

**BY-LAWS OF THE  
FACULTY RESEARCH COMMITTEE  
(Rev. September 14, 2007)**

**Article I - Membership**

- Section 1 - Standing Membership
- Section 2 - Election of Members
- Section 3 - Resignation of Members
- Section 4 - Removal of Members
- Section 5 - Duties of Members

**Article II - Government and Officers**

- Section 1 - Meetings and Quorum
- Section 2 - Officers, Terms of Office, and Election to Office
- Section 3 - Duties of the Chair
- Section 4 - Duties of the Vice-Chair
- Section 5 - Duties of the Secretary

**Article III - Grant Procurement**

- Section 1 - Definition of Research
- Section 2 - Eligibility
- Section 3 - Definition of Funding Categories
- Section 4 - Submission Procedures

**Article IV - Decision Process for Proposals**

- Section 1 - Decision Process
- Section 2 - Decision Review
- Section 3 - Reconsideration and Resubmission of Proposals

**Article V - Responsibilities of Grant Recipients**

- Section 1 - Abstracts and Reports
- Section 2 - Major Changes in Funded Projects
- Section 3 - Publications
- Section 4 - Other Responsibilities

**Article VI - Amendments to the Bylaws**

- Section 1 - Procedure
- Section 2 - Amendment Proposal

**ARTICLE I -- MEMBERSHIP**

**Section 1. Standing Membership**

The committee will be composed of ten voting members and three nonvoting members, whose method of selection and terms of service are described below.

Voting Members - Ten of the voting members will be elected by majority vote and secret ballot on a representational basis by the faculty of the following units:

College of Business  
College of Education  
College of Engineering  
Kasiska College of Health Professions  
College of Pharmacy  
College of Arts & Sciences: Natural Sciences  
College of Arts & Sciences: Life Sciences  
College of Arts & Sciences: Social Sciences  
College of Arts & Sciences: Fine Arts & Humanities  
College of Technology

Each unit will be entitled to one representative to the committee.

The term of membership for elected voting members will be five years in staggered replacement. Elected voting members will commence service on the committee in the Fall term immediately following their election. No elected voting member, except those persons selected to fill an unexpired term of two years or less, may succeed himself/herself.

One voting member will be appointed by the Vice President for Research, with input from the chair of the committee, from among the graduate students enrolled at the University. The term of membership for the graduate student representative will be one year. No graduate student representative may be appointed to more than five consecutive terms.

Nonvoting Members - The President of Idaho State University will appoint the three nonvoting members: a representative from the Business Office, the Office of Research, and the Office of Sponsored Programs. The three nonvoting members will retain permanent membership on the committee, unless their appointment is terminated by the President.

## **Section 2. Election of Members**

Each of the ten elected members of the committee will be elected by majority vote of the faculty in the unit he or she represents. At the end of the spring semester, the secretary will notify the Dean of the appropriate College that a member's term is expiring. Each College will follow its own method of electing the new member. The Dean will then send the name of the new member to the secretary.

## **Section 3. Resignation of Members**

In the event that a voting member resigns from the committee or takes leave from the University, the chair of the committee, or in his or her absence, the vice-chair, will request the appropriate dean to appoint an eligible person to serve for the remainder of the academic year. A Fall election will be held to fill the remainder of the term with the interim representative being eligible to run for the seat. Should a nonvoting member resign from the committee or take leave from the University, the chair, or in his or her

absence, the vice-chair, will request the President of the University to appoint a replacement from the appropriate University office.

#### **Section 4. Removal of Members**

Members may be removed from the committee by a two-thirds vote obtained by secret ballot from all voting members. Replacement for members removed from the committee will be secured as outlined in Article I, Section 3, above.

