FACULTY RESEARCH AND CREATIVE ENDEAVORS COMMITTEE
2025-2026 PREMIER DISPLAY FUNDS

Faculty Research and Creative Endeavors (FRCE) Committee Membership: 10 faculty, 1 staff member, and 1 senior officer: 1 from College of Arts and Media, 1 from College of Business Administration, 1 from College of Education and Human Services, 1 from College of Health Professions, 2 from College of Liberal Arts and Social Sciences, 1 from Library or Counseling, 1 from College of Medicine, 2 from College of Science and Engineering, 1 Professional Administrative, and the Vice President for Research and Innovation or designee (ex officio and voting.) The current membership roster is available on the Office of Sponsored Programs (OSP) website.

DEADLINES for FRCE Premier Display Applications

August 27th for September 10th meeting
October 8th for October 22nd meeting
October 29th for November 19th meeting
January 28th for February 11th meeting
March 4th for March 18th meeting
March 25th for April 15th meeting

GENERAL INFORMATION

The charge of the Faculty Research and Creative Endeavors (FRCE) Committee is to promote research and creative endeavors at CMU.[1] This charge includes the dissemination of research findings. Premier Display Funds provide support for the **initial presentation** by a faculty member of results from research and scholarly activities generated by a CMU faculty or staff member, either alone or with colleagues.

The Committee believes that the dissemination of research results is a crucial function of university faculty. Such activity increases the stature of both the individual faculty member and the university, and the Committee feels professional travel to present scholarly results should be fully supported. Nevertheless, the limited resources of the Committee require a limit on the amount of support that can be provided. The Committee will place high value on proposals that clearly define the visibility, educational, and broader impacts of the premier display. Colleges and departments must also assume responsibility for the support of their faculty.

Members of the Committee are available to answer questions about the application process, as are the staff of the Office of Sponsored Programs (OSP), but it is the responsibility of the applicant to read and follow the guidelines when submitting requests. Care should be taken to ensure the application materials allow an informed decision to be made about the quality of the work. Proposals that do not meet the listed requirements will not be funded. Additionally, proposals that are not submitted in the requested format will be returned without review.

Applications for Premier Display Funds must be received electronically via the FRCE Application Portal. Please submit the application by 11:59 p.m. on or before the deadline date for the Committee meeting (see above dates for reference). The application and any resubmissions (max. of one resubmission permitted) must be submitted by the appropriate deadline for review no more than four meetings before or three meetings after the date of the premier display. Applicants will be notified within two weeks of the Committee's decision. It is the responsibility of the applicant to follow up on the decision if a notification is not received within the two-week period following the Committee meeting.

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[1] The terms "research" and "creative endeavors" are used interchangeably to describe those activities that constitute scholarly activity in a particular discipline, i.e., those professional activities that lead to promotion and tenure.

Eligibility

Who is eligible?
All persons on regular appointment and holding faculty rank, fixed-term faculty with at least a half-time (0.5 FTE) for the current academic year who are employed by CMU during the academic year when the presentation is given, emeritus faculty with a current academic assignment, professional administrative personnel, and post-doctoral researchers are eligible for support. Endowed chairs and faculty are not eligible for this award. In times of budgetary crisis, funding preference will be given to regular faculty, followed by (in no order): fixed-term faculty, emeriti faculty, professional administrative personnel, and post-doctoral researchers.

Applicants for Premier Display need to be the sole presenter. Faculty whose students are the presenters of their research cannot receive funding to attend the conference with them, unless the faculty member presents a separate project on their own. In the Arts (e.g., Music, Theatre, etc.) all FRCE-eligible members of a group may be funded if their presence is essential for the premier display, and all members involved are listed on the proposal. If more than one individual applies for the same premier display, it is essential that the applicants make it clear why all individuals must be present (in the "Basic Information" narrative portion of the PDF application). Also, any discrepancy in funding being requested by each individual needs to be clarified. For example, one person may be present for an entire meeting, while the second is only attending around the dates of the presentation. This would result in different requests for hotel costs.

