Release Time for Research (RTR) Guidelines  
IUPUI Office of the Vice Chancellor for Research

IUPUI maintains a robust research enterprise. To support faculty in having adequate time to prepare competitive proposals, the IUPUI Office of the Vice Chancellor for Research has developed the Release Time for Research (RTR) internal funding mechanism. This funding program allows IUPUI faculty a “buy out” of teaching time to conduct high quality research and scholarly activity.

ELIGIBILITY

A. Category A is intended for tenured or tenure-track faculty to prepare high quality grant/contract proposals for submission to external funding agencies. Faculty in visiting ranks are not eligible. Applications must be accompanied by letters of support/approval from the Department Chair and/or the Program Director (where applicable).

B. Category B is intended for non-tenure track faculty who are full-time senior lecturers or clinical track faculty possessing terminal degrees relevant to their fields, and who have a desire to engage in research or creative activity in an area that directly relates to their teaching or service mission. The program supports partial teaching release time (equivalent to one 3-credit course release for one semester) for projects that are directly aligned with IUPUI Institutional Values presented in the Dean of Faculties Guidelines for Promotion and Tenure (see last section). A project currently supported by another internal or external funding mechanism is not eligible. Visiting faculty and research scientists are not eligible. Applications must be accompanied by letters of support/approval from the Department Chair and/or the Program Director (where applicable).

FUNDING AND PROPOSAL REQUIREMENTS

A. Category A will provide grants up to $10,000 per investigator to fund a “buy out” of up to 6 credit hours of teaching in a given semester, 3 credit hours in each of 2 consecutive semesters, or summer salary. The award will be limited to the actual amount required to secure teaching replacements or to pay summer salary based on the academic year salary.

B. Category B will provide grants of up to $4,000 to the School of the recipient to pay for 3 credit hours of course release for the non-tenure track faculty to pursue the approved project. The grant period will not exceed one semester of partial course release. Lecturers or clinical track faculty on 12 month appointments may apply for released time during the summer session with permission from the department chair. The award will be limited to the actual amount required to secure teaching replacements during the academic year up to the grant limit.

Applications for a second RTR award for the same project will not be accepted unless accompanied by evidence that the first RTR award resulted in the submission of a proposal for external funding that was based, in part, on the work accomplished as a result of the first RTR award.
APPLICATION INSTRUCTIONS

• Investigators should be aware that reviewers outside of the designated research area may be reviewing the proposals. Therefore, it is important to write the proposal in a manner understandable to non-content experts.
• Use standard paper size 8 ½ x 11 with at least 1/2 inch margins.
• Use an Arial, Helvetica, Palatino Linotype, or Georgia typeface, a black font color, and a font size of 11 points or larger. Charts, grafts, figures and so on may be in color.

Section 1 Cover Page
• Choose one, release time or summer salary only.
• Use the campus building code for campus address, i.e. SL 160.
• Use the campus seven digit phone number, area code if off campus.
• A copy of the IRB, IACUC and/or IBC form must be included in the Appendix when these forms are required to conduct the proposed work. For projects requiring initial IRB, IACUC or IBC approval, OVCR uses the Just-In-Time procedure. Proposals may be submitted with IRB, IACUC or IBC in pending status.

Section 2 Abstract, Key Personnel
• State the proposal’s long-term objectives and specific aims. Describe concisely the research design and methods for achieving these objectives. Avoid summaries of past accomplishments and the use of the first person. The abstract is meant to serve as a succinct and accurate description of the proposed work when separated from the application. Do not include proprietary/confidential information. Keep the abstract to a half page.
• List all key personnel and their affiliations.

Section 3 Budget
• Summer salary requests cannot exceed one month, for 10 month appointments only.

Section 4 Budget Justification
• State your school/department buy out policy.

Section 5 Project Plan
• The Project Plan is limited to a total of 5 pages. Project Plans longer than 5 pages will not be reviewed.
• Provide a brief description of how the released time for research award will be used. Provide a convincing argument that funding your proposal is a good research investment for IUPUI. If the proposed project will require collaborators, letters attesting to their willingness to collaborate must be included in the Appendix.
• For Category A grants, identify what stage of proposal development you are in (have an idea, have started writing, are almost finished, are resubmitting and addressing reviewers concerns). Identify the external funding source that you will be applying to. If you have previously submitted an application for external funding, and are addressing reviewers concerns, you must include the external review, including the score and the reviewer’s comments, in the Appendix.
• For Category B, you must be ready to conduct the project during the semester of release time. Highlight which of the IUPUI Institutional Values with which the proposed project relates.
Section 6 Cited References
- List cited references.