#### **Section 5. Duties of Members**

Members of the committee should participate fully in all of its activities. Specifically, committee members should:

1. Attend committee meetings regularly and inform the chair of any expected absences from committee meetings.
2. Where applicable and appropriate, solicit and represent the views of the faculty in the units from which they are elected.
3. Inform the faculty of the units they represent of relevant actions taken or anticipated by the committee.
4. Provide advice concerning the preparation of proposals to potential applicants for research funds distributed by the committee.
5. Conscientiously and justly review and evaluate all research proposals submitted to the committee, and
6. Aid in the drafting of written critiques of proposals rejected or not fully funded by the committee, if so requested by the chair or vice-chair.

### **ARTICLE II -- GOVERNMENT AND OFFICERS**

#### **Section 1. Meetings and Quorum**

The committee will meet at least twice each semester to consider proposals and conduct business. Six of ten voting members will constitute a quorum. Voting members may vote by proxy or send a proxy representative to any meeting. The chair, elected from the voting membership, may exercise his or her right of vote at his or her discretion. Meetings will be conducted under Roberts' Rules of Order, Newly Revised.

#### **Section 2. Officers, Terms of Office, and Election to Office**

The officers of the committee will consist of a chair, and a vice-chair, who will have full powers to carry out the actions of the committee. Officers will serve two-year terms

beginning with the Fall semester of 1980. Officers will be elected from the eligible membership of the committee in the Fall term prior to taking office on October 15. Election will be by secret ballot and majority vote of the entire membership of the committee. In the event that an officer resigns before the end of his or her term, the entire committee will elect a successor to serve the balance of the unexpired term as specified above. Officers may be removed from office by two-thirds vote of the voting membership of the committee. The Office of Research will provide a secretary for the committee.

### **Section 3. Duties of the Chair**

The chair, or in his or her absence, the vice-chair will:

1. Preside at all meetings,
2. Sign all correspondence or documents pertaining to actions of the committee,
3. Work with the Office of Research staff conducting secretarial duties,
4. Serve as committee representative to the Research Coordinating Council
5. Serve as the committee representative to the University Research Committee.

### **Section 4. Duties of the Vice-Chair**

The vice-chair will:

1. Temporarily perform the duties of the chair in the event of the latter's absence, inability to act, or resignation prior to election of a successor, and
2. At the direction of the chair, compile written evaluations of proposals rejected by the committee.

### **Section 5. Duties of the Secretary**

The secretary, who shall be an Office of Research employee, will:

1. Take minutes of all meetings of the committee and provide each member with a copy of these minutes,
2. Maintain a file of all grant proposals submitted to the committee, actions on these proposals, and minutes of committee meetings,
3. Issue the Calls for Proposals to be received by the committee,
4. Distribute grant proposals to each committee member,
5. Notify in writing all persons submitting grant proposals of the actions of the committee,

6. Send reminders to persons receiving grant support of the due dates for abstracts, reports, and special documents,
7. Assign an ad seriatim number to funded proposals and notify grant recipient(s) of this number for use in correspondence and resulting publications as specified in Article V, Section 3, below,
8. Take action of all initial requests received from grant recipients for extensions of time or funding periods,
9. Prepare and submit to the President of Idaho State University an annual report which details:
  - a. The total amount of funds available to the committee annually,
  - b. The total number of proposals received by the committee and the total amount of funds requested annually,
  - c. The total number of proposals funded by the committee and the total amount of funds awarded,
  - d. The project titles, amount of individual awards, and the names and departments and colleges of grant recipients,
  - e. Abstracts of all reports received by the committee, and
  - f. Significant actions taken or anticipated by the committee,
10. Maintain files of abstracts and reports received subsequent to funding of proposals, and
11. File completed reports in the Eli Oboler Library Archives.

## **ARTICLE III -- GRANT PROCUREMENT**

### **Section 1. Definition of Research**

In accord with its purpose and with the procedures and conditions described below, the committee allocates monies to eligible persons within the University for the purpose of conducting research. As defined by the committee, research is any extracurricular activity of an intellectual or professional nature which extends knowledge, understanding, and appreciation, or facilitates the extension of knowledge, or contributes something of scholarly value. This definition is understood to include those activities which involve or are preparatory to the production of creative works. On the other hand, the definition is meant to exclude projects which aim primarily at the training of students or at the development of courses, curricula, or instructional materials.

