

**Call for Proposals**  
**Mason Korea Faculty Research and Development Awards**

Project Period: June-December 2024

Mason Korea Faculty Research and Development Awards (FRDA) are designed to help full-time Mason Korea faculty pursue research in their fields, research in the study of teaching and learning, and other activities that support their development as scholars and teachers. Depending on the scope and outcomes of the proposals, awards can vary from a minimum of 250,000 KRW to a maximum of 5,000,000 KRW.

This Call for Proposals outlines the application process for the June – December 2024 cycle of these Awards. The application deadline for applicants seeking funds for projects to be performed during the fiscal year 2024 is **April 19, 2024 at 5:00 p.m.** Proposals must be submitted as a single document (Word or PDF) to Faculty Affairs ([mkfa@gmu.edu](mailto:mkfa@gmu.edu)) no later than 5:00 p.m. on the due date. Faculty may apply for both types of awards (research and professional development); however, each award request must be submitted as a unique proposal document.

Eligibility:

Full-time Mason Korea faculty are eligible to apply. However, strong preference will be given to faculty who do not already have contractually stipulated research or start-up funds. The applicant with these funds will need to explain why additional funds are required for the proposed activity and/or why their current funds will not be used for the proposed activity.

Funding:

Faculty may receive awards of between 250,000 KRW to a maximum of 5,000,000 KRW. Funding will be distributed based on the proposals received, so faculty will need to plan for the entirety of the 2024 funding year when submitting proposals. Faculty may apply for both types of FRDA awards but the maximum to be awarded to any one faculty member will be 5,000,000 KRW.

Proposal Preparation:

Proposals for the Mason Korea Faculty Research and Development Awards have different requirements, depending on the type of activity proposed. There are two types of proposals, one for research— either field specific or in the scholarship of teaching and learning—and one for faculty professional development activities that do not involve the production of new knowledge. The proposals will be reviewed and evaluated separately by type, with funding expected to be allocated to both types of proposals.

Note: Please be aware that the committee evaluating your proposal may not include experts in your field. Therefore, it is important to explain any technical terms included in your proposal or standard processes of research in your field such that non-experts will be able to grasp the value of the proposed work.

## Research Proposal

Research Proposal applications should include the following in the order below.

1. Proposal Narrative – *Provide a written description of your proposed project that includes the following information in the order provided. The narrative may not exceed five, single-spaced pages.*
  - a. Background and Significance - Describe the background and significance of the proposed project and why it was chosen.
  - b. Research Strategy or Methods – Describe your work plan for accomplishing the project. Include goals, activities, methodology, timeline for completion, and availability of resources to conduct the project. If your project includes human subjects research, please indicate IRB review and approval dates. Documentation of IRB approval is required before funds will be distributed.
  - c. Scholarly Preparation – Briefly describe your capacity to complete the project. Explain how your previous experience and/or skillset will allow you to complete the project as described. In other words, you should convince the evaluation committee that you are capable of completing the proposed project.
  - d. Outcomes – List anticipated tangible scholarly outcomes (e.g., presentations, publications, etc.). Demonstrate to the reviewers your plan for sharing the research results with others, even if this is aspirational. Documentation of paper presentations being accepted to a conference is required before funds are distributed for conference participation.
  - e. Bibliography/References/Works Cited - not to exceed one page. The bibliography does not count towards the page limit.
2. Budget Summary and Justification – *Complete the Summary Budget Form and then provide a written Budget Justification explaining all expenses included on the Summary Budget Form.*
  - a. Summary Budget Form (see page 4) – Use the form provided below to prepare the budget.
  - b. Budget Justification (see page 5) – Write a brief paragraph explaining the expenses listed on the Summary Budget Form and how they were calculated.

## Considerations Before Budget Submission

Before presenting the budget proposal, take into account the following factors.

Eligible expenses: FRDA funding for research projects may be used to cover summer salary for investigators, undergraduate student researcher wages/scholarships, fringe benefits, specialized software, data collection expenses, and other research expenses. Budgets must follow the rates and requirements outlined below for labor and direct expenditures.

Ineligible expenses: FRDA funding will not support academic-year course releases or supplemental salary, conference fees or travel unless the applicant is an invited presenter, the purchase of computers or other equipment, books, housing for primary residence, or personal expenses (such as childcare, etc.).

