

Southern Connecticut State University
FACULTY SENATE

APPROVED MINUTES OF MARCH 25, 2020

<https://inside.southernct.edu/faculty-senate/meetings>

The 11th meeting of the Faculty Senate AY 2019-2020 was held on March 25, 2020 at 12:10 p.m. via WebEx.

Attendance

Dave Allen <i>Accounting</i> 7/11	Matthew Ouimet <i>Counseling</i> 11/11	Sandip Dutta <i>Finance</i> 5/11	Robert Forbus <i>Marketing</i> 7/11	David Pettigrew <i>Philosophy</i> 8/11	Angela Lopez-Velasquez <i>Special Education</i> 9/11
William Farley <i>Anthropology</i> 7/11	Natalie Starling <i>Counseling & School Psychology</i> 11/11	Peter Latchman <i>Health & Movement Sciences</i> 9/11	Joe Fields <i>Mathematics</i> 10/11	Binlin Wu <i>Physics</i> 6/11	Douglas Macur <i>Theatre</i> 7/11
Jeff Slomba <i>Art</i> 10/11	Beena Achhpal <i>Curriculum & Learning</i> 7/11	Robert Gregory <i>Health & Movement Sciences</i> 10/11	Klay Kruczek <i>Mathematics</i> 11/11	Jon Wharton <i>Political Science</i> 9/11	Luke Eilderts <i>World Languages & Literatures</i> 11/11
Kevin Siedlecki <i>Athletics</i> 10/10	Maria Diamantis <i>Curriculum & Learning</i> 10/11	Tom Radice <i>History</i> 11/11	Jonathan Irving* <i>Music</i> 0/11	Michael Nizhnikov <i>Psychology</i> 9/11	
Sarah Crawford <i>Biology</i> 8/11	Dushmantha Jayawickreme <i>Earth Science</i> 11/11	Darcy Kern <i>History</i> 6/11	Frances Penny <i>Nursing</i> 10/11	Kate Marsland <i>Psychology</i> 10/11	Deborah Weiss <i>Faculty Senate President</i> 11/11
Mina Park <i>Business Information Systems</i> 8/10	Sanja Grubacic <i>Economics</i> 8/11	Yan Liu* <i>Information & Library Science</i> 5/11	Joanne Roy <i>Nursing</i> 3/3	William Faraclas <i>Public Health</i> 10/11	Cindy Simoneau <i>Undergraduate Curriculum Forum</i> 10/11
Jeff Webb <i>Chemistry</i> 11/11	Peter Madonia* <i>Educational Leadership</i> 4/11	Jerry Dunklee <i>Journalism</i> 11/11	Obiageli Okwuka <i>Part-time Faculty</i> 10/11	Michael Dodge <i>Recreation, Tourism & Sport Management</i> 9/11	Cynthia O'Sullivan <i>Graduate Council</i> 6/10
Barbara Cook <i>Communication Disorders</i> 11/11	Mike Shea <i>English</i> 10/11	Parker Fruehan <i>Library Services</i> 11/11	VACANT <i>Part-time Faculty</i>	Paul Levatino <i>Social Work</i> 9/11	Aidan Coleman <i>Student Government Association</i> 8/11
Derek Taylor <i>Communication, Media & Screen Studies</i> 10/11	Paul Petrie <i>English</i> 11/11	Jacqueline Toce <i>Library Services</i> 11/11	Mary Ellen Minichiello <i>Part-time Faculty</i> 7/11	Stephen Monroe Tomczak <i>Social Work</i> 11/11	Dr. Joe Bertolino <i>SCSU President</i>
Mohammad T. Islam* <i>Computer Science</i> 5/11	Matthew Miller <i>Environment, Geography & Marine Studies</i> 11/11	Carol Stewart <i>Management, International Business & Public Utilities</i> 7/11	Walter Stutzmann <i>Part-time Faculty</i> 10/11	Cassi Meyerhoffer* <i>Sociology</i> 2/3	
<u>Guests:</u> R. Prezant (Provost) S. Bullmer (Dean, HHS) C. Bielitz (AA)	I. Crawford (AA) E. Durnin (Dean, BUS) M. Rozewski (EVP FIN)	M. Kingan (VP IA) J. Edstrom (EM) S. Hegedus (Dean, EDU) M. Vancour (HHS)	A. Carroll (Reg) D. Reinman (IT) R. Regos (Off. Pres.) H. Marx (EDU) B. Kalk (Dean, AS)	K. Martinez (NUR) T. Brolliar (IT) T. Tyree (VP SA) J. Guerrucci	C. Hlavac (AS) T. Griffiths B. Zamfir (Ed/Assistive Tech)

An asterisk denotes an absence. Overall attendance recorded below each member.

