FLORIDA A&M UNIVERSITY
FAMU | OFFICE OF THE PROVOST

FACULTY BOOST FUND

APPLICATION GUIDELINES

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Overview

The Accelerate Research: FAMU Faculty Boost Fund is a one-time funding initiative designed to empower early and mid-career faculty at FAMU by enhancing their research capabilities and supporting their journey toward tenure and promotion.

This fund of $25,000 allows eligible faculty members to apply for a grant of up to $2,000 each, awarded on a first come, first awarded basis until funds are depleted.

Eligible faculty may use the funds for allowable critical research activities, such as conference presentations, manuscript preparation, editorial assistance, publication costs, and travel for data collection. However, funds cannot be used to supplement salaries or to hire personnel.

Only one award per faculty member, and all awarded funds must be encumbered by May 1, 2025 or they will be reallocated.

Application Tiers

To help ensure equal opportunity and a timely distribution of funds, applications will be reviewed within a tiered deadline system, titled "Opportunity Windows."

Faculty members are encouraged to apply within the earliest tier possible, as funds are awarded on a rolling basis:

OPPORTUNITY WINDOW	ANNOUNCMENT DATE
Application Deadline: December 13, 2024	Winners Notified By: January 6, 2025
Application Deadline: January 17, 2024	Winners Notified By: January 31, 2025
Application Deadline: February 14	Winners Notified By: February 28, 2025
Application Deadline: TBA, if funds remain	Winners Notified By: TBA, if funds remain

Updates on the availability of funds and the number of applications submitted will be shared with faculty to provide transparency and encourage timely submission of applications. Applications submitted after one deadline will automatically be applied in the next Opportunity Window. There is no need to apply again.

Eligibility

The Faculty Boost Fund is open to early and mid-career tenure-earning assistant/associate professors and recently tenured assistant/associate professors at FAMU. Visiting faculty, full professors, instructors, and adjuncts are not eligible at this time.

Faculty must be full-time FAMU faculty members and be actively pursuing tenure and/or promotion.

- Assistant/Associate Professor-tenure-earning faculty hired during or after the 2020-2021 academic year.

- Assistant/Associate Professor-tenured between 2021-22 and 2024-25

Funding Use Requirements

Each awardee must submit a one to two page or 500 word "Research Impact Report" using Times New Roman, 11-point font outlining how the funding supported their research agenda and contributed to their progress towards tenure and/or promotion. The submission deadline for the report is May 1, 2025. A reminder with submission instructions will be sent out in early April, 2025.

Application Process

Apply online in five simple steps.

The Office of the Provost has simplified the application process using Interfolio to submit all documentation.

1 **ACCESS FACULTY RESOURCES WEBPAGE**
Visit provost.famu.edu and click on Faculty Resources

2 **REVIEW FACULTY BOOST FUND RESOURCES**
Select Faculty Boost Fund to view available resources.

3 **COMPLETE THE "INTENT TO APPLY" FORM**
This form will check basic eligibility requirements before submitting an application via Interfolio.

4 **AWAIT NOTIFICATION TO APPLY**
Within 5 business days, you will receive a message notifying you that a "case" is available for you in Interfolio. You are not authorized to expend funds until you receive notification from the Office of the Provost. **You are financially responsible for any funds expended without authorization.**

5 **SUBMIT APPLICATION VIA INTERFOLIO**
Log into your Interfolio account to submit your application. You will be asked to complete an official application form.

APPLICATION CHECKLIST

PART A | **General Information**

Use Interfolio to submit Parts A&B of your official application.

Part A of your application captures the following information:

☐ 01 **FAMU Employee ID**

☐ 02 **Full Name**

☐ 03 **Email Address**

☐ 04 **College/School**

☐ 05 **Department**

☐ 06 **Budget Manager* Name and FAMU Email Address**

☐ 07 **Academic Rank****

☐ 08 **Tenure Status**

☐ 09 **Tenure(d) Year(s)**

☐ 10 **Funding Questions*****

    a) Have you received a Faculty Research Assistance Grant in the last two years?

    b) Have you received funding support from your college/school/department in the last two years?

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  * The Budget Manager is the individual in your unit who will submit your purchasing/travel requests.

** Visiting, full professors, instructors, or adjuncts are ineligible.

*** Responses are for informational purposes only and will not impede your ability to receive funding.

APPLICATION CHECKLIST

PART B | Research Proposal

Use Interfolio to submit Parts A&B of your official application.

Part B of your application captures the following information:

☐ **01 Project Title and Abstract**
Summarize your research, its objectives, and anticipated impact (200 words max)

☐ **02 Proposal/Paper Details***

    a) Discuss the design and aims of the research project and how the funds will advance those aims, including potential sources to be examined.

    b) Discuss the significance of the topic and the project's contribution to your research field.

☐ **03 Budget with Justification**
Provide a budget justification summary detailing how the funds will be allocated with an itemized breakdown o f expenses (e.g., travel, editorial support).

☐ **04 Updated Curriculum Vitae (CV)**
Include an updated CV with your application.

☐ **05 Acceptance Letter and Paper/Manuscript**
If attending a conference or had a paper accepted for publication, please provide the acceptance letter and a copy of the paper of manuscript.

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* The proposal/paper must be double-spaced and typed in 11-point Times New Roman font.

Contact Us

For more information about funding opportunities available through the FAMU Office of the Provost, visit **provost.famu.edu**.

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