# Texas A&M University-Texarkana

Faculty Senate Committee for Faculty Research Enhancement and Professional Development (FRED)

The Committee for Faculty Research Enhancement and Professional Development will receive, review, and recommend proposals that merit funding or other support. Individuals and groups may submit proposals according to FRED funding cycles established and announced to faculty each fall, but proposals will not normally be accepted after budget allowances are met. Proposals not initially funded may be resubmitted. There are three tiers of funding available, ranked highest to lowest priority:

Priority #1 Research Enhancement Funds (REF): Funding for each research project shall not exceed $3,000, no matter the number of investigators.

Priority #2 Faculty Professional Development Fund (FPDF): Funding for faculty professional development should not exceed $1,000 per proposal.

Priority #3 Conference Travel (attending not presenting): Funding for conference travel shall not exceed the conference registration amount and is capped at $1,000.
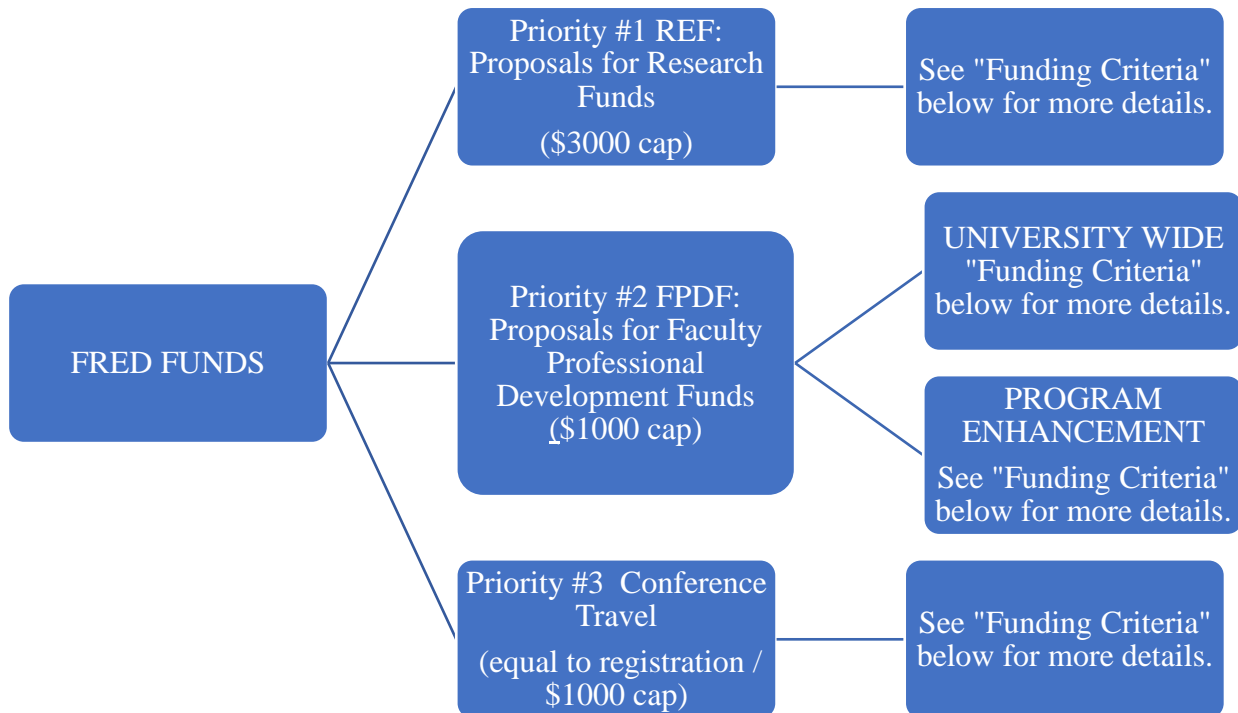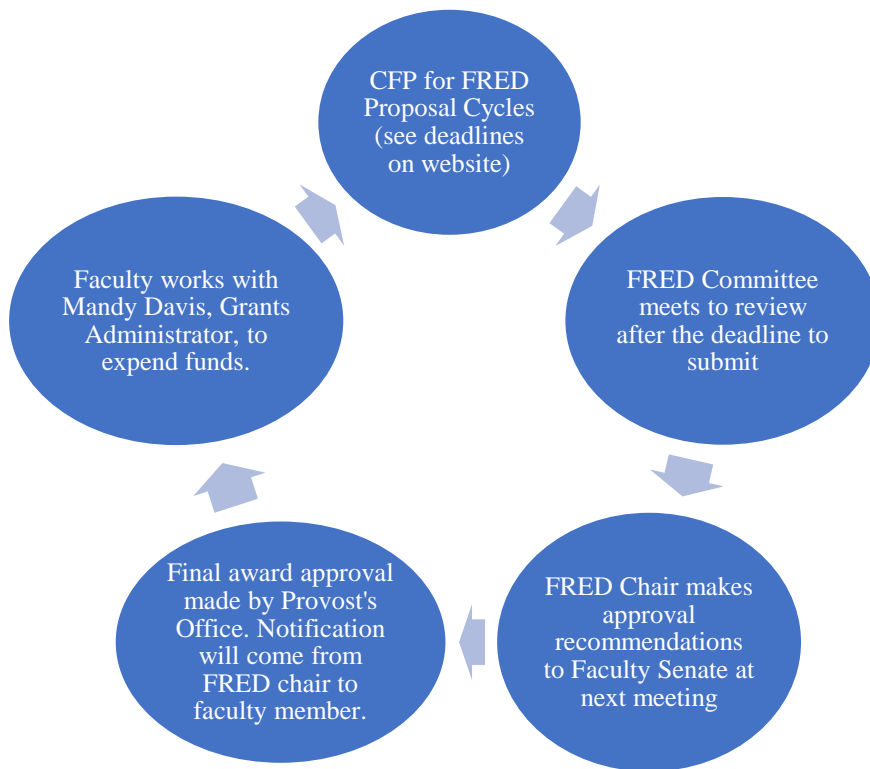

