

**Road to R1: Instructor with “Division of Research Associate” Overload Initiative**  
**Guidelines for Research Proposals**  
**Charles E. Schmidt College of Science**  
**Florida Atlantic University**

The purpose of the “Division of Research (DoR) Associate” initiative for instructors is in recognition of and a professional development opportunity for instructors who continue performing research or scholarly activities in addition to their primary teaching assignments. Florida Atlantic University and the Charles E. Schmidt College of Science are committed to building a community of investigators and in supporting their research development.

There will be a total of fifteen (15) overloads. The overload is limited to a maximum payment of 12.5 % of base salary per academic semester and any monetary limit imposed by the academic unit or college and is not to exceed \$16,000 (including benefits) annually. ***Each instructor will receive the supplement for one academic year, with the ability to re-compete for a renewal.*** Each DoR Associate has the opportunity to apply for an additional \$350/year in supply funds, if they are engaging undergraduate student(s) in their research project. A separate justification for the funds needs to be sent to the Senior AVP in DoR to request this supplement. All DoR Associates appointments can follow the university academic year dates, but 12-month instructors may use a start date as early as the first pay period after July 1, 2022.

*All Instructors who receive a research supplement will be required to show significant research outcome, which can be in the form of grant submission, peer-reviewed publications, book (chapter) or other appropriate research outcomes. If sufficient progress is not evident in the progress report, the DoR will revoke the supplement, in collaboration with the College.*

**Guidelines:**

The research proposal is limited to three pages in length and **must include a title, research aims, proposed work, figures (if suitable), references, a short budget/overload justification and a short description of expected outcomes (e.g. external grant application, data collection & analysis, manuscript and/or book chapter preparation).** In the case of anticipated grant application or manuscript/book chapter submission, a potential funding agency or journal/book publisher must be identified. A two-page CV is also required.

Proposals will be evaluated by the \*College Review Committee in four equally-weighted categories:

- **Significance:** Does the proposal address a significant problem or critical barrier to progress?
- **Innovation and Impact:** Does the proposal present a creative, “out-of-the-box” scientific vision and solution and will the results have a positive impact on the FAU community?
- **Synergy** with the FAU education and research mission.
- **Expected Outcomes:** What is the likelihood of the proposed research to result in grant submission, data collection & analysis, manuscript and/or book chapter preparation?

\* The College Review Committee is composed of one faculty representative from each Department.

### **Deadlines**

- Applications for the supplement have to be submitted by April 30 to college administration ([ammorgan@fau.edu](mailto:ammorgan@fau.edu)).
- The College Review Committee will complete the review process and send selected research proposal to the DoR by June 1. The DoR is the final approver for DoR Associate assignment.
- Awardees will be notified by June 30.
- Overload payment will be added to Workday, with start date of beginning of fall 2022 term.
- A progress report shall be submitted to the DoR by the end of the fall semester after start of the supplement and in all subsequent years. In the event that this progress report is not received, the supplement will be revoked and reassigned by the DoR. A final report should be stored in Faculty180.

For any additional information please contact Dr. Predrag Cudic, Associate Dean for Research, at [pcudic@fau.edu](mailto:pcudic@fau.edu).