

SUPPORT FOR SCHOLARSHIP, RESEARCH, AND CREATIVITY

STATEMENT ON APPLIED RESEARCH: A FRAMEWORK FOR DISCUSSION (ACADEMIC AND STUDENT AFFAIRS OFFICE)

Definition

Applied research is the use of established research methods to address practical questions about policies, interventions, treatments, practices, programs, etc. It constitutes a professional activity that extends the basic characteristics of traditional scholarship into the realm of practical application. It broadens scholarly activity to address immediate real-world problems and provides concrete results or solutions within a reasonable time frame.

Common Characteristics of Scholarly and Applied Professional Work

Robert M. Diamond's identification of common features of scholarly work in *Recognizing Faculty Work: Reward Systems for the Year 2000* (San Francisco: Jossey-Bass, 1993) can be elaborated to provide a helpful framework for evaluating applied professional work:

1. The activity is directly related to one's disciplinary expertise. It is important here to distinguish between civic involvement that is classified as an act of good citizenship (e.g., serving on community boards, committees, etc.) or institutional citizenship (e.g., college committees, senate task forces, etc.) and involvement that requires the utilization of one's professional background and expertise.
2. The activity breaks new ground and is innovative. There should be, in other words, uniqueness to one's contribution and not simply a replication of an activity that someone else has already presented.
3. The contribution can be replicated or elaborated. Just as is the case of traditional scholarship, the applied work should be transferable and extend beyond its immediate local application.
4. The activity can be documented to demonstrate the quality. One would look for an end-result product that can be documented. There should be evidence of what took place so it can be peer-reviewed.
5. The professional activity can be peer-reviewed. This characteristic is related to No. 4, but as in the case of traditional scholarship, it is important to have this work reviewed by peers, and/or external evaluators who can attest to the quality of the contribution.
6. The applied work has significance or impact. The value and importance of the contribution made needs to be a consideration in any assessment of the work.

Criteria for Excellence in Applied Professional Work

Ernest A. Lynton and Sandra E. Elman, in *New Priorities for the University* (San Francisco: Jossey-Bass, 1987), have identified the following generic questions that may serve as central to the evaluation of applied professional activity:

1. How complex, difficult, or intricate is the problem or situation to which the work addresses itself? How much skill was needed to relate theory with practice and to transfer knowledge from an abstract setting into a concrete context?
2. Does the work use state-of-the-art knowledge and methodology, the most recent databases, and other up-to-date components?
3. To what extent are the approaches and techniques utilized in the work original and innovative, to what extent are they perfunctory and repetitive? Do they break new ground, and are they applicable in other contexts? Has the applied work influenced the faculty members' traditional teaching and research pursuits?
4. Does the work represent a comprehensive and thorough analysis of the problem(s) under inquiry? Did it take into account all relevant factors in formulating conclusions and recommendation? Did the analysis identify issues, policy alternatives, and related critical problems of which the client may have been unaware?

Documentation

A process to approve projects in applied research and confirm the outcome of those projects is essential to the integration of this type of scholarship into the faculty reward and review system. An applied research project will be initiated by a descriptive and reflective statement. When the project is completed, a variety of means can be used to assess the outcome.

I. Descriptive and Reflective Statement

1. Description of the professional activity and its relationship to the faculty member's disciplinary expertise.
2. Identification of the anticipated professional outcome and how that relates to the shared learning in the broader community.
3. Clarification of the knowledge and methodology employed.
4. Presentation of the end product that can be reviewed.
5. A description of the value and importance of the contribution.
6. Completion of Applied Research Routing Form (sample on page 8.4; available in the deans' offices or in the Academic and Student Affairs Office).

II. Assessment of the Applied Professional Activity

1. Letters of reference by clients and/or sponsors involved with specific emphasis on the results and outcomes achieved and the impact of the faculty member's contribution.
2. Peer-review by recognized scholars and/or professionals within the discipline.
3. Inclusion of any evidence of the shared learning of the work in the professional community.
4. List of honors, awards, grants, or recognition received for the execution of the applied activity.

