**Faculty Research or creative activity Grant**

**APPLICATION**

Accounts will be opened in the Business Office for awardees. The same forms are used as when spending funds from department accounts. All State of Minnesota and university policies apply.

Researcher Name:

Signature:      \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:

Bargaining Unit Status:  Tenure/Non-tenure track  Qualifying Fixed Term

College:

Department/Center:

Title, award date, awarded amount, and date that the final report was submitted for all Faculty Research grants received during the previous 3 years:

Research/Creative Activity project title:

Other investigator(s) involved in the project:

Estimated starting and completion dates for project:

Total amount requested (budget item g):

Compensation requested?  No  Yes If yes, amount (budget item a.i.): $

Two sentence summary of the project:

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##### **APPLICATION SIGNATURE PAGE**

*Applicant is responsible for collecting the first three signatures prior to submission.*

1. Department Evaluation Committee:  Recommend  Do not recommend

Comments:

      \_\_\_\_\_\_\_

Dept. Faculty Evaluation Committee Chairperson Signature Date

1. Department Chairperson:  Acknowledge

Comments:

      \_\_\_\_\_\_\_

Chairperson Signature Date

1. College/School Dean:  Recommend  Do not recommend

Comments:

Dean Signature Date

***\*Do not collect the following two signatures prior to submission\****

1. Faculty Research Grants Committee:  Recommend  Do not recommend

Officer Signature Date

1. Provost:  Approve  Not Approved

Comments:

Provost Signature Date

##### These grants are awarded on the following conditions: (1) the recipient agrees to return to St. Cloud State University for a period of time specified in the contract, which must at least be equal to the time included in the grant; (2) the recipient will contact the Office of Research and Sponsored Programs in case of changes in the grant period, nature of the proposal activities, or budget adjustment requests; (3) the recipient will acknowledge support received from university faculty research grant funds on any manuscripts, publications and/or creative projects or performances that result from this funding; and (4) the recipient will submit a final report upon completion. The final report form is available on the Office of Research and Sponsored Programs website.

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##### **APPLICATION NARRATIVE**

**Background/Literature Review (Need/significance/value)**

Explain why the project should be undertaken. Include a statement of the problem or purpose and tie that to the relevant work or supporting literature. Background information to justify the need for your scholarship is essential.

**Relevance to Professional Development**

This section situates the proposed project in the context of the applicant’s professional development, i.e. how it will contribute to the applicant’s Article 22 achievements, and to their growth as a researcher in their discipline.

**Goals and Objectives**

Describe specific, tangible goals and objectives that align with the scholarly need of the project.

**Strategy/Methods/Design**

In consideration of the type of project undertaken, e.g., experimental, statistical survey, documentary, or creative endeavor, the plan should outline a systematic method for accomplishing the goals and objectives stated above.

**Timeline**

Provide a reasonable timeline for the execution of the project that includes when specific goals/objectives will be completed. Reasonableness will be evaluated in context of the proposed timeline, with the understanding that the faculty member is performing contractual obligations normally associated with their position.

**OutcomeS**

Describe the tangible product(s) that will result from the proposed project, and plan for dissemination.

**Broader IMPACT/INTELLECTUAL MERIT/BenefitS**

Explain the broader impact(s) of the proposed work. Include contributions to the applicant’s discipline, St. Cloud State University, and society.

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**APPLICATION BUDGET JUSTIFICATION**

**PERSONNEL**

Faculty Compensation:

Non-faculty at SCSU as co-investigator

(capped at $500, or include sufficient rationale to support the request)

Staff (students, clerical, secretarial):

**SUPPLIES**

**EQUIPMENT**

**TRAVEL\***

**OTHER IDENTIFIABLE COSTS**

\*Travel Note: Employee business expenses must be submitted for reimbursement within 60 days after the expense is incurred. If not submitted within 60 days, the reimbursement becomes taxable for federal, state, FICA and Medicare purposes. Such taxes may total approximately 40% of the reimbursable amount.

