

College of Arts & Sciences
Grants in Support of Scholarly and Artistic Endeavor
AY 2007-2008

Overview:

This academic year, the College of Arts and Sciences will offer 10 grants of \$1500 to encourage and support faculty in scholarly and artistic endeavors. These grants will be awarded as salary, for faculty to use at their own discretion.

Purpose of the Grants:

College of Arts & Sciences grants encourage faculty in the College to engage in scholarship, research and creative activity and to be active participants in their professional disciplines, including the development of curriculum or improvement of instruction (though it expected that other units within the University will be offering grants specified for these last two areas). The College seeks to identify the most meritorious applications for support. Definitions of scholarship will differ from discipline to discipline. For example, the scientist may be engaged in laboratory experimentation, the social scientist in the study and interpretation of social constructs and mores, the literati in textual analysis, and the artist and musician in visual and aural performance, or any teacher/scholar in writing and revision.. A faculty member may wish to devote time to developing a new course, improving an existing one, or pursuing education for professional enrichment (though the grants should not be used primarily for conference travel). Despite these diverse definitions of scholarship, all are equally valid fields of endeavor within a college of arts and sciences. Moreover, faculty in any area may wish to investigate issues of University-wide significance such as assessment within the discipline or across disciplines, student retention, and multiculturalism and other diversity issues.

Application Deadlines:

November 30- Proposals submitted to Department Office

December 7 - Proposals submitted to Dean by Department Chair

December/January- proposals reviewed

January 18 (tentative)- awards announced

Grant Period:

January 1 - December 31. The work of the project may be carried out throughout the calendar year. Faculty should determine the amount of time, both during the academic year and the summer that is needed to fulfill the objectives of the project and plan accordingly.

Maximum Request:

\$1,500 total request.

The grants are intended as salary enhancement. Salary may not be requested to pursue work proposed during sabbatical or University leave, and may not be used to supplement sabbatical or University leave salary.

Eligibility:

Full-time faculty in all departments are equally eligible to compete. Faculty must have an appointment at the University for the entire period of the grant in order to accept the award. Two or more faculty preparing an interdisciplinary or collaborative project should submit one proposal as co-investigators, and are eligible for awards of \$1500 each. The committee will not review multiple submissions for the same project.

General Guidelines:

Uses of Funds

A maximum of \$1,500 may be requested for summer work. The modest amount cannot be expected to replace, but merely to supplement other sources of income, and faculty are not required to specify any period as devoted full-time to the proposed project, though the proposal should make clear the expected sequence and duration of the project's constituent parts. During the project period faculty are free to teach classes or pursue other University employment. At the same time, the application should specifically describe the work that will be completed during each phase of the project with particular emphasis on the summer commitment, if salary for that period is requested.

Note: the President's office is also preparing a program of grants; no faculty member shall be awarded two grants for the same project. In the event that duplicate applications are successful, the faculty member will have to decline one of them.

Proposal Format: Please follow directions, and include all sections in the order they are listed in the "Proposal Format Instructions." Proposals should be double-spaced using a 10-point or larger font that is easily readable. Beginning with the abstract all pages should be numbered.

What To Submit: *Five* copies of the proposal should be submitted to the Department Chair no later than November 30th. The Department Chair will attach a brief memo of support and submit the copies to the Dean of the College of Arts and Sciences no later than December 7th. This memo affirms that, in the judgment of the chair, the proposal has merit, and does not interfere with the faculty member's other obligations. The memo should also mention any financial or other support the department maybe offering the project (where the applicant *is* the departmental chair, the memo requirement is waived).

Review Committee and Process: The Dean of the College of Arts and Sciences (or designee) will convene a committee to review applications, selected from a list of names provided by department chairs (chairs may make the determination themselves, or consult with faculty by whatever means they deem appropriate). The members of the committee will be unknown to anyone except themselves, but will include representation from a variety of disciplines, such as humanities, fine arts, natural and social sciences and the quantitative disciplines. The committee meets shortly after the application deadline to consider applications and make recommendations to the Dean. *It is important to remember that the reviewers are*

scholars from many disciplines who may not be specialists in the applicant's field. Proposals should be written in a clear, jargon-free style, and should convey clearly to the educated non-expert the purpose and value of the project.

NB: Institutional Review Board (IRB) Approval: Any Truman State University Grant that involves human subjects must be approved by the University's IRB before the project begins. For questions about the process, call the Office of Grants and Sponsored Programs in the Center for Teaching and Learning (PML 204; x7459).

Project Follow-up Report
(Due March 2nd following the completion of the grant, maximum 3 pages)

A project report describing the work completed during the grant period, results of the project, and future research/scholarship efforts that are planned must be submitted to the Department Chair by March 2, 2009 following the end of the grant period. The Chair will forward a copy to the Dean of the College of Arts and Sciences. Annual grant reports will be compiled and filed in the College and at Pickler Library. Grant recipients may be asked to present results in a campus-wide forum.

Project Changes and Continuations:

Projects that are approved for funding are to be completed as described in the original application. If significant changes are necessary, they should be described in writing and forwarded to the appropriate Department Chair who will forward the request to the Dean of the College with a recommendation for approval or disapproval. As these grants are of modest scope, continuation funding should not be assumed.

Intellectual Property:

The title to projects funded by Truman State University that produce patents, trademarks, significant royalties, or other forms of intellectual property may be shared or retained by the University. For additional information about the University's policy on intellectual property refer to the Board of Governors' Policy Manual.