## **Section 2. Eligibility**

Any emeritus faculty member, tenure-track faculty member, or full-time person holding faculty rank or faculty equivalency, who is under contract with Idaho State University at the time of application, may apply for grant funds administered by the committee.

To receive funds from the FRC Committee, a faculty member must be under continuing contract with ISU during the period when the award will be expended. If an eligible faculty member applies for funds, receives an award, and then leaves ISU before the award's start date, he/she will not receive the award. If the recipient leaves ISU after an award is made any unspent funds will return to the FRC Committee. The PI is responsible to notify the committee that he/she is leaving ISU, and provide an approximate date when employment at ISU will end. Funds spent after that date will not be paid by the grant. Funds are not transferable to another university or a new project director.

## **Section 3. Definition of Funding Categories**

**Research Grants.** Grants are awarded in competition for research to be conducted or directed by eligible persons or as matching funds for extramural research grants. The research should have potential for publication.

Monies available under this category are intended to be used for expenses incurred by the individual in the course of doing research. These include student aid, equipment, expendable supplies, and computer time. Requests for computer and audio-visual equipment, or other common-use equipment should be clearly justified. Food, lodging and transportation expenses (as allowed by State regulation) incurred while the investigator and/or research assistant are traveling may be considered by the committee when justified.

Funds may not be used as compensation for time spent by the applicant in direct payment for services, as provision for this is made under the category of Release Time Grants. Normally, the committee will not approve proposals for the continuation of projects which it has previously funded, from investigators who have not completed a final report on a previous project, or projects that are commissioned or for-profit that do not meet the committee's definition of research.

**Release Time Grants.** Release Time Grants are awarded on a competitive basis to provide monies to release eligible persons from teaching, administrative, or other assignments in order to conduct or direct research. The allocation of these monies is subject to the following conditions:

- a. The monies may not be used for extra compensation to the applicant.
- b. The maximum time period which can be purchased under any grant is one semester.
- c. The maximum amount of service which can be purchased under any one grant shall represent no more than the equivalent of four semester credits.

- d. The purchased time must be used for the conduct or direction of research.

Normally the committee will not approve Release Time Grant proposals which involve continuation of projects previously funded by the committee.

Dissemination Grants. This category provides funds for the dissemination of research and its results whether or not the research has been previously funded under any of the categories described above. However, the research finding(s) to be disseminated must have been developed by the applicant. Dissemination is here understood to mean any exposure through publication or presentation that will inform others interested in the research topic.

#### **Section 4. Submission Procedures**

Guidelines for the Preparation of Proposals – The committee will establish a common format for proposals in the categories described above, and dates for the submission of such proposals. These will be published in the committee's Faculty Research Committee Guidelines for the Preparation of Proposals and Responsibilities of Grant Recipients (hereinafter referred to as the Guidelines). The committee will periodically review these Guidelines and by majority vote may change any part thereof. Such changes will be publicly announced and made available to the faculty in writing not later than the end of the term preceding their effective date.

Format for Proposals - The committee will consider only those proposals that conform to the format outlined in the Guidelines effective on the date of application. Should an applicant need to deviate from the specified format, a written statement describing the extent of the deviation and giving the reasons for it must accompany the proposal.

Submission Dates for Proposals - The committee will receive proposals for Research Grants, Release Time Grants, and Dissemination Grants twice annually, once in the Fall and once in the Spring. Proposals submitted for funds must be received by the time and dates specified in the Guidelines effective on the date of application, or in the committee's most recent Call for Proposals notice.