**FACULTY RESEARCH OR CREATIVE GRANT APPLICATION BUDGET SUMMARY**

***DETAILED JUSTIFICATION, INCLUDING QUOTES, MUST BE PROVIDED FOR ALL EXPENSE ITEMS.***

|  |  |  |
| --- | --- | --- |
| **Description** | **Total**  **Requested** | **Committee**  **Recommendation** |
| a) Personnel |  |  |
| 1. Faculty compensation (not to exceed $3,000) Daily rate x # of days 2. Faculty compensation: co-investigator 3. Non-SCSU Personnel |  |  |
| 1. Fringe (22% of faculty compensation) |  |  |
| 1. Staff (students, clerical, secretarial) |  |  |
| 1. Total Personnel Costs |  |  |
| b) Supplies |  |  |
| c) Equipment |  |  |
| d) Travel  - Per diems capped at $588/30 days or standard  contractual per diem rate, whichever is less  - Lodging expense capped at $150/day or  $2,000/30 days, whichever is less |  |  |
| e) Specialized Technology Cost |  |  |
| f) Other Identifiable Costs |  |  |
| g) Grand Total (Maximum request is $10,000) |  |  |

If Grand Total is more than $10,000 please indicate the source(s), for how the additional expenses will be covered.

**FACULTY RESEARCH OR CREATIVE ACTIVITY GRANT PROPOSAL EVALUATION RUBRIC**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Faculty Research Grant Committee:** (a majority must answer all of the following in the affirmative to proceed.) | | | | | | | | |
| 1. Is the proposed project longer than 14 days? | | | | Yes  | | | No  | |
| 1. Did the applicant meet all of the grant criteria guidelines? | | | | Yes  | | | No  | |
| 1. Does the proposed project meet the definition of scholarly/creative work? | | | | Yes  | | | No  | |
| 1. Is at least one scholarly/creative work product described in the proposal? | | | | Yes  | | | No  | |
|  | **Rating Scale** | | | | | | | | |
| **Criteria and Description Committee to Review** | **0**  **Not addressed** | **1**  **Poor** | **2**  **Fair** | | | **3**  **Good** | | **4**  **Excellent** | |
| **Background/Literature Review**: Applicant describes the scholarly context of the work, and justifies the proposed scholarly activity in terms of the work’s importance to the applicant’s field or discipline. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Relevance to Professional Development**: Situates the proposed project in the context of the applicant’s professional development. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Goals and Objectives**: The alignment of goals and objectives with the scholarly needs of the project, consistent with ‘rationale’ above. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Strategy, Methods, and Design**: Proposed strategies accomplish the goals and objectives of the project; the project design is consistent with the rationale and serve the goals and objectives of the work. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Timeline**: is reasonable and feasible; the project can be accomplished; timeline includes all goals and objectives. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Outcomes**: What tangible research/creative work product is to result from the proposed work, and what is the proposed mode of disseminating that work? | 0 | 1 | 2 | | | 3 | | 4 | |
| **Broader Impact**: The project has broader impact and intellectual merit beyond the applicant’s personal development, extending beyond the applicant’s field. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Budget**: Is appropriate to meet the goals and objectives; analysis of anticipated costs is well explained and justified, and align with the significance of the project. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Overall Quality**: The proposal is well-written, coherent, and internally consistent with guidelines. | 0 | 1 | 2 | | | 3 | | 4 | |
| **Note**: Highest possible proposal score = 36; applicant must score 60% or higher (min. of 21.6 pts.) to be recommended for funding. | | | | | | **Proposal Score**: \_\_\_\_\_\_\_\_\_\_\_\_ | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Point Adjustment *for Prior Award*\*** | | |
| +8 points +7 points +6 points +5 points +4 points +3 points +2 points +1 points +0 points | | $0 - $1,000 $1,1001 -$2,000 $2,001 - $3,000 $3,001 - $4,000 $4,001 - $5,000 $5,001 - $6,000 $6,001 - $7,000 $7,001 - $8,000 $8,001 or higher | **Adjustment Total: \_\_\_\_\_\_\_\_\_\_** |
|  | |  | **Grand Total: \_\_\_\_\_\_\_\_\_\_** |

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