Southern CT State University Faculty Creative Activity Research Grants
Application Guidelines for the 2016-17 (AY 17) Competition.

Project Performance Period: July 1, 2016, to June 30, 2017

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.

University Grants Committee Composition

Faculty Creative Activity Research Grants are screened by a University Grants Committee comprised of 7 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.

Beginning with the Spring 2011 elections for membership on academic year 2011-2012 university committees, three regular members and one alternate will be elected for three-year terms, two regular members and one alternate will be elected for two-year terms, and two regular members and one alternate will be elected for a one-year term.

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 Faculty Creative Activity Research Grant that year;
b. when a voting member resigns; and

c. under other circumstances, such as prolonged absence, as evaluated by the committee.

To the extent that it is possible to do so, elected alternates who are called upon to serve on the committee shall be selected in such a way that the school by school proportions of the committee’s membership are preserved.

Statement on Applicant Eligibility

Applicants for SCSU Faculty Creative Activity Research Grants must be tenured or tenure-track members of the faculty and must remain on the faculty for the duration of the grant-supported activity, including the project reporting phase. Faculty planning sabbatical leaves are eligible for a grant. Faculty receiving or applying for CSU-AAUP Research Grants are eligible to apply. Faculty on unpaid leave are not eligible to apply. University Grants Committee members are not eligible to apply for a grant.

Performance Period

Faculty Creative Activity Research Grants are awarded for the fiscal year (July 1 through June 30). 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 2015 semester are requests for funding during the 2017 fiscal year (July 1, 2016, through June 30, 2017—the performance period).
**Guidelines**

These guidelines detail the following aspects of the competition: funding priorities; instructions for proposal preparation and submission of a proposal; proposal review criteria; and a calendar for submission, review and announcement of awards.

**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 SCSU Faculty Creative Activity Research Grant 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.

**Review Criteria**

The University Grants Committee will 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.

**Review of the Proposals by the University Grants Committee**

Faculty Creative Activity Research Grant proposals are screened 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. For the purposes of grant proposal review, the University Grants Committee will be responsible for scoring proposals.
Scoring

LEVEL-ONE REVIEW

After full discussion and deliberation on received grant applications using the review criteria included in the Grant document in the sections titled “Priorities” and “Review Criteria”, the committee shall conduct via secret ballot an initial yes/no vote on each grant application. 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

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 through 3 listed in the “Review Criteria” section above. 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 on 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 “Review Criteria” Section on page 1 of these guidelines (i.e. Significance, Work Plan, and Outcomes and Reporting). The narrative should be limited to about 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 added space allocation permitted in joint proposals please see numeral 7 below. To maintain the limit in number of pages, an appendix with graphics and similar elements is recommended only for cases when they are considered a crucial and necessary part of the application. Cover page, curriculum vita(e), and other appendices do not count towards the narrative word and page limits. Optional 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. Each submission will be 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 your project.

3. **Award:** Awards are standardized as $2,500 stipends per proposal. **(N.B. No budgetary information should be included in your 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:**
   If your research involves either human subjects or the use of vertebrate animals, you must so indicate 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. You should contact the appropriate committee 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 the termination of your award and the recovery of your stipend. Letters of approval from the IRB or IACUC must be attached to the final report.

6. **Number of Copies:**
   Submit to the SCSU Office of Faculty Development (EN B 106) seven (7) COPIES of the proposal 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 about 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:** If a faculty member receives a CSU-AAUP Research grant he or she is eligible to receive an SCSU Faculty Creative Activity Grant stipend.

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 “PROPOSAL COMPONENTS AND RULES FOR SUBMISSION” (ITEMS 1 TO 10 ABOVE) WILL NOT BE REVIEWED.**

    • **SUBMITTED COPIES OF THE PROPOSALS WILL NOT BE RETURNED.**

    • **FUNDED PROPOSALS MAY BE MADE AVAILABLE FOR EXAMINATION BY INTERESTED PARTIES.**

    • **LACK OF COMPLIANCE WITH PROGRAMMATIC OR FISCAL REPORTING REQUIREMENTS RELATED TO THIS PROGRAM WILL BE HANDLED IN ACCORDANCE WITH UNIVERSITY PROCEDURES.**
AY 17 Faculty Creative Activity Research Grants Calendar

**Monday, October 5, 2015, by 4:00 PM** (1st Monday in October by 4:00 PM)
Deadline to deliver SEVEN (7) copies of the proposal to the Office of Faculty Development (EN B 106). *No proposals will be accepted after this closing date and time.*

**Monday, November 2, 2015, 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 7, 2015.** (1st Monday in December)
SCSU Provost approves recommendations and announces awards.

**Within three (3) months of the termination date of a grant – no later than September 30, 2017.** (Within three (3) months of the termination date of the grant, i.e. by the last day of September in the calendar year that the grant ended.)
Principal contact for each project submits to the Chair of the University Grants Committee and to the Provost a report describing the results of the research.
APPENDIX A

- A.1 COVER PAGE FORMAT
- A.2 PROPOSAL CHECKLIST
Appendix A.1: 2016-2017 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 your research involve vertebrate animals?

Sign-Off Statement (To be signed individually by each faculty applicant; please add separate sheets if needed)
I hereby acknowledge my understanding that the lack of compliance with the format and terms required in the Faculty Creative Activity Research Grant Guidelines – 2016-2017 may result in the proposal being disqualified without review.

__________________________  _________________________
Signature of Permanent, Full-Time Faculty  Date

__________________________  _________________________
Signature of Permanent, Full-Time Faculty  Date

__________________________  _________________________
Signature of Permanent, Full-Time Faculty  Date
Appendix A.2: PROPOSAL CHECKLIST

Before submitting your proposal, please use the following checklist to ensure you are including each of the critical parts of your application in the following order and within 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/IACUS 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 about 1200 words (for joint proposals, up to about 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.
   c. The required headings are used to organize the narrative (Significance, Work Plan, and Outcomes and Reporting)

☐ 3. **Curriculum vita(e)**
   Vita is no more than 2 pages per applicant.

☐ 4. **Appendices (optional, please label Appendix B, C, etc. as needed)**
   All optional appendices you are including should follow the vita(e)

☐ 5. **Submission of proposal**
   Seven copies of the proposal are submitted by the deadline to the Office of Faculty Development.