Faculty Senate President D. Weiss called meeting to order at 12:10 p.m.

I. Minutes of the previous meeting held on February 25, 2020 were accepted as distributed.
<https://inside.southernct.edu/faculty-senate/meetings>

II. President's Report
<https://inside.southernct.edu/faculty-senate/meetings>

III. Standing Committees: reports received.

IV. Special Committees: reports received.

V. New Business

1. Faculty Senate Executive committee **moved to approve the Resolution Regarding Pass/Fail Option for Students for the Spring 2020 Semester.**

- a. Vote tally
Yes..... 36
No 9
- b. Motion to approve resolution **passes.**

2. Faculty Senate Executive committee **moved to approve the Resolution Regarding Course Withdrawals and Incompletes for the Spring 2020 Semester.**

- a. Vote tally
Yes..... 46
No 1
- b. Motion to approve resolution **passes.**

3. Faculty Senate Executive Committee **moved to approve the Resolution Regarding Faculty Choice in Administering Student Opinion Surveys in the Spring 2020 Semester.**

- a. Vote tally
Yes..... 41
No 3
- b. Motion to approve resolution **passes.**

4. Faculty Senate Executive Committee **moved to approve the Resolution Regarding Authorizing the Faculty Senate Executive Committee to Act on Behalf of the Faculty Senate During Emergency Situations.**

- a. P. Petrie **moved to strike “During Emergency Situations” and insert “Because of the COVID-19 pandemic.”**
 - i. Vote tally
 - ii. Yes..... 37
 - iii. No..... 8
 - iv. Motion to amend **approved.**
- b. Vote tally
Yes..... 40
No 2

- c. Motion to approve resolution **passes**.
- 5. W. Faraclas **moved to approve the Resolution Regarding Revising the Guidelines for Faculty Creative Activity Research Grants (FCARG).**
 - a. D. Pettigrew **moved to postpone debate until the next meeting.** Motion **seconded**.
 - i. Vote tally
 - Yes..... 21
 - No..... 23
 - ii. Motion to postpone debate **fails**.
 - b. Vote Tally
 - Yes..... 39
 - No 3
 - c. Motion to approve resolution **passes**.

VI. Adjournment
 Adjourned at 2:02 p.m.

L. Eilderts
 Secretary

Resolution Regarding Pass/Fail Option for Students for the Spring 2020 Semester

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty; and

Whereas, The extenuating circumstances caused by COVID-19 have resulted in students being required, abruptly, and without choice or adequate preparation time, to adjust to their courses being taught remotely instead of being delivered onsite; and

Whereas, Students may be disadvantaged by these changes, resulting in poorer class performance that does not reflect their typical classroom performance; and

Whereas, Faculty wish to provide students with every opportunity to achieve successful completion of their courses this semester, stay on track towards their graduation, and reduce the level of stress that they are likely experiencing; and

Whereas, Allowing students to take courses on a Pass/Fail basis could provide them with an option that will help to achieve the above; and

Whereas, The current pass/fail option is not adequate to accomplish this given its restrictions and given the fact that Students would have needed to elect a course as Pass/Fail by the fourth week of the semester, which has already passed; now, therefore, be it

Resolved, That, given the changed conditions of curriculum delivery, the following revised pass/fail documents be approved, for the Spring 2020 semester, in order to provide students with maximum flexibility.



Registrar's Office
501 Crescent Street
New Haven, CT 06515-1355
Phone: 203-392-5301
Fax: 203-392-7144
Email: Registrar@SouthernCT.edu
Web: OneStop.SouthernCT.edu

Pass-Fail Contract (Graduate)

Note: This is a policy amendment for spring 2020 courses only.

