

FRAC Awards Information and Requirements

Through the Faculty Research Awards Committee, travel and research grants are available. Below is a list of each award and their proposal requirements.

- [Provost's Challenge Research Seed Grant Fund](#)
- [Faculty Research Award](#)
- [RTT Travel Fund](#)
- [Off-Campus Duty Assignment \(Compensated Leave or Sabbatical\)](#)
- [FRAC Funding Policy](#)

Provost's Challenge Research Seed Grant Fund

Overview

The **Provost's Challenge Research Seed Grant Award**, administered by the Faculty Research Awards Committee (FRAC), supports the growth of externally sponsored research at Arkansas State University. This competitive internal funding opportunity invests in faculty research with the goal of generating preliminary results that strengthen future proposals for external funding.

Faculty from all disciplines are encouraged to apply. Collaborative projects involving investigators from multiple disciplines are especially encouraged.

For answers to questions, contact Research and Technology Transfer (RTT) at research@astate.edu or 870-972-2694.

Program Purpose

The Provost's Challenge Research Seed Grant provides **two years of research support** to help **tenure-track faculty** initiate new research projects that will lead to competitive external grant proposals.

Funding may be used to:

- Collect preliminary data
- Conduct pilot studies
- Perform literature or archival research
- Develop creative or scholarly works
- Generate proof-of-concept results needed to strengthen external funding proposals

Many external sponsors expect applicants to demonstrate feasibility, innovation, and preliminary evidence before funding larger projects. This program is designed to help faculty generate foundational results. Applicants are strongly encouraged to consult with their college's FRAC representative prior to submitting a proposal to ensure the project is clearly understood during the review process.

Priority will be given to proposals that:

- Identify a specific external funding opportunity
- Target **state or federal grant programs**
- Have the potential to lead to external proposals requesting **\$500,000 or more**

- Include interdisciplinary collaborations

Award Information

Category	Details
Eligibility	Tenure-track faculty
Award Period	Two years
Funding Amount	Up to \$60,000 total
Number of Awards	Two awards annually
Project Start Date	July 1 (following the award cycle)
Project Duration	Two years

Allowable Expenses

Funding may be used for:

- Faculty summer salary
- Research personnel
- Research supplies
- Equipment
- Professional travel
- Other project-related research expenses

Application Timeline

- **Applications Open:** September 1 annually
- **Application Deadline:** Third Friday of October (5:00 p.m. CDT)
- **Award Notification:** Mid-December
- **Project Start Date:** July 1

Application Requirements

Applications must include the following components.

1. Cover Sheet

- Complete the FRAC Cover Sheet using the required template (Template can be found on the InfoReady application page).
- Select the **Provost's Challenge Research Seed Grant Award** as the funding program.
- Include an abstract of **300 words or fewer** suitable for publication on the RTT website.

2. Project Narrative (Maximum 6 Pages)

The narrative may not exceed **six pages** (including tables and figures). References / Literature Cited do **not** count toward the page limit.

The narrative should be written for a broad academic audience and should minimize highly technical language.

Address the following:

- Project scope, significance, and objectives
- Background and related work
- Research methodology or creative approach
- Expected outcomes and potential challenges
- Project timeline
- Dissemination plan
- Future external funding strategy, including the anticipated sponsor(s) and funding opportunity(ies)

3. References

Include all references cited in the proposal as a separate attachment. Note there is no page limit on references.

4. Budget and Budget Justification

Submit:

- A completed A-State Budget Template (found on the Knowledge Base: <https://kb.astate.edu/books/research-development/page/investigators-toolbox-542>)
- A detailed budget justification (**maximum 2 pages**)

The budget should clearly explain and justify all requested expenses.

5. Curriculum Vitae

Provide an abbreviated curriculum vitae for the Principal Investigator using the required template (Template can be found on the InfoReady application page).

Maximum length: 4 pages.

6. Research Compliance

If applicable, projects involving human participants, animals, or transgenic organisms or biohazards must receive approval from the:

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)

Proposal Evaluation

Eligible proposals are evaluated by the [FRAC rubrics](#)

Final Report Requirements

Award recipients must submit a **Final Report** to RTT at frac@astate.edu by **July 31** immediately following the close of the award period.

The report must include:

- An abstract suitable for publication on the RTT website
- A brief summary (approximately **2 pages**) describing:
 - The research, scholarly, or creative activities completed
 - Project outcomes and accomplishments
 - Plans for future research, scholarship, creative activities, or external funding

Failure to submit the Final Report by the deadline may result in the Principal Investigator being ineligible for future FRAC funding opportunities.

