

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

MOA – 24/11

Approve  
Comments:

Disapprove

Other Action

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Andrew Hennlich

President, American Association of University Professors

Date

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**Western Michigan University  
Faculty Senate  
Memorandum of Action**

**MOA – 24/11**

Faculty Research and Creative Activities Support Fund (FRACASF) Distribution Policy

**Name of Council(s)/Committee(s):**

Research Policies Council

**Approval Date:**

11 November 2024

**RECOMMENDATION:**

**Implementation Date:**

Upon Administrative Approval

The Faculty Senate Research Policies Council (RPC) recommends that the four funds subsumed under the Faculty Research and Creative Activities Support Fund (FRACASF) be administered in a manner that is consistent with recent practices, and the 2021-26 Agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors as outlined in this document.



Mar 25, 2025

Andre Venter, Chair, Research Policies Council

Date

☐ Approve      ☐ Disapprove      ☐ Other Action  
Comments:



Mar 25, 2025

Amy Naugle, WMU Faculty Senate President

Date

☒ Approve      ☐ Disapprove      ☐ Other Action  
Comments:

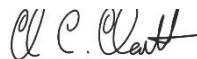


Apr 15, 2025

Remzi Seeker, Vice President for Research and Innovation

Date

☒ Approve      ☐ Disapprove      ☐ Other Action  
Comments:



Apr 16, 2025

Christopher Cheatham, Interim Provost and Vice President for Academic Affairs

Date

☒ Approve      ☐ Disapprove      ☐ Other Action  
Comments:



Apr 16, 2025

Edward Montgomery, WMU President

Date

**Western Michigan University  
Faculty Senate  
Memorandum of Action**

**MOA-24/11**

**Faculty Research and Creative Activities Support Fund (FRACASF)  
Distribution Policy  
(Superseding MOA-03/10, MOA-08/03, MOA-08/06, MOA-09/06, and MOA-16/02)**

**RECOMMENDATION**

The Faculty Senate Research Policies Council (RPC) recommends that the four funds subsumed under the Faculty Research and Creative Activities Support Fund (FRACASF) be administered in a manner that is consistent with recent practices, and the 2021-26 Agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors as outlined in this document.

**RATIONALE/PURPOSE**

In order to comply with the 2021-26 Agreement between Western Michigan University and the WMU Chapter of the American Association of University Professors (AAUP), this MOA will serve as a singular guiding document to clarify the purpose of each of the four programs subsumed under the FRACASF, describe who is eligible to receive the funds, the distribution process for each fund, and the role of the Research Policies Council in relation to each program. The relevant article is shown here:

*[Article 34.1 Principle: To encourage a high standard of excellence among the members of the faculty of Western Michigan University in significant scholarly research, rigorous scientific inquiry, original artistic activity, and inventive technology, a Faculty Research, Scholarship, and Creative Activities Support Fund, which includes the Faculty Research and Creative Activities Award (FRACAA), the Support for Faculty Scholars Award (SFSA), the Faculty Research Travel Fund (FRTF), and the Final Preparation and Publication of Papers and Exhibition of Creative Works Fund (PPP&E) has been established. The administration of the fund shall follow policies established by the Research Policies Council and approved by the Faculty Senate, and subsequently, recommended to the President of the University by the Faculty Senate and approved by the President of the University and the President of the Chapter. Awards supported by this fund shall be given only to bargaining unit faculty. The individual merits of a proposal shall be the primary consideration for any award decision regardless of the ability of any discipline to receive facilities and administrative costs. Faculty may receive travel support for up to two (2) professionally recognized meetings per year through the FRTF.]*

**STAKEHOLDERS**

Bargaining Unit Faculty  
Office of Research and Innovation

**HISTORY:**

- a) Effective date of current version: fall 2024
- b) Date first adopted: spring 2025
- c) Revision history: N/A
- d) Proposed date of next review: spring 2028

### **PROPOSED POLICY LANGUAGE:**

The Faculty Research and Creative Activities Support Fund includes four programs, each of which has a unique purpose, eligibility requirements, and distribution process. The four programs are as follows:

1. Faculty Research and Creative Activities Award (FRACAA)
2. Support for Faculty Scholars Award (SFSA)
3. Faculty Travel Fund (FTF) – formerly known as the Faculty Research Travel Fund
4. Final Preparation and Publication of Papers and Exhibition of Creative Works Fund (PPP&E)

### **General Role of the Research Policy Council (RPC)**

Before the end of the academic year (i.e., no later than April), the RPC shall allocate that year's FRACASF across the four programs and set limits for individual awards for the upcoming fiscal year based on the total funding amount as determined by the administration. Additional duties of the RPC with respect to the individual funds are described below.

### **Faculty Research and Creative Activities Award (FRACAA)**

Purpose: The primary purpose of the FRACAA program is to encourage and support faculty in significant research, rigorous scientific inquiry, original artistic activity, and inventive technology. A further purpose is to either (1) enable faculty to apply for external funds for future activities or (2) improve their ability to compete for external funds for future activities.