Student ID: _____
Name: _____
Semester/Year: _____
Course: Subject: _____ Course #: _____ Section #: _____
Course Title: _____
Program: _____

General Regulations and Information Concerning the Pass-Fail Option

On a department-specific basis, and with the approval of their graduate program adviser, matriculated students in some programs are eligible to register for certain courses on a pass-fail basis. The Pass-Fail option is blind in that the instructor is not aware of the student's use of the Pass-Fail option until after the grades are submitted. As decided by the department, required or elective courses may be taken under the Pass-Fail option. Undergraduate courses listed in any program that students are required to take to strengthen their academic backgrounds may not be taken under the Pass-Fail option. During the Spring 2020 semester, there is no limit on the number of courses, that may be taken under the Pass-Fail option. The final grade will be reported as "P" if the final grade earned is "C" or higher. This grade earns zero quality points and has no effect on the GPA but does count as attempted credit. If the final grade earned is "C-" or below, the final grade will be reported as "F". This grade earns zero quality points, but will impact the GPA, and does count as attempted credit. Courses taken for pass-fail might not be accepted for transfer credit when attending another institution; are excluded from GPA calculations which may impact a student's ability to meet certain GPA requirements needed for their program or graduation; and may not be satisfactory in meeting prerequisite requirements when applying to other graduate programs.

Agreement

I wish to take the course listed above under the Pass-Fail Option. I have read and understand the general regulations and information pertaining to the Pass-Fail Option and accept responsibility for the consequences of this election. I further recognize that once I have selected the Pass-Fail option, it will not be possible to revert back to a graded option. I understand that this contract must be approved by my advisor and submitted to the Registrar's Office by May 1, 2020.

Student Signature: _____ Date: _____

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email without a signature.

Approval

Program Requirement Free Elective

Advisor Signature: _____ Date: _____

Revised 3/25/2020



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Pass-Fail Contract (Undergraduate)

Note: This is a policy amendment for spring 2020 courses only.

Student ID: _____
Name: _____
Semester/Year: _____
Course: Subject: _____ Course #: _____ Section #: _____
Course Title: _____
Major: _____

General Regulations and Information Concerning the Pass-Fail Option

With the approval of their adviser (and of their department chairperson for courses in the student's major or minor), matriculated students are eligible to register for certain courses on a pass-fail basis. The Pass-Fail option is blind in that the instructor is not aware of the student's use of the Pass-Fail option until after the grades are submitted. The Pass-Fail option may be used for electives, the Liberal Education Program, or the requirements of a major or minor (as decided by the department housing the major or minor). During the Spring 2020 semester, there is no limit on the number of courses that may be taken under the Pass-Fail option. The final grade will be reported as "P" if the final grade earned is "D-" or higher. This grade earns zero quality points and has no effect on the GPA but does count as attempted credit. If the final grade earned is not passing, the final grade will be reported as "F". This grade earns zero quality points, but will impact the GPA, and does count as attempted credit. Courses taken for pass-fail might not be accepted for transfer credit when attending another institution; are excluded from GPA calculations which may impact a student's ability to meet certain GPA requirements needed for their major, graduation, or honors; and may not be satisfactory in meeting prerequisite requirements when applying to graduate programs.

Agreement

I wish to take the course listed above under the Pass-Fail Option. I have read and understand the general regulations and information pertaining to the Pass-Fail Option and accept responsibility for the consequences of this election. I further recognize that once I have selected the Pass-Fail option, it will not be possible to revert back to a graded option. I understand that this contract must be approved by my advisor and submitted to the Registrar's Office by May 1, 2020.

Student Signature: _____ Date: _____

Note: Students may create a digital ID using their SCSU email by clicking the signature block above, or the form may be accepted as an attachment from their SCSU email without a signature.

Approval

LEP Area: _____ Major Requirement _____ Minor Requirement _____ Free Elective _____

Advisor Signature: _____ Date: _____

Department Chairperson Signature: _____ Date: _____
(for major or minor requirements only)

Revised 3/25/2020

Resolution Regarding Course Withdrawals and Incompletes for the Spring 2020 Semester

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty; and

Whereas, The extenuating circumstances caused by COVID-19 have resulted in students being required, abruptly, and without choice or adequate preparation time, to adjust to their courses being taught remotely instead of being delivered onsite; and

Whereas, Students may be disadvantaged by these changes, resulting in poorer class performance that does not reflect their typical classroom performance; and

