Southern CT State University Faculty Creative Activity Research Grants Application Guidelines for 2019-2020

Project Performance Period: July 1, 2020, to June 30, 2021

General Provisions

These guidelines are intended to guide application and distribution of the research grant fund created by Faculty Senate Resolution S-10-03, Proposal Concerning University Support of Creative Activity, approved April 26, 2010/revised November 9, 2011.

**Composition of the University Grants Committee**

Faculty Creative Activity Research Grants (FCARG) are screened by a University Grants Committee, comprised of 7 elected faculty members: four (4) from The School of Arts and Sciences; one (1) from The School of Education; one (1) from The School of Health and Human Services; and one (1) from The School of Business.

There shall be three alternate members elected by the faculty. Alternates shall take the place of voting members under the following circumstances:

a. when a voting member is applying for a FCARG that year; or,  
b. when a voting member resigns; or,  
c. under other circumstances, such as prolonged absence, as evaluated by the committee.

**Statement on Applicant Eligibility**

FCARG applicants must be tenured or tenure-track members of the faculty and should intend to remain on the faculty for the duration of the grant-supported activity, including the project reporting phase. If the position is vacated during the period of the grant-supported activity, the awardee will be required to repay the grant to the University. Faculty receiving or applying for CSU-AAUP Research Grants are eligible to apply, as are faculty planning sabbatical leaves. Faculty on unpaid leave are not eligible to apply, nor are University Grants Committee members.

Performance Period

Application is made in the fall semester of each *academic* year for grant funding in the *following* *fiscal* year Grant applications reviewed during the Fall 2019 semester are requests for funding during the 2020 fiscal year (July 1, 2020, through June 30, 2021—the *performance period*).

Guidelines

These guidelines detail the following aspects of the competition: Funding Priorities; Proposal Review Criteria; Procedures for Review of the Proposals by the University Grants Committee; Proposal Components and Rules for Submission; and, Calendar.

Funding Priorities

The program seeks quality proposals that enhance the educational mission, visibility, and research stature of Southern Connecticut State University. For the purposes of this grant competition a broad definition of research is adopted. Research is defined as any scholarship activity which results in one or more of the following: 1) the creation of new knowledge in a particular discipline, including making connections across traditional fields (i.e., multidisciplinary research); 2) the application of disciplinary/multidisciplinary knowledge, methodologies, and/or insights to problems of individuals or groups in the broader society; 3) the production of creative works in the arts; and 4) research in student learning within a discipline or area of learning. Curriculum development and faculty development projects will not be funded by the FCARG program; projects in those areas are best suited for programs supported under sections 9.6 and 10.6.5 of the CSU-AAUP contract.

In addition, proposals submitted to this research program should take into account one or more of the following aspects of faculty research:

1. Establish new research (in the broad definition of the previous paragraph) at the university
2. Support faculty in the continuation and completion of meritorious research
3. Encourage the development of projects with potential for external funding

Proposal Review Criteria

The University Grants Committee shall use the following criteria to rate the quality and completeness of the proposals submitted:

1. Significance: Presentation of a well-focused and worthy purpose in the context of previous research
2. Work Plan: An appropriate and feasible methodology and a plan of action and/or conditions that will result in the accomplishment of the objectives of the project in the context of the particular area of research. The plan should be appropriate to the nature and area of research of the proposal and may include a timeline accordingly.
3. Outcomes and Reporting: Likelihood of achieving significant outcomes such as publications in refereed journals, conference presentations, performances, exhibitions, or other means of dissemination of research results. Submission of a proposal to an external agency for funding is a legitimate and encouraged outcome. A final report highlighting the scholarly accomplishments is due 90 days after the completion of any funded project. Reports of joint projects should reflect the contributions of individual participating faculty.

Procedures for Review of the Proposals by the University Grants Committee

Faculty Creative Activity Research Grant proposals are reviewed, screened, and scored by the University Grants Committee, comprised of 7 SCSU faculty members: four (4) from Arts and Sciences; one (1) from Education; one (1) from Health and Human Services; and one (1) from Business.