### **ARTICLE IV -- DECISION PROCESS FOR PROPOSALS**

#### **Section 1. Decision Process**

The committee will review and evaluate all proposals it receives (by the due date), in a minimum of two meetings. Any proposals that fail to conform to the requirements specified in the guidelines or that do not fall within the committee's definition of research and the funding categories named above will be rejected. The remaining proposals then will be considered individually for approval of funding. In the review and evaluation, the committee will abide by the criteria published in the Guidelines in effect on the date of application.

One week prior to the first meeting, the Office of Research will supply each member of the committee with one copy of each proposal submitted, for initial reading and review. Using the current committee Evaluation Form, each member of the committee will assign tentative points (on a 5-point scale) to each of the three major areas evaluated in each proposal.

At the first meeting to review the proposals, the chair will instruct the committee members concerning the eligibility of each proposal received for consideration (questions concerning eligibility may be raised also at this time by committee members). The committee then will discuss and eliminate any proposals that do not fall within the committee's definition of research and the funding categories described above, or that do not follow the published Guidelines requirements.

Following the above discussion, the committee will consider the merits of each qualifying proposal eligible for review, beginning with proposal number 1. The purpose of the first session is to help committee members gain information that will enable them to reach an informed judgment about the quality of each proposal. Members should focus on asking questions that will enable them to gain additional information about specific aspects of each proposal.

Committee members who are representatives of the field or academic unit from which a proposal was submitted may provide information to answer the questions raised about a proposal. If the committee desires further information or clarification of any proposal, the field representative on the committee will record the questions to which clarifying information is sought, and discuss these with the proposal author(s) before the second meeting of the committee. In the event that the field representative is not present, the chair will act as temporary field representative for that proposal and forward all questions to the proposal author(s). The proposal author(s) will have one week, or until the next meeting, to respond to these questions verbally or in writing, and the information or clarification will be presented to the committee at the subsequent meeting by the field representative.

Questions regarding budget items may be raised by committee members, and the committee will consider whether adequate justification has been supplied for each budget item. At the discretion of the committee, additional information on the budget also may be sought from the proposal author(s). The committee has the right to reduce or deny budget items (by a simple majority of the quorum of voting members).

At the second meeting of the committee (usually one week later), the proposals will be reviewed once again and the questions reexamined in the light of clarifying responses that may have been supplied by the author(s). After a full discussion of the proposals, each committee member will make a final assignment of points, from 1 (very poor) to 5 (very good), to the following components of each proposal: (1) Presentation of the problem and its importance to the general field, (2) Likelihood of successful completion of the proposed project, and (3) Specification of procedures sufficient to make the project clearly understandable and defensible. The total points (maximum of 15) assigned to each proposal by each voting member of the committee will be submitted to the chair. The chair and one assistant will tally the points assigned to each proposal, and then compute

an average score for each proposal. The chair will add 2 points to the average score of each proposal submitted by an author(s) not previously funded by the committee.

The proposals then will be placed in rank order according to the average score (1 = lowest). This activity may take place at a third meeting of the Committee if another meeting is required to complete the evaluations. All proposals will be funded in order of rank, starting with the highest average score, until approximately one-half of the funds (Fall competition) or remaining funds (Spring competition) have been distributed, or a cut-off score of 10 points (average score) is reached.

If there are funds remaining after all proposals with an average score of 10.0 or higher have been funded, additional proposals may be funded in order of rank by a two-thirds majority vote of the quorum of the Committee, down to an average score of 7.5 (or until remaining funds are exhausted). No proposal receiving an average score below 7.5 will be funded.

In the event that a proposal under review has been submitted by a member of the Committee, he or she will represent the proposal in the same way he or she would represent any other proposal submitted from his or her field, but will abstain from any vote concerning approval or funding of the proposal. The author of the proposal has the option of maintaining his or her anonymity by not indicating the name of the investigator on the cover sheet. This option is available to all investigators, not just Committee members, and some investigators may desire that their proposal be reviewed in this manner.

