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**FDRC Award Applications Due:  
1:00 pm on the First Thursday of the Spring Semester**

**SUBMISSION:** The online application, including all required attachments, must be submitted **by 1 p.m. on the first Thursday of the spring semester**. Applicants and any co-investigators will be required to **certify and approve their application for routing** no later than **1 p.m. on the first Friday of the spring semester**. Applications that are incomplete, late and/or have not been certified or routed **will not** be forwarded for further review. 6 5884.4 ew.

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The FDRC is comprised of faculty members of the six colleges. Therefore, proposals should be written to be intelligible to a broad group of scholars. Jargon should be avoided, and technical language should be explained. In addition, applicants should keep in mind that basic conventions of research (e.g. the use of students in the sciences; international travel to access archives) may not be shared across all colleges and may require explanation. Faculty members who are proposing to support students in their project should remember that the emphasis of the project should be faculty scholarship and publication. The outcome for students, while important, must be secondary.

The FDRC is expected to award approximately 60% of available funds to pre-tenure faculty members.

#### **Award Eligibility**

1. FDRC awards are available to any full time faculty member (tenured and tenure-track, clinical, lecturer, visiting). Funding is dependent upon a continuing full-time employment contract with TU for the next academic year.
2. Applicants may not have an active FDRC award at the time of proposal submission.
3. Applicants may not have outstanding final reports for previous FDRC awards.
4. Applicants may receive no more than two awards every five years.
5. For purposes of collaborative grants, eligibility is tied to the Principal Investigator only.

#### **Application Deadline**

The online application must be submitted **by 1:00 pm on the first Thursday of the spring semester**. Applications received after the announced deadline **will not** be accepted.

Electronic approval routing for Chairpersons and Deans will be initiated by OSPR staff on the day of the deadline. **The proposal must be certified and routing approved by the applicant and all co-investigators by 1 p.m. on the first Friday of the spring semester**. If the applicant does not certify the proposal, it will be deemed **ineligible** for review.

#### **Award Amount & Eligible Expenses**

- The committee will award up to \$6,000 for approved projects.
- The grant period will be July 1 – May 31.



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## General Information

- The FDRC oversees the evaluation and the award of the funds. The committee's decisions are final.
- Studies involving human participants, animal subjects, or biohazardous materials must be approved by the appropriate committee before awards will be activated. Contact the Office of Sponsored Programs & Research at 410 704 2236, [ospr@towson.edu](mailto:ospr@towson.edu) with any questions.
- To view a complete list of the FDRC Committee members, please visit the [FDRC webpage](#).

## Reporting Requirements

Final reports are due within **ninety (90) days** of the end of the award period. Final reports should be one page in length. They should summarize the activities accomplished during the grant period. The report should also provide information on presentations and publications submitted and/or in progress.

## Publication

Faculty are required to acknowledge in print the support received from the Faculty Development & Research Committee of Towson University in any research publication. A copy of the final publication should be sent to the Office of Sponsored Programs & Research.

## Patents

Towson University has an interest in any patentable invention or discovery, pursuant to the University of System of Maryland policies relating to intellectual property. By accepting the award, a faculty member agrees to execute promptly all contracts, assignments, waivers or other legal documents necessary to vest in the University any or all rights to the invention or discovery, including assignment of any patents or patent applications relating to the invention or discovery funded by the grant. Please refer to [Towson University's Policy on Intellectual Property \(04-03.20\)](#).

Questions can be directed to OSPR at ~~704~~ 2236, [ospr@towson.edu](mailto:ospr@towson.edu)