Membership

In addition to FRED's members, the Chair appoints two alternate members. The alternatives shall serve when one or more Committee members have submitted proposals

for a grant. Besides, they may be asked to serve if a full member cannot attend a scheduled meeting to review proposals.

Conflict of Interest

If a FRED committee member decides to submit a grant proposal for one of FRED's funding criteria, this member shall inform the Chair one week before the proposal deadline. The Chair will then assign an alternate member to serve in place of this member.

Proposal Routing Process

CFP for FRED Proposal Cycles (see deadlines on website)

FRED Committee meets to review after the deadline to submit

FRED Chair makes approval recommendations to Faculty Senate at next meeting

Final award approval made by Provost's Office. Notification will come from FRED chair to faculty member.

Faculty works with Mandy Davis, Grants Administrator, to expend funds.

Eligibility and Guidelines

- Only full-time, Texas A&M University-Texarkana faculty may apply for FRED funding. Preference will be for faculty who are tenured or have a tenure-track appointment at the time of application.
- A faculty member may request support for only one proposal in any review cycle.
- The applicant has not received FRED funds in the same academic year.
- The applicant does not have outstanding FRED completion reports from the previous academic year. FRED reports must be submitted at the conclusion of your grant cycle, contact Mandy Davis for more information.
- All funds for accepted proposals must be expended within one calendar year from the date of Faculty Senate approval.
- Your point of contact on all financial matters relating to expending FRED funds is Mandy

Davis, Grants Administrator at TAMUT.

Deadlines

Proposals (including form and any additional pages) should be emailed as one .pdf file to FRED's Chair, Dr. Md. Uddin by 4:00 p.m. on the last Thursday of each month (standing due date for the fall 2025 and spring 2025 semesters). A summer review cycle may be scheduled if there is leftover money in FRED's budget.

Funding priority and criteria will be as follows:

1) **PRIORITY TIER #1: Proposals for Research Enhancement Funds (REF)** are requested for expenses related toconducting research.

    Some examples of REF-acceptable expenses would include supplies, consumables, small equipment that cannot be covered by HEAF funds, instrument time, travel necessary to conduct research, purchase of testing protocols and paying students for data collection, entry, and/or analysis.

    For large equipment needs, faculty should first request equipment via HEAF funds through their Dean. You have one year from the date the REF is approved to spend the funds.