Applicants may receive financial assistance through **Premier Display only one time within one fiscal year** (July 1st -June 30th). If applicants are already receiving funding through another FRCE research grant, they are not eligible to apply for a Premier Display. A funding cycle lasts one fiscal year.

Applicants must ensure all requirements by oversight committees (e.g., Internal Review Board/IRB, Institutional Animal Care and Use Committee/IACUC, Institutional Biosafety Committee/IBC, etc.) for a proposed FRCE project are in place, or in progress, prior to submitting an application. Funding will not be released to award recipients who are non-compliant with ORGS funding programs until all compliance issues are satisfactorily resolved.

Applicants who receive **conditional approval** must respond to the committee with a plan for how conditions will be met within two weeks of receiving their conditional approval notification.

What kind of presentation is eligible?
The FRCE Committee views a premier display to be an **initial presentation** of original research or creative endeavors that ultimately leads to a full scholarly publication or equivalent (major exhibition, concert, production, broadcast, book or book chapter, etc.). For books, revisions or updated editions are not eligible. Only first editions are eligible. The display may take the form of a talk, poster, or paper, or minor exhibition, recital, or similar performance. FRCE does not fund mere conference attendance, organization of a session/panel, or participation as a respondent or discussant. Presentations that do not fall into the categories mentioned above need to be explained (e.g. roundtables, workshops, lightning talks, panels) to highlight how they meet the above criteria of a formal and original research or artistic presentation versus an informal offering of general expertise. Since conference formats differ greatly across the disciplines, it is crucial to clarify for the committee that your presentation meets the standards for research/artistic presentations in your field.

FRCE will not fund additional presentations on the same topic unless the applicant demonstrates that the **majority** of the work is new. It is incumbent upon applicants who have received previous premier display awards to demonstrate the newness of the work. The applicant should also take particular care to demonstrate the research or creative endeavor component of the premier display.

What kinds of academic venues are eligible?
Applicants must properly vet presentations/conferences to ensure they are not predatory. **Predatory conferences** are set up to appear as legitimate academic conferences, but do not provide appropriate editorial control over presentations and often falsely claim involvement by leading scholars. The following website provides some useful tools to check the legitimacy of an academic conference.

Invitations to present at **departmental seminars** are not eligible.

GUIDELINES

The instructions for preparing the application are given below. Applications and awards are subject to the following rules:

- The application must be typewritten, adhere to the page limits given in the application instructions below, and be submitted through the FRCE Application Portal located on the OSP's website.

- **Eligible expenses** include travel, lodging, per diem expenses at current CMU rate**,** foreign visa, and registration associated with the presentation at a major (national/international) professional meeting. For international travel, the U.S. Department of State per diem rates for food will be used, as per CMU policy. See CMU's Payroll and Travel Services website for complete information on per diem rates. **Passport fees are not eligible**.

- Presentations at national, and international conferences are eligible for funding. If a conference is held at CMU's main campus, demonstrated regional, state, or national participation is required; in addition, the selection of presentations must be based on peer review. Talks at state and local conventions, such as the Michigan Sex Educators Convention or the Isabella County Audubon Society, will **not** be supported.

- Expenses incurred for approved applications for which the faculty member was unable to attend may be eligible for reimbursement. To be considered, a detailed explanation of why the presentation did not take place along with the amount and type of expense(s) incurred must be directed to the FRCE Committee Chair for approval prior to submission of the reimbursement voucher form. **For approved applications, expense reimbursement must be submitted within 3 months of the award date or the presentation date, whichever is later.**

- A maximum of up to $1,000 will be awarded for one-time funding to an international or national conference. **Given the limited funds, support at the maximum level is not guaranteed.** Award amounts for approved submissions will be rounded to the nearest dollar.

- CMU must be acknowledged as the institutional affiliation in the Premier Display.

- If application is denied, each applicant can **resubmit their application one time to the FRCE Committee** observing the deadlines for applications. For further information on resubmissions, please refer to the guidelines further down in this document.

Responsibilities of Recipients

Payment of expenses is on a reimbursement basis, typically through submission of an employee reimbursement voucher for travel. It is the responsibility of the recipient to keep an accurate record of expenditures and obtain the supporting documentation.

