PROPOSAL INFORMATION DOCUMENT

GENERAL POLICIES

1. Royalties/patents/copyrights are governed by the guidelines of the College.
2. The funding offices will not retroactively fund research projects.
3. Funds for overhead are not allowed.
4. The College will not provide funds to support research that is part of degree requirements (e.g., dissertation). Work that represents an extension of completed doctoral research will be considered.
5. The funding boards may choose to support certain aspects or phases of a proposal and not others, and to make grants conditional. These conditions may be on the applicant’s obtaining supplementary funds or obtaining statistical/methodological guidance.
6. In general, funds not used by award recipients do not roll over into the next fiscal year, and final stipend or expense payments are forfeited by individuals who do not complete their projects within the fiscal year for which the award is given. Exceptions may be made, on an individual basis, for awards that are approved for a longer duration, beyond a single fiscal year.
7. All research projects involving “human subjects” must have IRB approval.

GENERAL FUNDING CRITERIA

In evaluating proposals, the committees take the following factors into account. The order given does not necessarily reflect relative weighting.

Funding offices may have additional criteria; review the individual guidelines for details.

1. **Quality and feasibility of the research:**
   Proposals will be evaluated on the basis of their clarity, readability, technical quality, and feasibility. Technical quality and feasibility will be assessed based on the literature review, research design/methodology, work plan, expected product, type and degree of collaboration, dissemination plans, and the individual’s personal qualifications and past performance on previously funded research.

2. **Appropriateness of funds requested for the project’s scope and requirements.**

3. **Significance of the research in relation to the College's reputation in the academic and business world:**
   Research plays an important role in increasing the public visibility and the reputation of the College, which in return not only attracts students to come here, but also influences employers to hire Babson students. The College's research efforts also increase the involvement of other academic and government institutions and corporations with Babson in collaborative projects.

4. **Significance of the research to the professional development and reputation of the faculty member.**
   A particular project may have different significance for faculty at different stages of their careers or at different stages of development of a research stream.

5. **Performance on previous internally-sponsored research:**
   For applicants who have received prior awards from any Babson College funding office, preference will be given to those who have demonstrated a timely performance in completing their contractual arrangements, resulting in high quality research products.

**DEADLINES**

- The BFRF will publicize deadlines in advance. In general, the funding offices have a once-per-year review process for applications for awards for the following academic year.
- Submission deadlines are determined by the College’s need to schedule staffing well in advance. Applications are due by 4:30 PM on the due date.
- Mini-grant requests may be submitted at any time.
ANNOUNCEMENT OF AWARDS

Decisions about awards of course releases, summer stipends, major awards, and other research expenses in excess of $2,500 will be made by the funding offices with the consent of the Dean of Faculty. Candidates will be notified as soon as possible after the submission deadline.

Decisions about Mini-Grants will usually be made within one week of the receipt of the application form.

RESPONSIBILITIES OF THE APPLICANT

1. Obtain a Proposal Packet from the BFRF website. Review the guidelines of the individual funding offices.
2. For additional advice on the preparation of proposals, contact the BFRF office.
3. Seek feedback on the proposal from your colleagues prior to submission. This is encouraged (but not required) to help ensure that the project is thoroughly developed.
4. Electronically submit the proposal, including the Cover Sheet and current vita, to the BFRF coordinator. A hard copy of the Cover Sheet, with original signatures of the applicant and division chair, must be sent to the BFRF office. Applicants who have received research support during the last five years must list all sources and clearly indicate the status of the projects, particularly with regard to external publication, on the proposal Cover Sheet.
5. Ensure that the application forms and project proposals (both “electronic” files and the hard copy of the original, signed Cover Sheet) are received by the BFRF before 4:30 p.m. on the due date for consideration.
6. Be informed of College policies regarding financial and administrative accountability. Faculty members are to understand that a signature on the letter of agreement to accept funding constitutes a contract between the signatory and the College.
7. Obtain IRB approval for all Research involving human subjects. You must forward the IRB approval email to the BFRF before a contract or funds are released.
8. Note that the funding offices must approve important changes in proposals or budgets before they are put into effect.
9. Submit an “electronic” copy of your final product, including a Final Product Cover Sheet and work accomplished during the grant period within the time period stated in the notification of approval. A copy of any further manuscript or publication directly resulting from funded research should be submitted upon completion. The funding office may request further information concerning the project from the applicant. The funding offices maintain archives of the reports.
10. Abstracts of Final Products resulting from grants may be posted on the BFRF website.
11. Participate in a "Research Chat". Upon acceptance of final products, applicants may be requested to facilitate a discussion of their projects for the Babson community.
12. Contact the BFRF office at the earliest known time (but not later than the end of the contracted time period) in the event that the approved project cannot be completed on time or within the designated fiscal year. In any case, extensions cannot be guaranteed.
13. Note that, in general, funds not used by award recipients do not roll over into the next fiscal year, and final stipend or expense payments are forfeited by individuals who do not complete their projects within the fiscal year for which the award is given. *Exceptions may be made, on an individual basis, for awards that are approved for a longer duration, beyond a single fiscal year.*
14. Understand that faculty whose projects remain incomplete beyond the completion date in their contract, or award notification, will be ineligible for further internal support until their final products have been received and approved by the funding office.
15. Acknowledge the support of and give credit to the College funding office, in the case of publication or other means of circulation. (e.g. “The author acknowledges the support of the Babson Faculty Research Fund for this research.”)