Faculty Research Award

Overview

The **Faculty Research Award**, administered by the Faculty Research Awards Committee (FRAC), provides seed funding to support faculty research, scholarship, and creative activities at Arkansas State University. The program is intended to help faculty initiate pilot or feasibility studies, develop creative works, and generate preliminary results that strengthen future proposals for external funding.

For answers to questions, contact Research and Technology Transfer (RTT) at research@astate.edu or **870-972-2694**.

Program Purpose

The Faculty Research Award supports faculty efforts to:

- Conduct pilot or feasibility studies
- Advance scholarly or creative activities including books for publication, art exhibitions, and music compositions
- Generate preliminary data or proof of concept
- Develop competitive proposals for external funding from state, federal, foundation, or other sponsors

Projects from all disciplines are encouraged.

Award Administration

Applications are submitted through the **InfoReady** portal and reviewed by the **Faculty Research Awards Committee (FRAC)**.

Applicants are strongly encouraged to consult with their college's FRAC representative prior to submitting a proposal to ensure the project is clearly understood during the review process.

The current FRAC membership is available on the RTT website (<https://kb.astate.edu/books/faculty-research-awards-committee-642>).

Allowable Expenses

Funds may be used for research, scholarship, or creative activities directly related to the proposed project.

General guidelines include:

- Project-related research expenses
- Student support is encouraged
- Faculty summer salary is allowable
- Professional travel to present project results may be supported
- Computer equipment is generally **not** funded
- Funds should **not** support activities that are normally funded by academic departments

These guidelines are intended to assist applicants. FRAC reserves the right to consider all requests based on project merit.

Application Timeline

- **Applications Open:** September 1 annually
- **Application Deadline:** Third Friday of October (5:00 p.m. CDT)
- **Award Notification:** Mid-December
- **Project Period:** July 1 – June 30 of the following fiscal year

Submission Requirements

Applications must be submitted through **InfoReady** by the published deadline.

Application Requirements

Applications must include the following components.

1. Cover Sheet

Complete the required FRAC Cover Sheet template (Template can be found on the InfoReady application page)

Include:

- Complete the FRAC Cover Sheet using the required template.
- Select the **Faculty Research Award** as the funding program.
- Include an abstract of **300 words or fewer** suitable for publication on the RTT website.

2. Project Narrative (Maximum 4 Pages)

The project narrative is limited to **four pages**, including tables and figures. References do **not** count toward the page limit.

The narrative should be written for a broad academic audience and should minimize highly technical language.

Address the following:

- Project scope, significance, and objectives
- Background and related work
- Research methodology or creative approach
- Project timeline
- Dissemination plan
- Future external funding strategy, including anticipated sponsor(s) and funding opportunity(ies)

3. References

Include all references cited in the proposal as a separate attachment. Note there is no page limit on references.

4. Budget and Budget Justification

Submit:

- A completed A-State Budget Template (found on the Knowledge Base: <https://kb.astate.edu/books/research-development/page/investigators-toolbox-542>)
- A detailed budget justification (maximum **2 pages**)

The budget should clearly explain and justify all requested expenses.

5. Curriculum Vitae

Provide an abbreviated curriculum vitae for the Principal Investigator using the required template. (Template can be found on the InfoReady application page)

Maximum length: 4 pages.

6. Research Compliance

If applicable, projects involving human participants, animals, or transgenic organisms or biohazards must receive approval from the:

- Institutional Review Board (IRB)
- Institutional Animal Care and Use Committee (IACUC)
- Institutional Biosafety Committee (IBC)

Proposal Evaluation

Eligible proposals are evaluated by FRAC based on [FRAC Rubrics](#).

Final Report Requirements

Award recipients must submit a **Final Report** to RTT at frac@astate.edu by **July 31** immediately following the close of the award period.

The report must include:

- An abstract suitable for publication on the RTT website
- A brief summary (approximately **2 pages**) describing:
 - The research, scholarly, or creative activities completed
 - Project outcomes and accomplishments
 - Plans for future research, scholarship, creative activities, or external funding

Failure to submit the Final Report by the deadline may result in the Principal Investigator being ineligible for future FRAC funding opportunities.

RTT Travel Fund

Overview

The **RTT Travel Fund**, administered by the Faculty Research Awards Committee (FRAC), provides financial support for faculty travel that advances research, scholarship, and professional development. Funding may be used to support **domestic and international travel** related to conference presentations, original research, collaborative activities, and other scholarly endeavors.