Assistance with Proposal Development:

Questions about the College of Arts & Sciences Grant Program or about your particular application may be directed to the Dean's Office or to the Office of Grants and Sponsored Programs in the Center for Teaching and Learning (PML 204; x7459).

Proposal Format Instructions
for
College of Arts & Sciences
Grants in Support of Scholarly and Artistic Endeavor

Truman State University

Proposals should include each of the following sections, which should be presented in the order listed.

Include all of the information that is requested under each heading. If a particular category of information is not applicable to your proposal, please explain why. Incomplete applications are at a significant disadvantage in the review process. PLEASE REMEMBER that proposals are reviewed by a multidisciplinary committee. Avoid jargon; use technical vocabulary only when necessary, and explain to the degree possible. Generally, grant-reviewers who find themselves mystified by a proposal tend not to be impressed or even to give benefit of doubt, but simply to reject the application in favor of one whose merits they understand.

Proposal Format:

Grant Transmittal Form (available in the Grants Office, or Vice President's Office)

- I. Project Abstract (one page maximum, double spaced)
The abstract, which is usually prepared after the proposal is completed, should briefly describe (1) the purpose and importance of the project; (2) the objectives of the project; (3) the methods that will be employed; (4) the impact of the project; and (5) how the results will be disseminated.
- II. Project Personnel (one page maximum, double spaced)
 - A. Briefly describe the investigator's qualifications *as they relate to this project*. A complete vita is not necessary. List other individuals involved in the project and briefly describe their roles.
 - B. Previous Support: List all University grants and external awards that you have received in the past three years. List the title of each project, the year awarded, the type of grant (research/scholarship, etc.) or external funding source, and a brief description of the purpose of the project and its outcome. Include University grants awarded during the previous academic year which are in progress.
 - C. Pending Support: List all pending awards whether funded by the University or by an external source. Describe any plans you have to pursue external funding.

Note: This information is requested to give the review committee a sense of the investigator's history. Neither a past history of success nor lack of previous support prejudices the application.

III. Project Narrative (three page maximum, double spaced)

A. Purpose or Overarching Goal: State the broad (philosophical, social, political, scientific, etc.) purpose of the project.

B. Importance: Explain why the project is unique or of direct importance to your discipline, to the University community and/or to a broader audience. Provide a rationale for the significance of the project and how it will make a difference.

C. Background: Briefly discuss other research or scholarly work that is related to this project. Explain your own prior work relating to this project. Where the grant is for curriculum or improvement of instruction, describe how the course or revision you are proposing will fit into the current curricular structure and explain what discussions or other indications demonstrate interest in and potential approval of the course. Explain how the course supports the objectives of the department, the Liberal Studies Program, and/or the mission of Truman State University.

D. Objectives or Hypotheses: The objectives should define what you plan to accomplish during the grant period. They should be specific and measurable (that is, there should be some means of saying that the objectives either have or have not been attained). Hypotheses should be stated in such a way that they can be tested by securing information to judge their truth or falsity. If this proposal is part of a larger project, describe the purpose of the larger project, what portion of the project has been completed, and how the work proposed fits into the complete project.

E. Methodology or Procedures: Describe exactly what procedures or activities will take place throughout the entire grant period (Jan-Dec).

F. Evaluation: Describe the means that will be used to determine whether the project has achieved its desired outcome.

G. Dissemination: Explain how the results of this project will be shared with the University community, and with a larger community if appropriate.

IV. Timeline: Include a timeline that sequentially outlines the activities that will take place during the entire grant period (Jan-Dec). The timeline may be presented graphically or in outline form.

Review Criteria

The following rating system will be used by reviewers, and by the Dean in making final decisions:

5 = Excellent: Outstanding proposal in all respects, deserves highest priority for support.

4 = Very Good: High quality proposal in nearly all respects, should be supported if at all possible.

3 = Good: A quality proposal worthy of support if available.

2 = Fair: Proposal lacking in one or more critical aspects, key issues need to be addressed.

1 = Poor: Proposal has serious deficiencies; not recommended for funding.

Applicant Qualifications

Does the applicant have the training necessary to pursue this project?

Has the applicant demonstrated the expertise needed to complete this project?

Application

Purpose and Objectives

Is the overall purpose of the project well conceived?

Are the specific objectives clearly stated?

Intrinsic merit (significance, originality and creativity)

Will the project accomplish something that is important, timely, innovative and/or beneficial?

Is the project based on a meritorious concept?

Design and Procedure

Is the design of the project logical and easily understood?

Are the procedures based on sound rationale?

Feasibility

Can the project be completed in the time allowed?

Are the necessary resources available?

Productivity

Will the project result in an important contribution to the faculty members' professional development, to a particular discipline, or to the liberal arts and sciences mission of Truman State University? Will the project result in presentations, publications or creative works?

Faculty Grants – Scholarly and Artistic Endeavors

Application Form

**College of Arts and Sciences
Truman State University
2007-2008**

Applicant(s): _____

Department: _____ Faculty Rank: _____

Number Years as Truman Faculty Member: _____

Proposal Title: _____

Total Amount Requested (Total request not to exceed \$1,500) _____

Signatures:

(Applicant)

(Co- Applicant, if applicable)

(Date)

(Date)

Nov. 2007