

BURRELL COLLEGE OF OSTEOPATHIC MEDICINE

STANDARD OPERATING PROCEDURES

Faculty Research Support Fund	SOP #: RSP.034.00
Effective Date	10.17.2025
Last Revision/Review	

1. Purpose

The Office of Research & Sponsored Programs provides the Faculty Research Support Fund (FRSF) to support faculty in their research and scholarly activity endeavors. The FRSF helps in providing a potential pathway for the pursuit of necessary external funding, while contributing to both the investigator and broader institutional recognition.

2. Relevant Policy and Authorities

- RSP.008 – Burrell College, ORSP Research Account Purchasing

3. Eligibility

- All Burrell faculty are eligible to apply.
- A faculty member may only submit one proposal to the FRSF per year.

4. Funding Details

Awarded project funds may reach up to \$3,000 and must be utilized by June 30th of the academic year, of which the money was awarded. Project proposals may be resubmitted and considered for additional funding in subsequent fiscal years.

The approval of this extension will be based on the generated results and necessity of completing project goals.

Faculty Research Support Funds will not be disbursed without the completion and submission of a formal application. All applicants must ensure that their applications are submitted in accordance with this standard operating procedure.

5. Application

5.1 Application Process

Submit your request to the Faculty Research Support Fund via email to ORSP at grants@burrell.edu. Please follow the format below when preparing your proposal application:

Page 1: Face Page

- Project title (concise and reflective of the research focus)
- Applicant name, email address, and home department
- Project start and end dates (ensure feasibility within the timeline)
- Total budget requested (rounded to the nearest whole dollar)
- Abstract (≤250 words) summarizing the research question, objectives, methods, and expected outcomes

Page 2: Background, Rationale, and Specific Aims

- Background and Rationale:
Provide a brief overview of the problem or knowledge gap your research addresses. Include a summary of relevant literature to establish context and justify the importance of the proposed study.
- Specific Aims:
Clearly outline the measurable goals of your project. Each aim should be concise, achievable within the project timeline, and directly tied to the research question.

Page 3: Methodology and Project Timeline

- **Research Design:**
Describe the overall approach and framework guiding your study. Specify whether it is qualitative, quantitative, mixed-methods, or another design.
- **Data Collection:**
Detail the methods for gathering data, including instruments, sampling strategies, and procedures.
- **Data Analysis:**
Explain how you will analyze the data to address your research aims. Mention any statistical or thematic techniques you plan to use.
- **Project Timeline:**
Include a timeline that outlines major milestones and deliverables. You may use an additional page if needed to provide a detailed timeline.

Page 4–5: Anticipated Results and Impact

- **Expected Outcomes:**
Describe the deliverables, materials, and results you anticipate from the project. This may include publications, presentations, datasets, or prototypes.
- **Future Research Potential:**
Explain how the outcomes will support future research efforts, including potential for external funding, collaboration, or continued investigation.

Budget Summary:

- Provide a detailed breakdown of the total budget requested.
- Include justification for each item
- Ensure that all costs are reasonable and directly support the proposed activities.

5.2 Funding Allocation

- While the intention is to meet the requested amounts to fund submitted projects, FRSF requests may be limited depending on the number of proposals received and funds availability.

5.3 Approved Fund Usage

- **Allowed Expenses**
 - Research materials and supplies,
 - Specialized software or computational tools unavailable at the College,
 - Access to secondary datasets,
 - Statistical services, and
 - Publication fees
- **Unallowed Expenses**
 - Computer hardware, tablets, or related minor equipment,
 - Travel, food, participant costs,
 - Meeting registration, professional dues, subscriptions, and
 - Personnel salaries, both employee and contractors

5.4 Compliance & Research Ethics

- Recipients must adhere to Burrell College policies governing fund use.
- Research with involvement of human subjects, or use of biohazardous reagents requires prior approval by Burrell IRB or IBC respectively.
- Requested access to Burrell research laboratory facilities requires full compliance with laboratory protocol, and completion of all required training.

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- Recipients must acknowledge Burrell College funding in publications.

5.5 Faculty Responsibilities

- Faculty members must ensure purchases follow Burrell purchasing policies.

5.6 Access to Funds & Reimbursement

- ORSP budget manager monitors funds for the approved project budget.
- Funds must be utilized by June 30th of awarded year, all unused funds revert to ORSP.

5.7 Reporting Requirements

- Recipients submit a final report to ORSP by August 30th of funded year, to include:
 - Summary of findings,
 - All deviations from original research proposal, and
 - Clear data sharing plan with a timeline for resulting presentations and publications.

6. Reports/Charts/Forms/Attachments/Cross References

7. Maintenance

The Office of Research and Sponsored Programs will review yearly.

8. Signature

Signature on File	10.17.2025
Department Head of Research	Date

9. Distribution List

Internal/External

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (If applicable)	Approval Date