Scoring

*level-one review (SCREENING)*

After full discussion and deliberation on grant applications using the criteria in Funding Priorities and Proposal Review Criteria, the committee shall conduct an initial yes/no vote on each grant application via secret ballot. Applications receiving a majority “yes” vote in the level-one review ballot shall constitute the pool of applications to be scored and ranked in the level-two review process (described below); applications receiving a majority “no” vote in the level-one review ballot shall be eliminated from further consideration.

*level-TWO review (SCORING)*

For each application remaining in the pool of active applications after level-one review, each member of the grants committee will be asked to assign a score from "1" for weak to "5" for excellent for each of the items 1 to 3 listed in the Proposal Review Criteria section. The combined scores should produce a total proposal score ranging from a low of 21 to a high of 105. The University Grants Committee will meet to review and discuss these applications and scores as the basis for determining the final ranking according to which proposals are recommended for funding.

Proposal Components and Rules for Submission

A grant proposal must contain the following components and adhere to the following rules:

1. Cover sheet with abstract and sign off: Please use the exact format provided in Appendix A.1. This form must be signed and dated by each participating faculty member.
2. Proposal narrative: The narrative should be organized using headings 1 to 3 of the Proposal Review (Significance; Work Plan; Outcomes and Reporting). The narrative should be limited to 1200 words in up to five pages of printed text using Times New Roman 12-point (or equivalent) font, in double spaced paragraphs and one-inch page margins, top, bottom, left and right. For the added space allocation permitted in joint proposals please see number 7 below. Cover page, curriculum vita(e), and other appendices do not count towards the narrative word and page limits. To maintain the page limit, appendices with graphics and similar elements are recommended only for cases when they are considered a crucial and necessary part of the application. Additional appendices may be attached at the writer's discretion and should be labeled Appendix B, C, etc. Optional appendices will not be scored and reviewers will be free to judge their relevance in support of the narrative. Submissions are scored by a group of peer faculty who are not necessarily specialists in the specific discipline of the proposal. Therefore, the proposal should give enough specific information on the significance of the research and the soundness of the methodology in the context of the particular discipline to allow a reasonable review. A brief outline of related research undertaken by the applicant and/or others will help the reviewers understand the significance of the project.
3. Award: Awards are given in the amount of $2,500 stipends per proposal. No budgetary information should be included in the application. The grant awards are stipends to support research time.
4. Two-page curriculum vita(e): Please include brief vita(e) of no more than two pages highlighting educational background, professional experiences, and scholarly accomplishments of participants. Curriculum vita(e) in excess of the two-page limit per faculty will be disregarded.
5. Human subjects and vertebrate animals: Research involving either human subjects or the use of vertebrate animals must be indicated on the proposal cover sheet. Once a project is funded, the awardee must seek approval from the Institutional Review Board (IRB) for human research subjects or the Institutional Animal Care and Use Committee (IACUC) for vertebrate animals. The appropriate committee should be contacted for information on submission procedures and timing. In no case should work with human beings or vertebrate animals as research subjects be undertaken until the proper approval is obtained. The review of the proposal will include notification to the university regarding the need for compliance according to the procedures mandated by the IRB or IACUC. Failure to obtain the proper approval may result in termination of the award and recovery of the stipend. Letters of approval from the IRB or IACUC must be attached to the final report.
6. Number of copies: Seven (7) COPIES of the proposal should be submitted to the SCSU Office of Faculty Development (Buley Library, room 216) by the date and time specified in the calendar section of this document.
7. Joint proposal conditions: A joint proposal may be submitted by two or more members of the faculty and may be funded at the standard limit of $ 2,500 per proposal. The $2,500 award for a joint proposal will be divided among the faculty who filed it. Joint proposals should specify the individual contributions and adequate level of participation by each of the faculty members participating in the collaboration. In order to allow space for this description, the five-page proposal limit is increased by one additional page (up to 240 additional words of double-spaced printed text) per additional faculty member participating in the collaboration.
8. Number of proposals in which a given faculty participates: A faculty member may only submit one proposal (individually or collaboratively).
9. Eligibility note: A faculty member receiving a CSU-AAUP Research grant is eligible to receive a FCARG.
10. Proposal checklist  
    For your convenience, a proposal checklist is provided in Appendix A.2. Do not submit this form with your application.