This program is supported through the **Eleanor Lane Faculty Development Endowment**, **Nathan Deutsch Faculty Development Endowment**, and **Provost's Office Travel Funds**.

For answers to questions, contact Research and Technology Transfer (RTT) at research@astate.edu or **870-972-2694**.

Program Purpose

The RTT Travel Fund supports faculty travel that contributes to scholarly productivity and professional development while enhancing Arkansas State University's research and academic mission.

Supported activities may include:

- Presenting research or creative work at professional conferences
- Conducting research or fieldwork
- Developing research collaborations
- Participating in specialized training or professional development
- Other scholarly travel that advances research, scholarship, or creative activities

Funding Information

Category	Details
Maximum Award	Up to \$3,000
Travel Type	Domestic and International
Funding Sources	Eleanor Lane Faculty Development Endowment, Nathan Deutsch Faculty Development Endowment, and Provost's Office Travel Funds

Faculty should **submit only one application**.

Applicants **should not submit separate applications** for each funding source. A single travel application will automatically be considered for all available travel funding opportunities. During the review process, FRAC will determine the most appropriate funding source based on applicant eligibility, funding availability, and the purpose of the proposed travel.

Application Timeline

- **Applications Open:** September 1 annually
- **Application Deadline:** Third Friday of October (5:00 p.m. CDT)
- **Award Notification:** Mid-December
- **Project Period:** July 1 – June 30 of the following fiscal year

Application Requirements

Applications must be submitted through the **InfoReady** portal.

Applications must include the following components.

1. Project Narrative (Maximum 2 Pages)

Provide a narrative of no more than two single-spaced pages describing the proposed travel and its anticipated impact.

Address the following:

- Scope and significance of the proposed activities
- Contribution to the discipline or field
- Benefits to Arkansas State University
- Budget justification
- Plan to disseminate or share the outcomes of the travel

2. Curriculum Vitae

Provide an abbreviated curriculum vitae for the applicant (Template can be found on the InfoReady application page)

Maximum length: 4 pages.

3. Budget

Provide a detailed budget outlining the requested travel expenses. (Template can be found on the InfoReady application page)

Proposal Evaluation

Eligible proposals are evaluated by FRAC based on the [FRAC Rubrics](#).

Final Report Requirements

Award recipients must submit a **Final Report** to RTT at frac@astate.edu by the **second Friday of the semester following the award**.

The report must include:

- An abstract suitable for publication on the RTT website
- A brief summary (approximately **1-2 pages**) describing:
 - Travel and scholarly activities completed
 - Outcomes and accomplishments
 - Future plans resulting from the travel

Failure to submit the Final Report by the deadline may result in the applicant being **ineligible for future FRAC funding opportunities**.

Off-Campus Duty Assignment (Compensated Leave or Sabbatical)

Overview

The **Off-Campus Duty Assignment (Compensated Leave or Sabbatical)** program provides eligible faculty members with the opportunity to engage in professional activities that enhance their research, scholarship, creative work, and professional development while continuing to receive salary in accordance with University policy.

Off-campus duty assignment supports activities that strengthen both the faculty member's professional growth and Arkansas State University's teaching, research, scholarship, and creative mission.

For answers to questions, contact the Office of Research and Technology Transfer (RTT) at research@astate.edu or **870-972-2694**.

Program Purpose

Off-campus duty assignment may be used to support activities such as:

- Research and scholarly activities
- Creative activities
- Writing and publication
- Graduate study leading to an advanced degree
- Research or study-related travel
- Professional retraining
- Program or curriculum development
- Other professional development activities that benefit the faculty member and the University

Faculty are encouraged to apply to initiate, continue, or complete significant research, scholarly, or creative projects.

Eligibility

Faculty and academic administrators holding faculty status may apply under one of the following options.

Option I

After **six academic years of service**, eligible faculty who have not previously used compensated leave may receive:

- One academic year at **50% salary**, or
- One semester at **100% salary**

Option II

Faculty with **at least three years of service** who have been accepted into an accredited graduate program that supports their department's or academic unit's mission may receive compensated leave.

Compensation is calculated at **10% of appointment salary for each year of service**, up to a maximum of **50% salary**.

Option III

Tenured faculty whose academic programs are being reduced or phased out may be granted compensated leave for professional retraining.

Compensation is calculated at **10% of appointment salary for each year of service**, up to a maximum of **50% salary**.