Examples of Applied Professional Work

The following are some selected examples of applied research or professional activity from the national literature on this subject.

1. Development of educational support programs for high-risk or gifted students that have led to demonstrably positive results.
2. Analysis and dissemination of census data or demographic trends.
3. Conducting market analysis and opinion research.
4. Carrying out regional ecological, meteorological, and other environmental studies that will serve the external community.
5. Directed or contracted research for the purpose of developing and testing new materials.
6. Preparation and design of educational software, video, or television programs for use in the classroom.
7. Policy analysis and design conducted in behalf of local government, businesses, non-profit organizations, and community agencies.
8. Creation of data bases for instructional use.
9. Development of field study guides to improve the science literacy of K-12 teachers.

(Revised July 11, 1997)

APPLIED RESEARCH ROUTING FORM (SAMPLE)

Name: _____

Department: _____

Project Title: _____

A descriptive and reflective statement must be attached to this routing form to address all of the following:

1. Description of the professional activity and its relationship to the faculty member's disciplinary expertise.
2. Identification of the anticipated professional outcome and how that relates to the shared learning in the broader community.
3. Clarification of the state-of-the-art knowledge and methodology employed.
4. Presentation of the end product that can be reviewed.
5. A description of the value and importance of the contribution.

Specific Recommendation of Department Personnel Committee

Signature of Committee Chair Date

Specific Recommendation of Department Chair

Signature of Department Chair Date

Specific Recommendation of Dean

Signature of Dean Date

GRANTS AND AWARDS

Numerous grants, awards, and enrichment programs are available to Buffalo State faculty, librarians, and staff. The Research Foundation at Buffalo State, Office of Sponsored Programs, is a primary resource and provides extensive identification and faculty support services and contract services for securing externally funded research grants and contracts. Contact the Research Foundation Pre-Award and Contract Services Office, 878-3047; the Academic and Student Affairs Office, 878-5901; the Research Foundation Web site, www.rf.buffalostate.edu; or the individual division directly for more information.

In addition, information on availability, criteria, notification, and review procedures for various award opportunities is distributed to faculty and staff via e-mail, the *Bulletin*, the Buffalo State Web site, and interdepartmental announcements.

In addition to sponsoring programs described in this listing, the college's **Research and Creativity Council Research Incentive Program** funds a variety of incentive programs to encourage college personnel to develop programs for attracting outside funding. This program will provide up to one-tenth of the funds up to a maximum of \$7,000 that will be requested from an outside sponsor for the purpose of developing the grant required for requesting such funds. The only cost that will not be supported by the program is salary for the faculty or staff member developing the grant. Submit applications to the Research Foundation Pre-Award and Contract Services Office, Bishop Hall B24. All applications will be confidential and will be reviewed by a subcommittee of the Research and Creativity Council. Applicants will be informed of the council's decision approximately four weeks after receipt of application. Any questions in reference to the incentive fund grant process should be directed to the Pre-Award and Contract Services Office at 878-3047.

RESEARCH FOUNDATION GRANT SUPPORT SERVICES (OFFICE OF SPONSORED PROGRAMS)

Basement of Bishop Hall, B-24. 878-3047

Research Foundation at Buffalo State: www.rf.buffalostate.edu

SUNY Research Foundation: www.rfsuny.org

The Research Foundation Office processes all grant proposals for research, educational projects, training programs, and equipment acquisitions submitted by faculty, staff, and students. Assistance is provided in identifying federal, state, and private support of researchable topics, proposal preparation, and fiscal administration of funded grants and contracts. Externally funded research at the college has followed a pattern of steady and substantial growth with numerous opportunities for graduate and research assistantships. The office works closely with the Research Foundation of the State University of New York in Albany. A detailed description of services follows.

Identifying Funding Sources

The staff at the Research Foundation Office will survey grant programs to try to match ideas of potential applicants with appropriate agencies. Through the Sponsored Programs Information Network (SPIN) system, computer searches can be conducted to identify

possible sources of support for projects. A daily e-mail notification service of funding opportunities matched to individual faculty interests also is available.

