**Southern CT State University Faculty Creative Activity Research Grant
Application Guidelines 2020-2021**

Project performance period: July 1, 2021 to June 30, 2022

I.   **General Provisions**

This document is 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 2020.

A. **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: 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:
1. when a voting member is applying for a FCARG that year; or,
2. when a voting member resigns; or,
3. under other circumstances, such as prolonged absence, as evaluated by the committee.

B. **Statement on Applicant Eligibility**

FCARG applicants must be tenured or tenure-track members of the faculty and should intend to remain as members of 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.

C. **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*).

II.   **Funding Priorities and Review Criteria**

This section details the following aspects of the competition: Funding Priorities; Proposal Review Criteria; and Procedures for Review of the Proposals by the University Grants Committee.

A. **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 <u>creation of new knowledge</u> in a particular discipline, including making connections across traditional fields (i.e., multidisciplinary research); 2) the <u>application of disciplinary/multidisciplinary knowledge, methodologies, and/or insights</u> to problems of individuals or groups in the broader society; 3) the <u>production of creative works</u> in the arts; and 4) <u>research in student learning</u> within a discipline or area of learning. Curriculum development and faculty development projects <u>will not</u> 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

B. **Proposal Review Criteria**

The University Grants Committee shall use the following criteria to rate the quality and completeness of the proposals submitted:
1. <u>Significance</u>: Presentation of a well-focused and worthy purpose in the context of previous research
2. <u>Work Plan</u>: 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. <u>Outcomes</u>: 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.

C. **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.

1. <u>Level-one Review (Screening)</u>: 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.

2. <u>Level-two Review (Scoring)</u>: 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.

3. <u>Level-three Review (Budget evaluation)</u>: 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.

III. **Proposal Components**

To be considered, grant proposals shall be submitted electronically (as a single PDF document) to the Office of Faculty Development (facultydevel@southernct.edu). The following components shall be included and follow this order:

A. **Cover sheet with abstract and sign off**: This form must be signed electronically and dated by each participating faculty member.

B. **Proposal narrative**: The narrative shall be organized using headings 1 to 3 of the Proposal Review Criteria (Significance; Work Plan; Outcomes). The narrative is limited to 1200 words in up to five pages of printed text using Times New Roman (or equivalent) 12-point 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 appendices (see number 4 below) do not count towards the narrative word and page limits. 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.

C. **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.

D. **Optional appendices:** 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. These optional appendices may be attached at the writer's discretion and should be labeled Appendix A, B, etc. Optional appendices will not be scored and reviewers will be free to judge their relevance in support of the narrative.

E. **Naming protocol:** Proposals must be saved with the following naming protocol: LASTNAME_INITIAL_FCARG_PROPOSAL.pdf (e.g., SMITH_J_FCARG_PROPOSAL.pdf)

F. **Submission of proposal:** Proposal shall be submitted to the Office of Faculty Development (**facultydevel@southernct.edu**) within the application window outlined in the calendar (see below).

IV. **Additional information**

A. **Award type:** Awards are given in the amount of $2,500 per proposal. Awards may be received in one of three ways:
   1. as a stipend to support research time,
   2. as a spending account to support research materials, services and/or travel, or
   3. 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.

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

   1. For a stipend-only proposal, budgetary information is not required.
   2. 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.
   3. For a combined stipend-spending account proposal, a budget, as described above, is required only for the spending-account portion of the requested award.

C. **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.

D. **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.

E. **Number of proposals in which a given faculty may participate:** A faculty member may submit only one proposal (individual or collaboratively) during each application year.

F. **Eligibility note:** A faculty member receiving a CSU-AAUP Research grant is eligible to receive a FCARG.

G. **Proposal checklist:** For your convenience, a proposal checklist is provided. Do not submit this form with your application.

H. **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.

I. **Completeness:** Proposals that are missing any components of the application will not be reviewed.

J. **Examination by interested parties:** Funded proposals may be made available for examination by interest parties.

K. **Lack of compliance:** A lack of compliance with programmatic or fiscal reporting requirements related to this program will be handled in accordance with University procedures.

Calendar - Faculty Creative Activity Research Grants

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.

Faculty Creative Activity Research Grants Calendar 2020-2021

Project performance period: July 1, 2021 to June 30, 2022

Application Window

Opens November 1, 2020 and closes December 4, 2020 at 11:59 PM (Friday before final exam week).

Applications submitted electronically as a single pdf document to the Office of Faculty Development (facultydevel@southernct.edu). *No proposals will be accepted after the closing date and time.*

Committee Recommendations

February 26, 2021, 4:00 PM (last Friday of February)

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

Provost's Announcement

March 18, 2021 (third Thursday in March)

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.