### Labor:

Faculty may request one-month summer research pay at 3,000,000 KRW for one month of full-time work. Student wages can be budgeted for undergraduate students. Undergraduate student hourly rates should be consistent with the Mason Korea student wage rate.

Non-student wage employees may be included if justified in the narrative and budget.

### Allowed Direct Expenditures:

Research supplies and materials, including publication fees but excluding books  
Travel for research activities  
Human subject research incentive payments  
Consulting/honoraria if well justified

### **Project Period and Fiscal Guidelines**

The project spans from June 15, 2024, to December 15, 2024, adhering to university fiscal and purchasing procedures.

Ensure adherence to allocated funding limits in the proposed budget.

Unutilized funds at the project's conclusion will be returned to Mason Korea for future projects.

### **Final Report**

At the completion of the FRDA, applicants must submit a brief report. [Final report guidelines can be found at this link](#). Final reports will be due no later than February 28, 2025.

Investigator Name:

Project Title:

### SUMMARY BUDGET FORM

On the summary budget form, please insert the totals for each line item. In the first column, enter the research funds requested. On the next page, provide a Budget Justification that provides more detail on these summary amounts.

**PROJECT PERIOD: June 15, 2024 – December 15, 2024**

<b>BUDGET LINE ITEMS</b>	<b>Research Funding</b>
Principal Investigator	
Undergraduate student wages	
Non-student wages	
<b>TOTAL PERSONNEL</b>	
Supplies and materials	
Conference fees and travel (must be an invited presenter)	
Research-related travel	
Human subject payments	
Other (specify)	
<b>TOTAL DIRECT EXPENDITURES</b>	
<b>TOTAL AMOUNT</b>	

Investigator Name:

Project Title:

### **BUDGET JUSTIFICATION (Required)**

Please organize your budget justification in the same order as the budget summary form. For each of the amounts in the budget summary form, provide an explanation of how that amount was calculated. For example, in the personnel section, identify summer salary, and be sure to include fringe benefits as appropriate. For direct expenditures, provide enough detail so reviewers can understand the expenses. For example, for supplies, identify the type of supplies, quantity, and cost. For travel, estimate expenses following Mason Korea travel guidelines, providing detail by trip, person, and length of time for the travel.

## Faculty Professional Development Proposal

Faculty Professional Development Proposal applications should include the following in this order:

1. Proposal Narrative – *Provide a written description of your proposed activity that includes the following information in the order provided. The narrative may not exceed five, single-spaced pages*
  - a. Activity – Describe the activity for which you are applying for support. If applying for travel to Fairfax, please provide a specific itinerary for the trip and evidence of approval from the home department.
  - b. Significance and outcomes – Describe how the activity will help you develop as an instructor, and the specific changes in your teaching or other instructional activity that you expect to derive from this activity, particularly with regard to the courses you are teaching for Mason Korea. Explain how the activity is expected to benefit your students and/or the MK community.
  - c. Materials to be Produced – Describe any materials that will be produced from this activity, such as a new special topics course, a new unit within a current course, a course redesign, etc.
  - d. Professional Association Membership (if applicable) – If the proposal includes membership in a professional association, describe the expected benefits to be derived from that membership.
2. Budget Summary and Justification – *Complete the Summary Budget Form and then provide a written Budget Justification explaining all expenses included on the Summary Budget Form.*
  - a. Summary Budget Form (see page 8) – Use the form provided below to prepare the budget.
  - b. Budget Justification (see page 9) – Write a brief paragraph explaining the expenses listed on the Summary Budget Form and how they were calculated.

## Considerations Before Budget Submission

Before presenting the budget proposal, take into account the following factors.

Eligible expenses: FRDA funding for professional development projects may be used as tuition for seminars and workshops related to the development of teaching skills, including those taught by Mason's Stearns Center; summer stipends to support the development of a new course or a new topic within a course, or other enhancements to our courses or curricula, including co-curricular experiences, and travel to and registration for conferences relevant to the applicant's area of instruction where the applicant is not a presenter; travel support to visit the Fairfax campus to engage with the home department, observe classes, and meet with colleagues at Fairfax. In addition, membership fees/dues for professional associations are considered eligible expenses.

Ineligible expenses: FRDA funding will not support academic-year course releases or supplemental salary, the purchase of computers or other equipment, books, housing for primary residence, or personal expenses (such as childcare, etc.).

### Labor:

Faculty may request two weeks summer course development pay at 1,500,000 KRW for two weeks of full-time work.