Salary During Leave

Approved off-campus duty assignment is based on the faculty member's appointment salary during the leave period and the applicable eligibility option.

The total compensation received from all sources during the leave period may **not exceed the faculty member's regular appointment salary**, except for stackable fellowships that allow for direct payment to the individual.

Application Timeline

- **Applications Open:** September 1 annually
- **Application Deadline:** Third Friday of October (5:00 p.m. CST)
- **Award Notification:** Mid-December to early January
- **Start Date:** During the term requested for the following academic year

Application Requirements

Applications must be submitted through the **InfoReady** portal.

Applicants must submit the following materials:

1. Application for Off-Campus Duty Assignment

Complete the required Off-Campus Duty Assignment application, including all narrative attachments.

2. Letter of Support - Department Chair

A letter from the Department Chair supporting the proposed leave.

3. Letter of Support - College Dean

A letter from the College Dean supporting the request and including the estimated cost of replacing the applicant during the leave period.

4. Curriculum Vitae

Provide a current curriculum vitae for the applicant.

Proposal Evaluation

Eligible proposals are evaluated by FRAC based on the [FRAC Rubrics](#).

Review Process

Applications are reviewed by the **Faculty Research Awards Committee (FRAC)** based on the goals of the Off-Campus Duty Assignment program.

FRAC evaluates and ranks proposals according to their scholarly merit and forwards its recommendations to the Office of the Provost.

Final funding decisions are made by the Office of the Provost in consultation with the applicant's Department Chair and College Dean, subject to available funding and departmental staffing needs.

Applicants will be notified in writing of the final decision before January 15.

Recipient Responsibilities

Faculty receiving Off-Campus Duty Assignment are expected to:

- Complete the proposed activities during the approved leave period.
- Submit a final report to RTT summarizing the activities and outcomes of the leave.
- Return to Arkansas State University for **at least one academic year** following the leave.

Failure to fulfill the required return obligation may require repayment of the salary received during the leave period in accordance with University policy.

Award recipients must submit a **Final Report** to RTT at frac@astate.edu by **July 31** immediately following the close of the award period. RTT will distribute final reports to the Provost and the recipient's College Dean.

The report must include:

- An abstract suitable for publication on the RTT website
- A brief summary (approximately 2 pages) describing:
 - The research, scholarly, or creative activities completed
 - Project outcomes and accomplishments
 - Plans for future research, scholarship, creative activities, or external funding

Additional Information

- The number of compensated leaves granted during any academic semester may not exceed **10% of the faculty**.
- A summary of compensated leave awards is reported annually to the Arkansas State University Board of Trustees.

FRAC Funding Policy

Policy	Guidelines
Application Process	For FRAC funding opportunities, applicants do not need to complete the A-State Proposal Notice Form. Applications may be submitted directly through InfoReady before the deadline.
Eligibility	Only tenure track faculty may apply for the Provost's Challenge Research Seed Fund Award. All other faculty are eligible to apply for the Faculty Research Fund Award, the RTT Travel Fund, and an Off Campus Duty Assignment
Multiple applications	Applicants may apply to more than one internal funding program during the same cycle.
Separate proposals	The same project, activity, or expense may not be submitted to or funded by more than one program.
One award at a time	An applicant may receive and hold only one internal award at a time. If selected for multiple awards, the applicant must choose one.
Provost's Challenge Research Seed Fund Award reapplication	Provost's Challenge Research Seed Fund awardee may not apply to the same program again for five years following the award year.
Faculty Research Fund Award reapplication	Faculty Research Fund awardee may not apply to the same program again for three years following the award year.
RTT Travel Fund reapplication	RTT Travel Fund awardee may not apply to the same program again for three years following the award year.
Off-Campus Duty Assignment	Off-Campus Duty Assignment (Compensated Leave or Sabbatical) awardee may not apply to the same program again for three years following the award year.
Applications to other programs	The waiting period applies only to the program from which the applicant received an award. The applicant may apply to another program if they do not have an active internal award.
Previous award requirements	All required reports, documentation, and financial obligations must be completed before an applicant may receive another internal award.
Other funding disclosure	Applicants must disclose all active and pending internal or external funding related to the proposed work.
Use of funds	Award funds must be used only for approved activities and expenses during the designated award period.
Changes or extensions	Changes to the project, budget, or award period require prior written approval.

University compliance	All activities and expenses must follow applicable university policies and compliance requirements.
Funding availability	Awards are competitive and subject to the availability of funds. Meeting the eligibility requirements does not guarantee funding.