Developing Grant Narrative

Staff members will assist college personnel in editing narratives so that they are understandable to the informed layman as well as to subject-matter experts. College personnel must supply the subject matter, background information, and ideas in written draft form. Research Foundation staff will assist in making the presentation clear and well organized. Staff will assist in preparing and editing narrative sections of the proposal, merging individual sections into a cohesive whole, adhering to proper grammatical formation, and will ensure that narrative and budgetary sections of the proposal meet sponsor guidelines. This writing support may be of particular value in interdisciplinary projects, specifically when a group of faculty and other persons are preparing an application that requires a coordinated effort.

Budget and Organizational Planning and Description

From general information provided by college personnel, the budgets, management forms, time schedules, clearance forms, and budget presentations will be developed. All budgets will be prepared with regard to college and Research Foundation policies, thus ensuring a minimum of difficulty in financial execution.

Grant Workshops

Special workshops are held periodically to provide information on available grants and programs of financial support. Video conferences have featured grant program personnel of NEH, NEA, Department of Education, NSF, and others. Workshops are announced well in advance through college news outlets and through special material provided to faculty. Upon request of faculty members, attempts will be made to organize workshops specifically targeted toward their interests.

Grant Preparation and Processing

Preparation, duplicating, and processing of proposals (including electronic submissions) will be undertaken for any grant that is to be operated as a college program or is of importance to the college. Laptop computers are available for use in preparing grant proposals.

Research Incentive Funds

Administered by the Research and Creativity Council, this program makes available monies (maximum of \$7,000) for travel, secretarial or work-study assistance, consultation, specialized materials, or other justifiable expenditures that would aid individuals in preparing a successful grant proposal. Guidelines and application forms are available from the Research Foundation.

COMPLIANCE MONITORING

The Research Foundation Office of Sponsored Programs is responsible for insuring compliance with the Federal Regulations which govern Human and Animal Subjects, Misconduct in Science and Conflict of Interest, and Controlled Substances. Policies related to each of these compliance areas are available on the Research Foundation at Buffalo State College's Web site, or you can contact the Research Foundation Office of Sponsored Programs administrative staff.

Human Subjects

All research that is conducted at Buffalo State College by faculty and staff in connection with their institutional responsibilities, all research conducted by students in order to meet specific course requirements, and any and all research which involves the use of college facilities and equipment must conform to both the Federal Regulations and college's policy governing human research protections. This insures that the rights of the human subject participants are safeguarded, and that participants are not exposed to physical, psychological or social harms as a result of the research.

Research Foundation Office of Sponsored Programs staff will assist you in obtaining the mandatory training that is required in this area, as well as help you navigate your way through the protocol approval process.

Humane Care and Use of Laboratory Animals

Public Health Service (PHS) policy requires that the Research Foundation at Buffalo State College maintain appropriate policies and procedures to ensure the humane care and use of live vertebrate animals involved in research activities. These policies are applicable to all research, research training, and biological testing activities conducted at this college or as a consequence of a subcontracting or sub-granting activity with another institution.

Individuals who are planning to use live vertebrate animals in research or educational activities should contact the Research Foundation Office of Sponsored Programs staff for guidance.

Research Misconduct

Buffalo State College recognizes that the advances in scientific research, as well as the public benefits associated with them, are dependent on the reliability of the research findings. Therefore, we are committed to promoting the highest quality with respect to our research endeavors. Should allegations of fabrication, falsification, or plagiarism arise, the college's Research Misconduct Policy insures an impartial process for both receipt and deposition of the allegations of scientific misconduct.

Conflict of Interest

The Research Foundation Conflict of Interest policy establishes safeguards to prevent officers or employees of the Research Foundation from using their positions for purposes that are, or give the appearance of being, motivated by the desire for personal gain. Certain sponsors, the National Science Foundation (NSF) and the Public Health Service (PHS) require an investigator to disclose the existence of significant financial interests and for the institution to review such disclosures at the time the application for funding is submitted.