Whereas, Faculty wish to provide students with increased flexibility to make critical decisions regarding their courses; and

Whereas, Revising the Course Withdrawal and Incomplete Grade policies would provide students with increased flexibility; now, therefore, be it

Resolved, That the following policy be implemented:

Incomplete Grades and Withdrawal from Courses

The current policy for a student to request an ‘I’ (Incomplete grade) provides the student with 30 days into the next semester (September 25, 2020) to complete the work. The faculty member can issue a grade change to I+ (Incomplete Extension) at the end of the 30 days (or before) which extends the deadline to any date they choose. For courses taken in the Spring 2020 semester only, at any point, the student can request that the “I” or “I+” be converted to a “W” (Withdraw) grade, which will not earn course credit or count towards the student’s program, nor will it adversely affect the student’s Grade Point Average (GPA).

The Course Withdrawal deadline shall be extended from “prior to the tenth week of classes” to May 1, 2020. The Late Course Withdrawal policy shall be extended beyond the end of classes to include any extension based upon “I” (Incomplete) status.

Students who do not make any attempt to complete the semester, or work with the faculty member to withdraw, or to obtain an Incomplete will receive an “F” (Fail grade). The University is required by federal regulation to report an “F” with a last date of attendance for any student who failed due to dropping out.

Resolution Regarding Faculty Choice in Administering Student Opinion Surveys in the Spring 2020 Semester

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty; and

Whereas, The extenuating circumstances caused by COVID-19 have resulted in most Faculty being required to change their pedagogy abruptly, without choice, and without adequate preparation time; and

Whereas, Student Opinion Surveys are instrumental in Faculty evaluations utilized for renewal, promotion, tenure, and professional assessment; and

Whereas, Although the Collective Bargaining Agreement mandates the use of Student Opinion Surveys (4.11.7), the CBA does not state that these must be collected every semester, or for each class. Further, per the CBA (4.11.8), "...the procedure for collecting, routing, and disposition of the surveys shall be recommended by the Senate and approved by the President." ; and

Whereas, Faculty would be disadvantaged by the results of Student Opinion Surveys that do not reflect their typical teaching performance; and

Whereas, Providing faculty with the option to administer or not administer Student Opinion Surveys for the Spring 2020 semester will ensure that they are not disadvantaged unfairly by the results of these surveys; and

Whereas, The creation of this option for the Spring 2020 Semester has been recommended by the Faculty Senate Executive Committee; now, therefore, be it

Resolved, That faculty be given the option to choose whether or not they shall administer Student Opinion Surveys for the Spring 2020 semester ; and be it further

Resolved, That after being tabulated, the Student Opinion Surveys shall be routed only to the faculty member and not to any other third party; and be it further

Resolved, That faculty shall not be penalized in any manner by evaluators at every step of the evaluation process if they choose not to include Student Opinion Surveys from the Spring 2020 semester in their evaluation files.

Resolution Regarding Authorizing the Faculty Senate Executive Committee to Act on
Behalf of the Faculty Senate because of the COVID-19 Pandemic

Whereas, Southern Connecticut State University exists for the primary purpose of furthering academic excellence; and

Whereas, The SCSU Faculty Senate is the official representative body of the Academic Faculty; and

Whereas, The extenuating emergency circumstances caused by COVID-19 have resulted in closure of the campus and changes in the way pedagogy and routine business is conducted; and

Whereas, During periods of such extenuating, emergency circumstances, it often becomes necessary for decisions to be made in an expedited manner for time-sensitive issues. Examples of such decisions include, but are not limited to, pass/fail grade option for students, extension of course withdrawal period, etc.; and

Whereas, Faculty and students might be harmed by the delay of certain decisions during times of emergency; and

Whereas, It is not always possible to convene the full Faculty Senate due to time constraints or other considerations; and

Whereas, The members of the Faculty Senate Executive Committee (FS EC) are the elected members of their respective standing committees; now, therefore, be it

Resolved, That the Faculty Senate Executive Committee shall be authorized to act on behalf of the Faculty Senate because of the COVID-19 pandemic; and be it further

Resolved, That routine Faculty Senate business, such as approval of Faculty Senate documents shall not be approved in this manner; and be it further

Resolved, that prior to acting on behalf of the Faculty Senate, the issue at hand will be described to the Faculty Senators in writing and they will be invited to present questions and opinions in writing within 24 hours in order to assist the FS EC in making its decision.