Reference to FRCE funding must be included on all requests for monies for actual incurred expenses. All requests for reimbursement must first be submitted to the department secretary and approved by the department chair (or supervisor), then forwarded to the Office of Sponsored Programs, Foust Hall 251, phone 2459, for review and approval.

Recipients of FRCE funding are required to adhere to the University's Intellectual Property Rights Policy.

Once a recipient leaves the employment of the University, except for emeritus faculty with a current academic assignment, requests for monies against their Premier Display award will not be honored. Funds remaining will revert to the FRCE account.

Application Instructions

Please log into the [FRCE Application Portal](#) found on the OSP website once all materials outlined below are ready for submission. The first page of the application within the portal will consist of general questions and will require attaching a PDF (one document only) containing the information requested below ("Basic Information, Supporting Documents, and Curriculum Vitae").

The line-item budget will be available for completion on the second page of the application in the portal once the cover page and PDF have been submitted. **It is important to note that the portal does not have the ability to return to the cover page once submitted so having all materials prepared ahead of the submission is necessary.**

As you complete the application, please remember that **all costs associated with the display, even though there is a limit to the amount of an FRCE Premier Display Fund, should be listed on the budget.**

The Committee will review how economical the travel arrangements are. When possible, recipients of funds are encouraged to travel together and share expenses when attending the same conference.

1. **Basic information (attach the Basic Information, Supporting Documents, and CV all as one PDF in the FRCE Application Portal (**save PDF as Last Name, First Name, FRCE Premier Display (example: Doe, Jane, FRCE Premier Display).

   Provide basic information on the work to be presented and the forum in which it will be presented. This section should be typed, no longer than two pages with one-inch margins using an 11-point font or larger. Address the following, labeling the sections:

   A. Significance of Conference or Event

   The Committee supports quality premier displays that will bring wide recognition to the University and advance the discipline. Applicants must clearly demonstrate the significance of the event. Describe the type of event (e.g., international symposium, national, regional meeting of a professional society, invited concert performance) at which you will be presenting, including its significance to the discipline.

   Presentations at state and local conventions will not be funded. If a conference is held at CMU's main campus, demonstrated regional, state, or national participation is required; in addition, the selection of presentations must be based on peer review.

   B. Anticipated Impacts of the Premier Display

   Impacts **must** include a personal reflection addressing the following areas. Failure to do so will result in the application being returned without review by the committee.

   - How do the new results/display contribute to the advances in the discipline;
   - How the Premier Display increases the recognition of the applicant and of CMU;
   - How the Premier Display opens new gates for further collaboration and networking within the professional community;
   - If CMU students are co-presenting or attending, how participation in the event trains and educates them.

C. <u>Abstract</u>

Provide an abstract of **no more than 250 words** that describes the significance of the presented work. Generally, this will <u>not</u> be the same as the abstract published in the conference program. Applicants must write the abstract in **non-technical** terms in sufficient detail that its significance is readily apparent to the reviewers. The abstract should clearly show that the Premier Display represents a presentation of the results of research or creative endeavors. **If there might be a question about the possible overlap of the requested premier display with a previous presentation or publication (e.g., has a similar title), the applicant must demonstrate that the majority of work is new**.

2. **Supporting documents**

A. <u>Evidence of Acceptance and Participation</u>

Evidence of acceptance and participation is required and might include the following documents: letters, e-mail communications, or conference or program pages showing acceptance of the paper are acceptable. In case of submitting email communication, proof should include screenshots which includes the entire communication as well as the header and email addresses (copying and pasting is not sufficient).

Supporting documentation must include the following highlighted items: applicant's name, the title of the presentation and its authors, and Central Michigan University as the affiliation of the presenter. When the presenters come from more than one institution, it must be clear that the applicant is the presenter.

Please <u>do not</u> attach extraneous materials to the application, such as the entire program booklet, original receipts, reimbursement vouchers, etc.