Controlled Substances in Research

The Environmental Health and Safety Office establishes policy and maintains oversight over the use of controlled substances in all research conducted under the auspices of the college.

Export Controls Compliance

To facilitate compliance with federal regulations regarding the control of exports, the Research Foundation of SUNY Buffalo State College requires that all employees who seek funding for sponsored programs, or who seek Research Foundation funding for travel or projects, must complete a Web-based export controls survey and follow all applicable procedures, which can be found on the Research Foundation Website.

If the survey results indicate the possibility that an export license may be required, employees shall work with the Research Foundation campus export controls officer to complete the license review and, if needed, the licensing process. For additional information, go to www.rf.buffalostate.edu/rf/research_compliance/additional_info.htm

INTELLECTUAL PROPERTY

Patents and Inventions

When an invention results from research carried out in Research Foundation or State University owned or controlled facilities, the Research Foundation takes active steps to bring the invention to the marketplace, for the benefit of the investigator, the Research Foundation, the University, industries, and the general public. Each invention is evaluated for patentability and marketability, and a patent application is prepared when appropriate. Licensing, option agreements, and research contracts are arranged with companies. Royalties resulting from the invention are returned to the college after the investigator's 40 percent share has been paid.

The technology transfer process is initiated by the Research Foundation, Office of Sponsored Programs, administrative staff, who work closely with the Research Foundation Technology Transfer Office in Albany to market and license the product.

Copyrights

Copyright covers writings, music, architectural plans and software, and copyright protection attaches to the material as soon as it is put into a tangible form such as a written manuscript or a drawing. Title to the copyrightable material is usually in the name of the Research Foundation of State University of New York if the materials were developed as part of the requirements for a grant or contract. In instances where the Research Foundation decides not to market the material, the individual may request title and can then receive the royalty payments as personal income. It is rare for the sponsoring agency to receive part of the royalties.

ADDITIONAL RESOURCES

The following listings are additional resources and opportunities for faculty, librarians, and staff to pursue research and other scholarly and creative endeavors and to share their activities with colleagues. Sources in addition to those listed here are announced throughout

the year and may include deans' areas, grants through the Academic and Student Affairs Office, and others.

CAMPUS AUTHORS FEATURED...

...In the Barnes and Noble at Buffalo State Bookstore

www.buffalostate.bncollege.com

The Barnes and Noble at Buffalo State Bookstore carries a full selection of books by campus authors. The bookstore also arranges book signings and pre-publication receptions. The bookstore encourages faculty to contact it when publishing.

...In the E.H. Butler Library

www.buffalostate.edu/library

The Faculty and Staff Publication Display Case, located in the lower lobby of the library, was dedicated in November 2000. The display case provides opportunity for an ongoing display of faculty and staff work. For information on exhibiting your work, contact the Library Administrative Office at 878-6314.

CENTER FOR DEVELOPMENT OF HUMAN SERVICES (CDHS)

www.bsc-cdhs.org

CDHS, through its College Relations Group, offers several levels of partnership for faculty and professional staff of the college. Fellows receive summer stipends of \$1,600 for specific service projects through the CDHS Partnership Project program. Associates have fellowships during a three-year period for \$1,800 each year. Ambassadors are supported with \$2,000 stipends to promote varied opportunities for CDHS partnerships to college faculty and professional staff. Faculty Researcher partnerships support \$8,600 graduate student stipends for two semesters and involve the collaboration of several faculty and the student in research and scholarship activities related to CDHS-sponsored programs. CDHS annually supports faculty and professional partnerships in excess of \$200,000. Primary funding sources include the U.S. Department of Health and Human Services.

The CDHS College Relations Group is located in Bacon Hall 103/114, 885-4309, FAX 885-6720. CDHS is located off campus at 1695 Elmwood Avenue, where the phone number is 876-7600.