Section 7 Appendix
- A biosketch must be included for all key personnel. Limit biosketch to five (5) pages. List all current and pending internal and external research support, as well as past support for the previous three years.
- Letters of support from the Departmental Chairman and collaborators must be included.

POST AWARD REQUIREMENTS
- (Category A only) Acceptance of an RTR award incurs an obligation to submit a grant/contract to an external funding agency within one year of the termination of the RTR award period. The Principal Investigator must inform the IUPUI Office of the Vice Chancellor for Research about submissions of grants/contracts including project title, funding agency, amount requested per year, duration of funding requested and your role on the project. If a proposal is not submitted to an external funding agency within one year, the PI will not be eligible for future funding from any internal funding mechanism administered by the IUPUI Office of the Vice Chancellor for Research.
- If an award is made, a final report must be submitted to the Office of the Vice Chancellor for Research within 30 days of the termination of the award period. Additional follow-up information may be requested outside of the final report submission requirement to determine the ongoing efficacy of the RTR mechanism.
- Grant recipients are reminded to acknowledge receipt of RTR support in any presentation or publication of work funded by a RTR grant.

The support provided by IUPUI under this program is Exceptional University Support, and any intellectual property works Investigators create under the program are University Works or Patentable Intellectual Property owned by Indiana University. For definitions of these terms and for an explanation of Investigators’ rights as Creators of such works, please see the Indiana University Intellectual Property Policy at http://policies.iu.edu/policies/categories/administration-operations/intellectual-property/intellectual-property.shtml.

SUBMISSION OF APPLICATION
- Submission due dates are February 1st and July 1st.
- Include the PI’s last name in the file name.
- Submit your application as one document in PDF format through the InfoReadyReview portal.

Questions should be directed to Etta Ward at emward@iupui.edu or 278-8427.

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INSTITUTIONAL VALUES
This section addresses foundational values of IUPUI that are emphasized and rewarded as part of the annual review, three-year review, reappointment, and promotion and tenure processes.

Civic Engagement
- As an urban research university, IUPUI has a committed relationship to the local, state, and global community.
- Civic engagement is consequently a significant part of our mission and our intellectual activity.
- Faculty work that contributes to our role as a civically engaged institution, including participation in service learning projects and mentored internships is highly valued and should be acknowledged and rewarded in the review process.

Collaboration
- The work of the academy is often advanced through collaboration and joint work, especially in new or interdisciplinary areas where the expertise and experience of more than one colleague may be required.
- Results of this work—whether teaching, research and creative activity, or service—are frequently disseminated through publications with joint authorship.
- Collaborative work is valued, but candidates should make clear their individual role in such collective activity, preferably as specified by colleagues involved in the joint work.

Diversity, Equity, and Inclusion
- IUPUI is committed to providing, nurturing and enhancing a diverse community of learners and scholars in an environment of equity and inclusion.
- Faculty work that contributes to the diversity of learners and scholars at IUPUI and that enhances our environment of equity and inclusion is highly valued and should be acknowledged and rewarded in the review process.

Economic Development of Indiana
- IUPUI is committed to enhancing the economic development of Indiana.
- Faculty work that contributes to enhancing the economic development of Indiana should be acknowledged and rewarded in the review process.

Entrepreneurial Work and Innovation
- IUPUI is a comparatively new institution and has had an opportunity to develop policies, procedures and programs that build on the experiences of others, adapting best practices and creating innovative new approaches to teaching, research and creative activity, and service.
- This opportunity has led many faculty to be entrepreneurial in their University duties, after leading their own disciplines into new areas of inquiry or seeking collaboration with other disciplines.
- While there is no criterion specifying entrepreneurial work or innovation, these qualities have long been appreciated and valued within the more traditional criteria ordinarily used to assess faculty achievement.
- Documentation of the impact of this work will help reviewers of the dossier understand its significance.