Resolution Regarding Revising the Guidelines for Faculty Creative Activity Grants (FCARG)

SOUTHERN CONNECTICUT STATE UNIVERSITY FACULTY SENATE

RESOLUTION REGARDING REVISING THE GUIDELINES FOR FACULTY CREATIVE ACTIVITY RESEARCH GRANTS

Whereas, Southern Connecticut State University (SCSU) exists for the primary purpose of furthering academic excellence; and

Whereas, as the official representative body of the academic Faculty, the SCSU Faculty Senate endeavors continually to promote academic excellence; and

Whereas, Faculty Creative Activity Research Grants (FCARG) support academic excellence; and

Whereas, it benefits the University to provide as many FCARG awards as possible; and

Whereas, a potential to provide more awards will result from expanding the ways in which faculty members can receive FCARG funds, whereby some of the funding currently used for fringe can be redirected to the funding of more awards; and

Whereas, expanding the ways in which faculty members can receive funding, while maintaining merit based review, will be advantageous to recipients who use the award to make purchases for their research; and

Whereas, revising the application deadline can make the application process more accessible; and

Whereas, efficiency can be realized by moving to an electronic application system; and

Whereas, clarification of eligibility for certain faculty members can enhance the pool of applicants; and

Whereas, a minor change in committee composition will allow the election of an at-large member; therefore be it

Resolved, That the Guidelines for Faculty Creative Activity Research Grants be revised as reflected in the following document.

Presented, 2/26/20 by the FS Finance Committee

Southern CT State University Faculty Creative Activity Research Grants Application Guidelines

Project Performance Period: July 1 to June 30

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, and February xx, 2020.

Composition of the University Grants Committee

Faculty Creative Activity Research Grants (FCARG) are screened by a University Grants Committee, comprising 7 elected faculty members: three (3) from the College of Arts and Sciences; one (1) from the College of Education; one (1) from the College of Health and Human Services; one (1) from the School of Business, and one (1) at-large member.

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. A member of the University Grants Committee may not serve on the committee during a year when applying for a FCARG.

A faculty member may apply for a grant while on unpaid leave anticipating a return and ability to complete the work of the grant during the performance period of the grant.

Performance Period

Application is made in the fall semester of each *academic* year for grant funding in the *following fiscal* year. The fiscal year is 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; Final Report from awardees 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 must be appropriate to the nature and area of research described in the proposal and may include a timeline accordingly.
3. **Outcomes:** 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.

Procedures for Review of the Proposals by the University Grants Committee

Faculty Creative Activity Research Grant proposals are reviewed by the University Grants Committee in a three-level process that includes screening, scoring and evaluating the budget. To ensure that decisions are made on the basis of merit, and not on financial impact, the Committee shall complete screening and scoring of applications and then rank them in descending order. Evaluation of budgets for applications with spending accounts shall not take place until after the ranking of applications has been completed.

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.

LEVEL-THREE REVIEW (BUDGET EVALUATION)

After applications have been ranked, the committee shall calculate the cost of each proposal according to the direct expenses listed and the fringe charged for stipends. The fringe rate will be obtained from the Office of the Provost prior to the level-three review. The number of awards will be determined by how many applications, in order of rank, can be funded by the amount of the FCARG allocation established annually by the Provost in consultation with the Faculty Senate President.

Proposal Components and Rules for Submission

To be considered, grant proposals shall be submitted electronically and must contain the following components and adhere to the following rules:

1. **Cover sheet with abstract and sign off:** Please use the exact format shown in Appendix A.1. This form must be signed electronically and dated by each participating faculty member.
2. **Proposal narrative:** The narrative shall be organized using headings 1 to 3 of the Proposal Review Criteria (**Significance; Work Plan; Outcomes**). 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. For 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 type and budget, where appropriate:**

Award type. Awards are given in the amount of \$2,500 per proposal. Awards may be received in one of three ways:

- a. as a stipend to support research time,
- b. as a spending account to support research materials, services and/or travel, or
- c. partly as a stipend and partly as a spending account, divided according to figures presented in the proposal.

The proposal must indicate which of the three types of awards is being sought.

