

# **Southern CT State University Faculty Creative Activity Research Grants Application Guidelines**

**Project Performance Period: July 1, 2026 – June 30, 2027**

**Submit in [Kuali Build](#)**

## **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 March 26, 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. However, an awardee who takes unpaid leave for more than one semester during the performance period must apply to the Faculty Senate Executive Committee to be approved to retain the grant. If the member does not apply, or if the Executive Committee denies the request, the member must repay any amount of the grant already received.

## **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*). **Applications will be made in the spring AY2025 – 2026 semester for application for FY2026 funding.**

## **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 based on 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 via the [Kuali Build](#) Platform and must contain the following components and adhere to the following rules:

1. **Cover sheet with abstract:** Please use the exact format shown in Appendix A.1., which is also a guide for completing the [Kuali Build application](#). This form will route electronically to the attention of each participating faculty member named as a Co-Proposer.
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. Please submit using the reporting form in [Kuali Build](#).

### **Important Notices**

- Proposals failing to adhere to any of the items, 1-10 above, will not be reviewed. Proposals may not be submitted via email.
- Proposals will not be returned.
- Funded proposals may be made available for examination by interested parties.
- **Please note that these awards must have a performance period of July 1, 2026 to June 30, 2027; please do not propose activities that will take place before or after these dates.**
- 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 2025 – 2026 Faculty Creative Activity Research Grants Calendar**

#### **Application Deadline**

Opens November 14<sup>th</sup>, 2025 and closes on February 6<sup>th</sup>, 2026 by 4:00 PM.

Applications **shall** be submitted online via [Kuali Build](#). *No proposals will be accepted after the closing date and time.*

#### **Committee Recommendations**

April 3<sup>rd</sup>, 2026 by 4:00 PM

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

#### **Provost’s Announcement**

April 24<sup>th</sup>, 2026 by 4:00 PM

SCSU Provost approves recommendations and announces awards.

#### **Final Project Report**

By September 30, 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; reports will be sent to the Office of Faculty Development

## Appendix A1: Faculty Creative Activity Research Grant (FCARG) Proposal Kuali Build Instructions

The form shown below can be found here: [FCARG Application](#). The live application form will show the correct funding period dates. Below is only a preview.

The application in Kuali Build is meant to function as your Cover Sheet. The first portion of the form collects information on your name, department, the dollar value being requested, whether or not the work is for a joint proposal, and the disciplinary grouping. Selecting “Yes” for the question “Is this a Joint Proposal”? will cause additional fields to appear.

The screenshot shows the 'Cover Sheet' section of the FCARG Proposal form. At the top, the Southern Connecticut State University logo and name are displayed. Below this, the title 'Faculty Creative Activity Research Grant (FCARG) Proposal - FY2024 funding' is centered, followed by the text 'This application is for a project period July 1, 2023 through June 30, 2024.' The form is divided into several sections. The 'Cover Sheet' section includes four input fields: 'Project Lead' (with a search icon), 'Faculty Rank', 'Email' (with a note that the email will display automatically when the project lead is selected), and 'Department' (with a search icon). Below these is a 'Funding Request' field with a dollar sign icon. To the right of the funding request is a question 'Is this a joint proposal?' with radio buttons for 'Yes' and 'No' (selected). Below this is a section titled 'Please mark the one disciplinary grouping in which this project best fits (for informational purposes only):' with four checkboxes: 'Fine Arts and Humanities', 'Life and Physical Sciences, Mathematic', 'Social Sciences, Business and Education', and 'Computer Science, Engineering and Technology'.

The next section of the cover sheet requests information related to Research Compliance. Selecting “Yes” for either of the questions will cause additional information to appear related to necessary committee approvals prior to the start of your work.