3. **Curriculum Vita**

A. Provide an up to date, three-page curriculum vita that includes publications, presentations, and grant proposals that were funded, declined, and/or pending **within the past five years**. Include both internal and external proposals. **Mark with an asterisk the peer-reviewed articles or external grant submissions supported by FRCE funding.**

PREMIER DISPLAY APPLICATION CHECKLIST

The following checklist explicitly lists all the elements required in an application in the order prescribed. **Every item in the checklist should be addressed**. Proposals not in accord with the checklist will not be reviewed by the Committee. Please read the application instructions in full before preparing the proposal.

❒ **Application Cover Page – <u>Completed in the FRCE Application Portal located on OSP's website</u>**, please have the following information available for submission:
- A list of all co-authors(s) and their affiliations (ex: Tom Smith, Grand Valley State University)
- Title of Premier Display
- Name of Conference or venue (do not abbreviate)
- A determination as to whether the conference is regional, national, or international
- Location of the conference (city, state, country, etc.)
- Date of the presentation (if multiple dates, use initial date)

❒ **Basic Information, upload Basic Information, Supporting Documents, and CV all as one PDF saved as Last Name, First Name, FRCE Premier Display (example: Doe, Jane, FRCE Premier Display) in the FRCE Application Portal,**

Organize your proposal using the subheadings below so the committee can easily follow the proposal.

- Basic Information
    - Significance of Conference
    - Anticipated Impacts of Premier Display:
        - How do the new results/display contribute to the advances in the discipline.
        - How the Premier Display increases the recognition of the applicant and of CMU.
        - How the Premier Display opens new gates for further collaboration and networking within the professional community.
        - If CMU students are co-presenting or attending, how participation in the event trains and educates them.
    - Abstract
    - Justification for more than one presenter (if necessary). Include an explanation for any funding discrepancies between individuals in this section

Supporting Documents
- Evidence of Participation
    - original letter of acceptance indicating the presenter *or*
    - program pages *or*
    - published abstract indicating the presenter

- Curriculum Vita
    - 3-Page Curriculum Vita

The proposal submission must be submitted via the FRCE Application Portal located on OSP's website. Please attach the **basic information** as **ONE** pdf saved as *Last Name, First Name, FRCE PD Application* (example: Doe, Jane, FRCE PD Application) by 11:59 p.m. on or before the deadline date.

❐ **Budget** – completed on page 2 of the FRCE Application Portal

- A maximum of up to $1,000 will be awarded for one-time funding to an international, national, or regional conference.

    Given the limited funds, support at the maximum level is not guaranteed.

The line items available for completion in the FRCE Application Portal are as follows (only complete those that apply):

- Round Trip Airfare
- Round Trip Automobile Mileage (based on CMU's mileage rate)
- Bus/Taxi Costs
- Parking costs (number of days, amount per day, and then total)
- Lodging Costs (number of days, amount per day, and then total)
- Per Diem, based on CMU's per diem rates, (number of days multiplied by per diem rate)
- Conference Registration Fees
- Other Expenses (will be required to explain any expenses in this category)

Guidelines for Resubmission

An application that was reviewed but not funded may be resubmitted one more time to the committee.

Resubmissions **must** contain the following or they will be denied:

1. Inclusion of the notification email received which summarizes the Committee's comments;
2. A cover letter detailing how the applicant has responded to the Committee's review comments (provided as part of the application's PDF attachment);
3. A revised application, which provides new or altered information in response to the Committee's review, noting this new information in **highlighted** type.

The resubmission must be submitted by the appropriate deadline for review.

Line-Item Budget Worksheet
The budget will self-calculate in the portal.

	TOTAL COSTS
Round Trip Airfare (indicate departure from and to)	$
Round Trip Automobile Mileage (will need to indicate CMU's mileage rate and total miles)	$
Bus/Taxi Costs	$
Parking costs (will need to indicate number of days and amount per day)	$
Lodging Costs (will need to indicate number of days and amount per day)	$
Per Diem, based on CMU's per diem rates, (will need to indicate per diem rate and number of days)	$
Conference Registration Fees	$
Other Expense: (explain)	$
FRCE TOTAL PROJECT COST	$

Please note that when filling out the budget, <u>the portal does not accept decimals or cents</u>, so you will need to round to the nearest dollar for costs.