MEMO

TO: College of Education Faculty Members

FROM: Wayne E. Wright, Associate Dean for Research, Graduate Programs & Faculty Development

DATE: January 6, 2020

RE: Call for Proposals for 2020-21 Year-Long PRF Research Grants

The purpose of this memorandum is to call for applications for 2020-21 Year-Long PRF Research Grants. Although the university has not yet officially 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.

Full-time research, tenured, or tenure-track faculty members who supervise Ph.D. research 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 a June 1 – May 31 project period, unless an alternate date is requested. The start date may be no later than September 1.

For more information, see the EVPRP website at http://www.purdue.edu/research/funding-and-grant-writing/funding/prf-research-grant.php.

Please carefully review the instructions and submission guidelines below. Please take note of the following.

1. Applications must be submitted by noon on **Friday, January 24, 2020**. 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. Faculty members 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 examples of successful proposals from previous competitions are available on the college SharePoint site at: https://collaborate.education.purdue.edu/edu/facultydev/SitePages/Faculty%20Support%20Programs.aspx.

Good luck! Formal announcement of the awardees is expected to be made no later than the end of March, 2020.
General Instructions

1. Please follow all these instructions carefully. Contact Wayne E. Wright, Associate Dean for Research, Graduate Programs and Faculty Development if you have any questions.

2. All submissions are to be electronic in .PDF format with all submission materials contained in a single file. Paper copies will not be accepted.

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.
   a. On 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.
   b. Be sure the faculty member is listed as Author 1. The doctoral student, if known, should be listed as Author 2.

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

Required Outline and Structure for Proposals


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; APA6 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 and prior support. 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). For prior support, please indicate: (1) Have you ever had a year-long PRF before, and, if so, when was your most recent award? (2) If you answered YES to question 1, briefly describe the outcomes (i.e., research products, external support) of your most recent PRF year-long grant (1 paragraph).

7. 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)

8. 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.
- Talk to the Associate Dean for Research, Graduate Programs and Faculty Development who will be happy to provide guidance.