Important notices

* Proposals failing to adhere to any of the items, 1-10 above, will not be reviewed.
* Proposals will not be returned.
* Funded proposals may be made available for examination by interested parties.
* A lack of compliance with programmatic or fiscal reporting requirements related to this program will be handled in accordance with University procedures.

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| AY 2020-2021 Faculty Creative Activity Research Grants Calendar  **Wednesday, October 2, 2019, by 4:00 PM** (1st Wednesday in October by 4:00 PM)  Deadline to deliver seven (7) copies of the proposal to the Office of Faculty Development (**Buley Library, room 216).** *No proposals will be accepted after this closing date and time.*  Monday, November 11, 2019, by 4:00 PM (2nd Monday in November by 4:00 PM)  SCSU University Grants Committee submits recommendations for funding to the Faculty Senate and the University Provost.  Monday, December 2, 2019. (1st Monday in December)  SCSU Provost approves recommendations and announces awards.  By September 30, 2021 (for project year 2020-2021), the principal contact for each project submits a report describing the results of the research to the Office of Faculty Development (Buley Library, room 216). |

Appendix A.1: 2020-2021 Faculty Creative Activity Research Grant Proposal Cover Sheet

Faculty Rank of Principal Contact:

Last Name:

First Name:

Department:

Funding Request: **$2,500**

Is this a Joint Proposal?  Yes No

If Yes, please fill in information for co-proposers (add separate sheets if needed):

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rank\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail of Principal Contact: Phone Number of Principal Contact:   
Campus Address of Principal Contact:

Please mark the one disciplinary grouping in which this project best fits (for informational purposes only):

Fine Arts and Humanities Social Sciences, Business and Education

Life and Physical Sciences, Mathematics Computer Science, Engineering and Technology

Project Title:

ABSTRACT (Limit: 100 words)

IRB/IACUC Statement

(If "yes" to either question please see Section 5, p. 3 of the program guidelines)

YES NO

Does your research involve human beings as research subjects?

Does you research involve vertebrate animals?

Sign-Off Statement (Must be signed individually by each faculty applicant; please add separate sheets if needed)

I hereby acknowledge my understanding that lack of compliance with the format and terms required in the 2019-2020 Faculty Creative Activity Research Grant Guidelines may result in the proposal being disqualified without review.

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| --- | --- | --- |
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| Signature of Permanent, Full-Time Faculty |  | Date |

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| --- | --- | --- |
|  |  |  |
| Signature of Permanent, Full-Time Faculty |  | Date |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| Signature of Permanent, Full-Time Faculty |  | Date |

Appendix A.2: PROPOSAL CHECKLIST

Please utilize the following checklist to ensure that all critical parts of the application have been included in the following order and within the basic guidelines:

1. Cover Sheet
   1. All the following boxes are marked appropriately
      1. Is this a Joint Application?
      2. What research category are you applying for?
      3. IRB/IACUS statement boxes
   2. Abstract is 100 words or less
   3. The form is signed and dated by each participating faculty member.

1. Narrative
   1. Text is double-spaced, in Times New Roman 12-pt or equivalent font, with 1” margins.
   2. The narrative is no longer than 1200 words (for joint proposals, up to 240 additional words in one page are permitted per additional participating faculty member). The printed narrative should be no longer than 5 pages, including the following sections: Significance, Work Plan, and Outcomes and Reporting. For joint proposals, an additional double-spaced page is permitted per participating faculty member.
   3. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes and Reporting).

1. Curriculum vita(e)

Vita is no more than 2 pages per applicant

1. Appendices (optional, please label Appendix B, C, etc. as needed)

All optional appendices should follow the vita(e)

1. Submission of proposal

Seven copies of the proposal are submitted by the deadline to the Office of Faculty Development.