### Allowed Direct Expenditures:

Course or workshop tuition and fees

Conference travel and registration

Professional association membership dues/fees

## **Project Period and Fiscal Guidelines**

The project spans from June 15, 2024, to December 15, 2024, adhering to university fiscal and purchasing procedures.

Ensure adherence to allocated funding limits in the proposed budget.

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## **Final Report**

At the completion of the FRDA, applicants must submit a brief report. [Final report guidelines can be found at this link](#). Final reports will be due no later than February 28, 2025.

Investigator Name:

Project Title:

**SUMMARY BUDGET FORM**

On the summary budget form, please insert the totals for each line item. In the first column, enter the research funds requested. On the next page, provide a Budget Justification that provides more detail on these summary amounts.

**PROJECT PERIOD: June 15, 2024 – December 15, 2024**

<b>BUDGET LINE ITEMS</b>	<b>Research Funding</b>
Summer stipend	
Course or workshop tuition	
Conference travel and registration	
Professional association membership	
<b>TOTAL AMOUNT</b>	



Investigator Name:

Project Title:

**BUDGET JUSTIFICATION (Required)**

Please organize your budget justification in the same order as the budget summary form. For each of the amounts in the budget summary form, provide an explanation of how that amount was calculated. For example, identify summer salary and be sure to include fringe benefits as appropriate. For direct expenditures, provide enough detail so reviewers can understand the expenses. For example, for workshop fees, provide information about the event and the cost. For travel, estimate expenses following Mason travel guidelines, providing detail by trip, person, and length of time for the travel. Any professional association membership fees need to be explained by detailing how that membership will benefit Mason Korea.

## Evaluation Committee Process

The evaluation process will consist of the following steps. First, committee members will receive and evaluate each proposal independently using a predetermined rubric (please see below). Next, reviewer assessment scores will be compiled to create two ranking orders: one for research proposals and one for faculty professional development proposals. Finally, the evaluation committee will convene to closely examine each proposal, discuss rankings, and make decisions.

The evaluation rubric contains the following four criteria on which each proposal will be assessed: a) Temporal Feasibility, b) Proposal Quality, c) Clarity of Outcomes, and d) Feasibility of the Budget. “Temporal Feasibility” means the degree to which the proposed activities can be reasonably expected to be carried out in the time period allotted. This is determined based upon the information provided in the proposal narrative. “Proposal Quality” means the degree to which applicants clearly provide and expand on all of the requested information in the call. “Clarity of Outcomes” means the degree to which applicants provide sufficient detail on what the expected scholarly outcomes will be of proposed research projects or how professional development activities will contribute to the MK community. “Feasibility of the Budget” means the degree to which the proposed budget clearly and adequately justifies the use of funds, which requires the completion of both the budget and budget justification.

Because the reviewers may not be subject matter experts in the area of a given proposal, please assume that a non-technical audience will evaluate your proposal and use a non-technical vocabulary and writing style.

### Evaluation Rubric

Criteria	1	2	3
Temporal Feasibility	Proposed project/activity is misaligned with expectation for academic year.	Proposed project/activity is potentially feasible to be completed in the academic year.	Proposed project/activity is clearly feasible to be completed in the academic year.
Proposal Clarity	Proposal narrative has little to no detail on the proposed project/activity or is unresponsive to the call for proposals.	Proposal narrative is generally responsive to the call for proposals, with adequate details on the proposed project/activity as required by the call.	Proposal narrative is explicitly responsive to the call for proposals through specific details on the proposed project/activity as required by the call.
Clarity of Outcomes	Little detail is provided on the project/activity outcomes.	Adequate details are provided on the project/activity outcomes.	More than adequate details are provided on the project/activity outcomes.
Feasibility of the Budget	Expenses misaligned with proposal or insufficiently explained.	Expenses are generally aligned with the proposed project/activity and have adequate detail.	Expenses are precisely aligned with the proposed project/activity and more than adequate detail for the expenses is provided.

**Timeline:**

- Proposal Due Date: April 19, 2024
- Proposals Distributed to the Evaluation Committee: April 24, 2024
- Evaluation Committee members independently evaluate each proposal and submit rubrics to Faculty Affairs for compilation: May 20, 2024
- Evaluation committee convenes to discuss proposals and make decisions: June 7, 2024
- Faculty Announcement: June 14, 2024