Interdisciplinary Work and Publication
- In the instance of candidates who work in interdisciplinary fields that transcend the intellectual authority of any single school/unit, special arrangements for primary and unit committee reviews may be necessary.
• The school/unit that serves as administrative host for such a program should assume responsibility for preparing and transmitting files while making accommodations for participation of faculty from other schools/units in a primary committee and for an alternative unit committee.
• The special or ad hoc arrangements should be stipulated in advance, be known to the candidate, the program administrators (dean or director), and the dean of the host school/unit.
• In instances where there is not agreement on procedures among the concerned parties, the Dean of the Faculties will determine the process and procedures for reviewing candidates.
• The same high standards of achievement and of documentation for traditional disciplinary work apply to interdisciplinary work.
  o Journals that publish interdisciplinary work may not be as well-recognized or widely-known to the reviewers as other journals, but these may be the most appropriate places to publish.
  o Care must be taken to consider the nature and quality of journals or other media where interdisciplinary work appears.
  o Holding formulaic expectations for work appearing in “top tier” journals is not likely to serve either institutional or individual interests well in every case.
  o Candidates should help their chairs to document and establish the quality of such journals—including those in electronic formats—but reviewers have a reciprocal obligation to evaluate the quality of the work on its merits and not solely on the reputation of the journal within a discipline.
  o In some instances, external assessments of outlets for publication may be useful and such information may be included within the dossier.

International Work and Publication
• Scholarship and professional work are now often international in terms of their impact and application; collaborators are sometimes based in other countries; and appropriate journals, conferences, and other forums for dissemination may be international in scope and/or published outside the U.S. and in languages other than English.
• Such international work and outreach are encouraged.
• In most cases, they may be evaluated using standard procedures. Sometimes, however, they may require special forms of review and assessment, even—in some cases—the provision of translations.
• Review committees should demonstrate the same flexibility in assessing such international work as they do for interdisciplinary work.
  o International variations in rankings, modes of inquiry, and forms of dissemination must be acknowledged.
  o Candidates and chairs should take special care to explain the quality, audience, impact, and value of such international work and to solicit external evaluation by international peers, when appropriate.

Principles of Undergraduate Learning (PULs)
• The intellectual foundation of our general education and baccalaureate programs is articulated through the IUPUI Principles of Undergraduate Learning.
• Faculty work that integrates these Principles into the curriculum, improves student understanding of these intellectual skills and ways of knowing, and documents student achievement of these Principles in relation to the discipline, whether through ePort or any other means, should be acknowledged and rewarded in the review process.

Research and Creative Activity in the Urban Environment
• Applied research or creative activity that integrates various applications into improved practices, is often as essential or as valuable as theoretical research.
• IUPUI has made interdisciplinary research a particular focus for its mission and its strategic objectives as a result of combining in one place the traditionally differentiated missions of Indiana University and Purdue University.
• As the state's only public metropolitan university, IUPUI has specific opportunities and responsibilities to engage in research that draws on and supports its urban environment.
Service

- The distinction between professional service and service to the University requires some elaboration.
  - Faculty and librarian service to the University through committees and administration is important and required. The community of scholars depends on the mutual responsibility of individuals to support and develop the institution that sustains them.
  - Service must be a factor in these considerations, because unsatisfactory service to the University may preclude successful application for P&T.
  - Administrative service that uses disciplinary expertise for innovative or successful achievements reviewed by peers may be offered as evidence of achievement of professional service when such work:
    - has been planned and stipulated in advance;
    - when it is derived from the mission of the unit;
    - when it is disseminated to a broader audience; and
    - when it is peer reviewed.
- Not all committee service is equal.
  - Some committees, such as an Institutional Review Board, the Committee on Ethics in Research, or a Faculty Board of Review, may require extensive time commitments and may address principles or issues fundamental to the continued effectiveness of the campus. These special features need to be recognized.
  - The primary committee, chair, unit committee and dean are best able to assess the degree of performance of University service.
  - If it is deemed inadequate or unsatisfactory, this fact should be noted and an evaluation based on the documented record of performance should be included in the dossier when it is forwarded to the campus level for review. The candidate must be informed and be provided an opportunity to respond prior to a final recommendation at the primary and unit levels.

Translational Research

- As an urban research university with a commitment to the local and global community, IUPUI values research that can be translated and applied to the needs of the local and global community.
- IUPUI is the nation’s first “translational campus” where research that can directly meet the immediate and future needs of the community is a stated value.
- Faculty engaged in translational research should have that work acknowledged and rewarded in the review process.

RISE to the IUPUI Challenge

- Experiential learning plays a powerful role in engaging and retaining students, enhancing the likelihood of their persistence to graduation.
- Faculty who mentor students in undergraduate research, international, service learning and work-related experiential learning should have that work acknowledged and rewarded in the review process.