

Final Report: 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 grants or contracts.

External Submission Date: Due no later than July 1 of the fiscal year following the project end.

**The proposal 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.

**Eligibility for future internal funding from the Graduate School is dependent upon the fulfillment of these requirements.**

### **Other Resources:**

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

**Contact:** The Graduate School, X3010, [siuresearch@siue.edu](mailto:siuresearch@siue.edu)