## **Section 2. Decision Review**

Any applicant who fails to receive funding may request a written evaluation of the proposal or a statement of the reasons for its rejection by the committee.

## **Section 3. Reconsideration and Resubmission of Proposals**

Except in the case of a clerical error, the committee's decision to approve, reject, or not fund any proposal will be considered final, and no proposal will be reconsidered by the committee. However, any proposal that is rejected or not funded may be resubmitted under any subsequent Call for Proposals that the committee issues. Applicants whose proposals are rejected or not funded may wish to request a decision review in accord with Article IV, Section 2, above.

## **ARTICLE V -- RESPONSIBILITIES OF GRANT RECIPIENTS**

### **Section 1. Abstracts and Reports**

Grant recipients are required to keep the committee informed of the progress and results of funded research through the submission of abstracts and reports as described below.

Semi-Annual Abstracts and/or Reports - Six months after the starting date of a funded project, the grant recipient(s) must submit to the Office of Research at Mail Stop 8130 a

brief abstract or report, not to exceed 200 words, describing the purposes for which awarded funds have been expended and the research results obtained to date. Similar abstracts or reports must be submitted at 6-month intervals until termination of the grant or completion of the project, whichever occurs first. These abstracts or reports will be used in compiling the Committee's annual report to the President of the University and may be published as a record of the activities of the committee.

**Final Reports** - Not later than three months after the termination date of a grant, a written final report documenting the findings or results of funded research must be submitted to the Office of Research at Mail Stop 8130, unless an extension of time has been granted (see below). See the Guidelines for the final report format. Copies of publications or manuscripts submitted for publication which result from the research will be accepted in lieu of a written final report as specified in the Guidelines.

**Requests for Extension of Time** - Should it appear that a funded project will not be completed by the termination date of the grant, the grant recipient(s) must submit a written request for an extension of time to the Office of Research at Mail Stop 8130. This request must be submitted before the termination date of the grant and should include: (1) an abstract or report as described above, (2) a brief description of the work yet to be completed, (3) a statement of the reasons for non-completion of the project or final report, (4) an indication as to whether the request is for an extension of the expenditure period of the grant or a request for additional time to complete the final report, and (5) a statement of a new projected completion date.

Initial requests for an extension normally will be approved or denied by the chair of the committee. Subsequent requests for extensions will be approved only by a two-thirds vote of the committee. No funds may be expended after the termination date of a grant unless a request for an extension of the funding period has been submitted and approved.

## **Section 2. Major Changes in Funded Projects**

Grant recipients are required to inform the current committee chair of any major changes in projects funded by the committee. Accordingly, recipients must notify and request approval from the committee for any changes in the research topic and any significant (over 20%) budgetary shifts. In the event that profits are generated from research funded by the committee, monies up to the amount of the grant award must be returned to the committee's grant fund. All funds not expended by the expiration date of a grant (or extension period) are automatically returned to the committee. All requests for changes must be submitted to the Office of Research at Mail Stop 8130.

## **Section 3. Publications**

Any publication arising from research conducted with funds awarded by the committee shall carry the following acknowledgment:

"This research was (partially) supported by Grant No. XX from the Faculty Research Committee, Idaho State University, Pocatello, Idaho."

In addition, grant recipients are required to submit to the Office of Research at Mail Stop 8130 one copy of any publication resulting from research funded by the committee.

#### **Section 4. Other Responsibilities**

Additional responsibilities of grant recipients may be pertinent depending on the nature of the funded project. A list of such responsibilities will be identified in the Guidelines.

### **ARTICLE VI -- AMENDMENTS TO THE BYLAWS**

#### **Section 1. Procedure**

These bylaws may be amended by a two-thirds vote of the committee. Proposed amendments must be submitted to all members of the committee at least one week prior to any such vote.

#### **Section 2. Amendment Proposal**

A proposed amendment may be presented by any member of the committee, and it must be presented in writing.