Budget. Budgetary information required in the proposal is dependent on the type of award to be received:

- a. For a stipend-only proposal, budgetary information is not required.
 - b. For a spending account-only proposal, a simple budget totaling no more than \$2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.
 - c. For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.
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 participant(s). 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(s) 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 funding. Letters of approval from the IRB or IACUC must be attached to the final report.

6. **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 under the conditions specified above. A stipend awarded for a joint proposal shall be divided equally between or among the faculty who filed it. Joint proposals must 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.
7. **Number of proposals in which a given faculty participates:** A faculty member may submit only one proposal (individually or collaboratively) during each application year.
8. **Eligibility note:** A faculty member receiving a CSU-AAUP Research grant is eligible to receive a FCARG.
9. **Proposal checklist**
For your convenience, a proposal checklist is provided in Appendix A.2. Do not submit this form with your application.
10. **Final report**

A final report highlighting the scholarly accomplishments resulting from the grant is due 90 days after the completion of the performance period for a funded project. Reports of joint projects must reflect the individual contributions of participating faculty members.

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.

Faculty Creative Activity Research Grants Calendar

By the end of the first week of the fall semester, the Faculty Senate President shall publish a calendar for the current "Application Period," which shall be distributed to the faculty by email and be posted on the Faculty Senate web page.

AY [20xx] Faculty Creative Activity Research Grants Calendar

Application Window

Opens November 1 and closes on the Friday before final exam week at 11:59 PM.
Applications **shall** be submitted electronically to the Office of Faculty Development.
No proposals will be accepted after the closing date and time.

Committee Recommendations

Last Friday of February by 4:00 PM

SCSU University Grants Committee submits recommendations for funding to the Faculty Senate and the University Provost.

Provost's Announcement

Third Thursday in March

SCSU Provost approves recommendations and announces awards.

Final Project Report

By September 28, 90 days after the performance period, the principal contact for each project shall submit electronically a report describing the results of the research, including the contributions of each participating faculty member, to the Office of Faculty Development

Appendix A.1:
Faculty Creative Activity Research Grant Proposal Cover Sheet for [performance period]

Information for Principal Contact:		
Last Name: _____		
First Name: _____		
Department: _____		
Campus Address: _____		
Email Address: _____		
Campus Phone Number: _____		
Funding Request: _\$ _____ (maximum \$2,500)		
Amount to be received as a stipend: _\$ _____		
Amount to be received as a spending account: \$ _____		
Is this a Joint Proposal? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If "Yes," please fill in information for co-proposers (add separate sheets if needed):		
Name _____	Email _____	Department _____
Name _____	Email _____	Department _____

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 participants?

☐ ☐ Does your 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 required format and terms in the Faculty Creative Activity Research Grant Guidelines may result in the proposal being disqualified without review.

Signature	Date
Signature	Date
Signature	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

- a. All the following boxes are marked appropriately
 - i. Is this a Joint Application?
 - ii. What research category are you applying for?
 - iii. IRB/IACUC statement boxes
- b. Abstract is 100 words or less
- c. The form is signed and dated by each participating faculty member.

2. Narrative

- a. Text is double-spaced, in Times New Roman 12-pt or equivalent font, with 1" margins.
- b. 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).
- c. The narrative includes the following sections: Significance, Work Plan, and Outcomes. For joint proposals, an additional double-spaced page is permitted per participating faculty member.
- d. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes).

3. Curriculum vita(e)

Vita is no more than 2 pages per applicant

4. Amount to be received by stipend (must be divided equally amount recipients)

Recipient	Name	Amount
Principal contact		
Co-proposer 1		
Co-proposer 2		
	TOTAL	

5. Spending Account Budget

- a. For a stipend-only proposal, budgetary information is not required.
- b. For a spending account-only proposal, a simple budget totaling no more than \$2,500 is required. The budget must specify item(s) to be purchased, a brief rationale for each item, and the amount to be spent on each item.
- c. For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.

FCARG Budget		
Spending Account Item(s)	Amount	Rationale

TOTAL		

6. Appendices (optional, please label Appendix B, C, etc. as needed)
All optional appendices should follow the vita(e)

7. Submission of proposal
Applications shall be submitted online to the Office of Faculty Development by the specified deadline. t.