COLLEGE AND COMMUNITY PARTNERSHIPS MINIGRANT AWARDS

www.buffalostate.edu/partnerships

The College and Community Partnerships Office was established in 2006 to provide a central focus to public and community collaboration at the college. These relationships, of some duration, provide mutual benefits to the college and the community. In keeping with the college's mission, vision, and strategic plan, the office provides institutional leadership, voice, visibility, and responsiveness to its associations with the community.

The minigrant initiative is designed to offer unique opportunities for tenured and tenure-track faculty to address a particular situation, problem, or issue in partnership with the community. The goal of the initiative is to strengthen current and establish new partnerships that highlight and enhance the college's targeted areas of expertise. In addition, the minigrant awards provide faculty opportunities for scholarly research and/or publication in conjunction with important service to the community. A total of 15 awards were given in the first two years of the grant offering. The faculty members and their partners are listed on the office's Web site (see above).

EQUITY AND CAMPUS DIVERSITY AWARDS

www.buffalostate.edu/equity/x557.xml

Mini-Grant Awards

The Equity and Campus Diversity Office has made available on an annual basis mini-grants to provide financial assistance for projects, applied research, workshops, guest lecturers, seminars, curriculum development, and other activities that enhance the college mission, goals, and priorities related to equity and diversity. Mini-grants of up to \$2,000 may be awarded to academic departments, campus groups, student organizations, and individual members of the faculty and staff, contingent upon available funds. Details of the mini-grants proposal and award process are posted on the office's Web site. Visit the Web site for additional Equity and Campus Diversity-focused awards.

INDIVIDUAL DEVELOPMENT AWARDS

www.buffalostate.edu/offices/hr/ida.asp

Awards are co-sponsored under the *Agreement* to implement programs for professional development for employees in this unit. Deadlines and guidelines are announced in the *Bulletin*.

PROVOST'S INCENTIVE GRANTS

Provost's incentive grants of up to \$1,000 each are available to the faculty for research, scholarship, and creative activity. Announcements appear in the *Bulletin*. For further information, contact University College (ext. 5906) or Academic and Student Affairs (ext. 5901) for further information.

SCHOLARSHIP SUPPORT PROGRAM

Center for Health and Social Research, CLAS A203, 878-6137
www.buffalostate.edu/centers/CHSR/scholarship.shtml

The Scholarship Support Program (SSP) provides high-level conceptual and technical support for Buffalo State faculty and staff members engaging in scholarly activities. The SSP at the Center for Health and Social Research is a direct result of the Buffalo State strategic planning process, which identified the need to coordinate and integrate research opportunities throughout the campus.

Buffalo State has made a commitment to engaging scholars in the classroom and to strengthening the professional development of faculty and staff. The SSP is designed to

enhance creative and scholarly opportunities by offering broad conceptual and technical services in support of the entire spectrum of scholarly activities. The goal of the SSP is to increase the scholarly output of the faculty and staff in such areas as conference papers, presentations, program evaluations, refereed articles, book chapters, project reports, and grant and contract applications.

The SSP is made available through the support of the Academic and Student Affairs Office, the Graduate School, the Research Foundation. The Center for Health and Social Research was selected to provide these services because of its strong track record of successful scholarly activity, and it has the expertise on staff to support a broad range of conceptual and technical services. In addition, the SSP will utilize on- and off-campus consultants when a project requires specialized expertise. Scholarly ideas on *any* topic are appropriate for SSP services.

Obtaining SSP Services

Visit the above Web site for further information. To obtain SSP services, contact the Center for Health and Social Research to request a meeting. Faculty and staff with concepts and ideas at any stage of development are encouraged to make an inquiry. Contacting the SSP at the earliest stages of project development is especially important.

STUDENT RESEARCH AND CREATIVITY CELEBRATION

This annual event brings students the unique opportunity to share their research and creative activities with fellow students and the campus community. Formats include posters, talks, performances, and visual arts by individual students and classes/project groups. A call for presentations is announced each January with a March application deadline, and the event is held in April. Faculty mentors are required. Contact the Undergraduate Research Office at 878-3093 for more information.