The screenshot shows the 'Research Compliance' section of the form. It contains two questions with radio buttons for 'Yes' and 'No'. The first question is 'Does your research involve vertebrate animals?' with 'Yes' selected. The second question is 'Does your research involve human beings as research subjects?'. To the right of the first question, there is a text box containing the name and email of the Institutional Animal Care and Use Committee Chairperson: Dr. Miranda Dunbar, with the email address [dunbarm1@southernct.edu](mailto:dunbarm1@southernct.edu). Below this text box, there is a note: 'Use [Kuali Protocols](#) for online submissions of all new requests for use of vertebrate animals, annual reviews of animal protocols, changes to an approved animal protocol, and qualifications of personnel'.

The title, abstract, proposal components (*CVs for Co-Proposers are provided in the section above, as they are named*), and appendices are provided in the section at the bottom of the form.

Project Title & Abstract		
Project Title: *		
Abstract: * (LIMIT: 100 words)		

Project Narrative & Attachments		
Project Narrative *	Curriculum Vitae *	Budget Form *
Select a File	Select a File	Select a File

Optional Appendices				
Appendix A	Appendix B	Appendix C	Appendix D	Appendix E
Select a File	Select a File	Select a File	Select a File	Select a File

There are several options on the right-hand menu [at the top of the page] when you have finished working on the application: **Submit**, **Save**, or **Discard**

G) Proposal - FY2024 funding	
2023 through June 30, 2024.	
display ally when project acted	Department * begin typing department name, then select from list Q
oint proposal? *	
s (for informational purposes only): *	

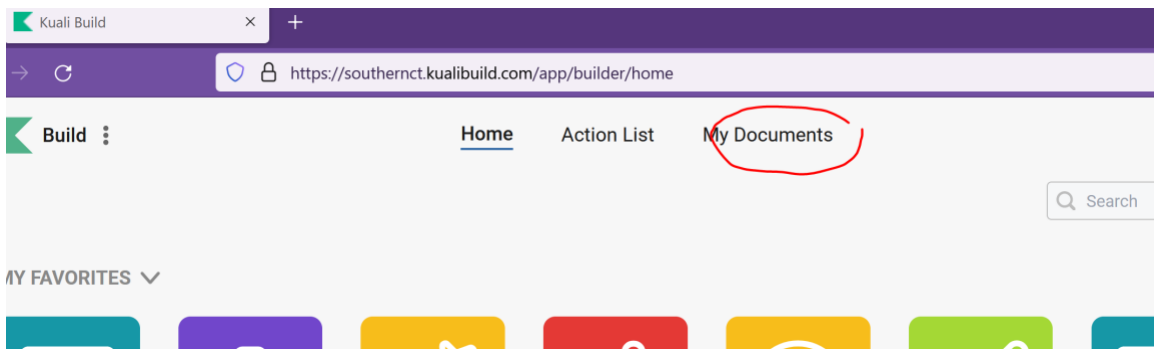
  

Actions
Submit
Save
Discard

**‘Submit’** will send the form and attachments forward for final acceptance and processing. You will receive an email notification when this proposal is received and approved, OR if it is incomplete and is denied.

**‘Save’ will not submit the form**, and a draft will be accessible to you when you revisit the [Kuali Build Home Page](#). To return to your drafted applications that have not yet been submitted and continue editing them, please select **‘My Documents.’**

There will be a space under this tab to select between ‘Submitted’ and ‘Drafts.’



Select **‘Discard’** only if you wish to clear the application form and start over.

After you hit **‘Submit,’** the proposal will be sent to your Co-Proposers and the Office of Sponsored Programs and Research. The application will then appear under the **‘Submitted’** list in your **‘My Documents’** tab.

It will show as being ‘In Progress,’ similar to what is shown in the screenshot below; this means that it is awaiting a team or staff member’s attention. *You do not have to resubmit the application or take any action.*

Is this a joint proposal?	Workflow Status
Yes	IN PROGRESS



## 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 in Kuali Build 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 names all Co-Proposers and receives their electronic approval within the Kuali Build workflow

☐

### 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. Budget Upload: Amount to be received by stipend (must be divided equally amount recipients)

Recipient	Name	Amount
Principal contact		
Co-proposer 1		
Co-proposer 2		
	<b>TOTAL</b>	

☐

### 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
<b>TOTAL</b>		

☐

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 using the Kualu Build form.