    Applicants can also request funds to buy out a release time to devote to research projects. Dean's approval is required for buying out release time.

    For research requiring IRB committee review, the author must provide an IRB approval letter.

2) **PRIORITY TIER #2: Proposals for Faculty Professional Development (FPDF) that are not direct research expenditures** must meet one of the following **two** categories:

    FPDF University Wide Development Activities
    University Wide Development Activities will target many faculties (not students) across disciplines and collegesand are likely to involve bringing experts to campus. Examples include, but are not limited to:
    - new teaching strategies,
    - current approaches to distance learning,
    - engaging young students,
    - technical workshops and assistance for online environments,
    - writing across the curriculum, and
    - academic publishing workshops
    - assessment consultants

    FPDF Program Enhancement Activities

    Individuals may request moneyfor a wide variety of professional development that is not funded by Research Enhancement Grants. A reasonable benefit to the department or division must be articulated in the proposal although the immediate direct benefit may be accrued to an individual faculty member. Examples include, but are not limited to:
    - a professional workshop related to teaching or publishing in the discipline.

- grant writing workshops.
- assessment conferences.
- training for department chairs or program coordinators.
- a technical training opportunity.
- federal agency research conferences.
- travel, meetings, or resources important to developing or enhancing a specificcourse or courses in the program or division.

3) **PRIORITY TIER #3: Conference Travel**
- For this AY 2024-2025, professional development funds for faculty do **not** cover the cost for conferencing if a faculty member is **not presented** (see PD funds guidelines from your respective college).
- FRED recognizes the need for faculty to stay up to date in the faculty member's discipline and attend or participate at conferences even if not presenting. As such, we will consider funding proposals that provide the information below:
  - *A conference schedule and a link to the conference website must be provided.*
  - *A budget that shows the total cost of the conference, the portion expected to be paid out of pocket (if attending/participating at a conference and not presenting/using PD funds), and the portion requested from FRED for registration.*
- ANY FRED FUNDING FOR CONFERENCE TRAVEL WILL ONLY BE AWARDED AT THE DOLLAR AMOUNT EQUAL TO CONFERENCE REGISTRATION (NOT TO EXCEED $1000).

Notes:
- Funding for paying students shall not exceed $11 per hour for a maximum of 19 hrs/week. Student workers must complete the required eight hours of TrainTraq classes.

FRED - Submission/Proposal Format

Proposals should be **no longer than 3 single-spaced pages** and must address the following elements: Proposals under FPDF categories 1 and 2, or any proposals outside the normal scope of full-time faculty conducting research, should be accompanied by a letter of support from your department chair or Dean, explaining why funds are being requested from FRED rather than from the college.

FRED Application Proposal (2024-2025)			
Faculty name(s)		**Office Phone**	
Title/Rank		**Website**	
Highest Degree		**Email**	
Proposal title			

Research Interest and/or Specialty

Type of Funds Requested

☐ Research	☐ Prof Development Category 1	☐ Prof Development Category 2

Description of Activities

Provide a brief and concise description of the project's activities.	Will IRB approval be required? **Yes** ☐ **No** ☐ *If the answer is "yes," please attach the IRB approval letter.*
	Budget: (total requested funding) **Budget:** (with explanation for each expenditure) *1) Make sure you budget at least 8 hours for the student to complete all the required TrainTraq classes.* *2) Student workers are paid $11 per hour.*
Date(s) and timeline of the project's activities:	***Experience - Previous Related Projects or other activities:***

Assurance

I,_____, agree to accept responsibility for the completion of the proposal activities asdescribed and the final copy of the report as described in the proposal.

Proposal Review Process
Proposal submissions should be submitted via email attachment to the Chair of the
Committee forResearch Enhancement and Professional Development Funds
(muddin@tamut.edu) by 4:00 p.m. on the due date (02/27/2025, 04/24/2025).

The Committee reviews proposal submissions and forwards recommendations to the Faculty
Senate.Faculty Senate will award funds, and the VPAA's office will notify the faculty of the
award status via email.

Accepted Proposals
All funds must be expended by the end of the following fiscal year, when the
funding isapproved.