Eligibility: Individuals or groups of individuals eligible for awards are restricted to those holding board-appointed faculty rank (i.e., members of the bargaining unit) at the time the FRACAA proposals are due. For an application to be eligible for an award, it must comport with the application requirements and submission procedures as approved by the Research Policies Council. An applicant whose appointment at WMU terminates prior to or during the program year of award implementation may apply, but shall not receive an award until they have an appointment at WMU covering the program year of implementation. Previous FRACAA awardees and co-PIs are eligible only if they:

1. Presented a research poster at Research and Creative Activities Poster Day within one year of the end of the funding period.
2. Submitted a satisfactory final report for their most recent FRACAA and/or SFSA.
3. Submitted an external funding proposal in relation to their most recent FRACAA.
4. Completed requirement 3 within 18 months of the end of the year of FRACAA support.

The only exception to the eligibility criteria listed above is that no current member of the FRACAA Research Screening Committee is eligible to submit a proposal. Judgement of ineligibility may be appealed. Requests for appeal must be sent to the chair of the FRACAA Research Screening Committee. The chair then holds a meeting that includes themselves, the appellant faculty member, and the FRACAA WMU ORI fund coordinator. If the chair and the fund coordinator both agree to accept the appeal then applicant is found to be eligible to apply. Deadline for appeal is one month prior to the deadline for proposals. Results of the appeal are considered final.

Distribution process: These awards are competitive. The FRACAA Research Screening Committee will evaluate all eligible applications based on merit. Applications that are deemed sufficiently meritorious will be scored. These scores will be the basis for final determination of awardees.

Role of the RPC: The RPC will determine application requirements, submission procedures, deadlines, and evaluation procedures based on recommendations from the Chair of the FRACAA Research Screening Committee.

### **Support for Faculty Scholars Award (SFSA)**

Purpose: The purpose of the SFSA is to support faculty research and creative activities that will advance the scholarly reputation of WMU and the applicant.

Eligibility: Individuals or groups of individuals eligible for awards are restricted to those holding board-appointed faculty rank (i.e., members of the bargaining unit) at the time the SFSA proposals are due. For an application to be eligible for an award, it must comport with the application requirements and submission procedures as approved by the Research Policies Council. An applicant whose appointment

at WMU terminates prior to or during the program year of award implementation may apply, but shall not receive an award until they have an appointment at WMU covering the program year of implementation. Previous SFSA awardees are eligible only if they submitted a satisfactory final report for their most recent SFSA. The only exception to the eligibility criteria is that no current member of the RPC is eligible to submit a proposal unless they recuse themselves from the review process. Judgement of ineligibility may be appealed. Requests for appeal must be sent to the chair of the RPC. The chair then holds a meeting that includes themselves, the appellant faculty member, and the WMU ORI fund coordinator. If the chair and the fund coordinator both agree to accept the appeal then applicant is found to be eligible to apply. Deadline for appeal is one month prior to the deadline for proposals. Results of the appeal are considered final.

Distribution process: These awards are competitive. Faculty who are members of the RPC (except for those who are ex-officio members) will evaluate all eligible applications based on merit. Applications that are deemed sufficiently meritorious will be scored. These scores will be the basis for final determination of awardees.

Role of the RPC: The RPC will determine application requirements, submission procedures, deadlines, and evaluation procedures.

### **Faculty Travel Fund (FTF)**

Purpose: The purpose of the FTF is to provide financial assistance for travel to meetings of professional organizations or other venues at which a faculty member will (a) report on their scholarly activities (b) exhibit or perform creative works; or (c) demonstrate original teaching/training/coaching methods whether these activities are completed individually, as a member of a research group, or in conjunction with student(s) under their direct supervision;

Eligibility: Individuals or groups of individuals eligible for awards are restricted to those holding board-appointed faculty rank (i.e., members of the bargaining unit). For an application to be eligible, the department chair or their designee must certify that the relevant travel is meritorious and is of a kind as specified in the purpose of the program as described above. Examples of travel that is not eligible include chairing a meeting or panel without presenting; attending a meeting as a board member without presenting; serving as a moderator; serving as a commentator or respondent.

Distribution process: All eligible applicants who are applying for the first time in the current fiscal year will be awarded. Applicants applying for the second time will receive funds after the fiscal year is concluded if the program has any unspent funds remaining. To determine the award amount for the second applications, the total amount of unspent funds will be divided by the number of second applications, then distributed equally across all second-time applicants.

Role of the RPC: The RPC will determine application requirements and submission procedures.

### **Final Preparation and Publication of Papers and Exhibition of Creative Works Fund (PPP&E)**

Purpose: The purpose of the PPP&E is to support the dissemination of scholarly and creative work of the faculty in ways that enhance the reputation of WMU and the applicant.

Eligibility: Individuals or groups of individuals eligible for awards are restricted to those holding board-appointed faculty rank (i.e., members of the bargaining unit). For an application to be eligible, the department chair or their designee must certify that the relevant scholarly or creative work is meritorious.

Distribution process: PPP&E will be distributed on a first-come, first-serve basis.

Role of the RPC: The RPC will determine application requirements and submission procedures.