SHIPPENSBURG UNIVERSITY RESEARCH & SCHOLARSHIP PROGRAM (URSP) REQUEST FOR PROPOSALS: 2010-2011 Program

PURPOSE AND OVERVIEW:

The University Research and Scholarship Program (URSP) announces its grants program for projects to be completed during Summer & Fall 2010, and Spring 2011. Through a highly competitive selection process, URSP is designed to provide faculty with the time – including summer stipends or reassigned time – as well as support funds to complete substantial research / creative and performing arts projects that will result in significant publications, performance/artwork, or major extramural grant proposals. The selection of proposals for funding will be based on the stringent application of the merit criteria. Awards for the 2010-2011 Program will be limited to \$20,000 or less. Applications may be submitted by a single Shippensburg University Faculty member or jointly by a maximum of two (2) Shippensburg University Faculty members. Projects must be completed and funds expended by the end of the Spring 2011 Semester (May 31, 2011). Total funding for this year's program is approximately \$33,000.

DESIRED PROJECTS

Successful proposals will support significant research and/or other scholarly creative endeavors. Such projects should result in publication, other appropriate dissemination of results (e.g. performance, artwork, etc.), or high likelihood to generate a competitive significant extramural grant proposal. Projects must demonstrate a commitment of a minimum of one-month full-time summer effort (maximum two [2] months), or, 25% reassigned time for a minimum of one academic semester (maximum two [2] semesters). Joint proposals must demonstrate a commitment of one-month summer effort or 25% reassigned time for one academic semester for each of the applicants.

All awards are made on a highly competitive basis. Applicants should be aware that proposals requesting two months summer salary or two semesters of 25% reassigned time (including all joint proposals made by two Faculty members) will be funded on somewhat limited basis due to cost. In all cases, the selection committee may adjust project budgets before awards are made.

Please note that projects requesting funding for joint faculty-student public service, curriculum development, completion of advanced degrees, or career enhancement will not be funded under URSP and should be submitted to C-FEST. The URSP is independent from the existing C-FEST program and does not replace or modify any C-FEST program.

PROPOSAL SUBMISSION

Please note that letters of endorsement are required from *BOTH* the applicant's Department Chair and College Dean. In order to obtain these letters in time for inclusion with the proposal package, applicants *MUST* submit a draft of the proposal to both their Chair and Dean by *NO LATER* than 3:00pm Dec. 8, 2009. See "Proposal Format" below for additional requirements.

TEN (10) copies of the COMPLETED PROPOSAL must be submitted by no later than 3:00pm Wednesday January 27, 2010 to:

Ms. Heather Wadas Office of the Provost, OM Box 308

Hand delivery is *strongly encouraged*. Late and/or incomplete proposals will not be considered.

ELIGIBILITY REQUIREMENTS & GUIDELINES:

- Full time tenure-track or tenured FACULTY (teaching and non-teaching) who hold a terminal degree (existing programs such as educational leave and CFEST / FPDC degree-completion grants support faculty completing their terminal degree). Non-SU Faculty will not be funded.
- Faculty are first eligible to apply beginning in their second full year of tenure-track service at SU for awards to be received beginning in the third full year of service.
- Faculty are only eligible for one URSP award at a time.
- Faculty may simultaneously receive Travel and/or Faculty Training and Continued Education grants from

1

- CFEST, but MAY NOT simultaneously hold URSP, CFEST-TRE and PA SSHE-FPDC grants.
- Faculty may not receive URSP support while on sabbatical leave.
- Faculty may not teach more than 9 credit hours during a semester with URSP reassigned time. That is, no overload courses or Extended Studies teaching above standard load may be accepted by faculty on URSP reassigned time.
- Faculty receiving reassigned time for research via other SU sources are not eligible under URSP.
- Everything else being equal, preference will be given to faculty who have not received support from URSP in the past 3 academic years.

PROPOSAL REVIEW

Funding decisions are made on a highly competitive basis, and will be based wholly on project merit. Proposed projects must support the Faculty member's university duties.

Review criteria will include:

- Likelihood of generating publications or other valuable dissemination, as determined by URSP committee and peer review (possibly utilizing discipline-specific peer reviewers from other SSHE institutions as selected by the PA SSHE-FPDC)
- Likelihood of spinning off future projects and/or grants, especially extramural funding
- The extent to which the PI has strong qualifications to successfully carry out project
- Strong and appropriate literature review
- Sound methodology
- Sound research calendar
- Documented need for reassigned time
- Strong dissemination plan (journal articles, book publication, performance, etc.).

In addition, proposals will be reviewed based on:

- Results from previous (grant-funded) projects
- Reasonableness of budget request
- Relationship of proposed project to faculty teaching or other professional responsibilities.

PROPOSAL FORMAT

All proposals MUST follow the guidelines below and include ALL required materials at the time of submission. *Incomplete proposals will not be considered.*

- Proposals must use a font size of 12, with single or double spacing, numbered pages and one-inch margins on all sides.
- Proposal narratives must be NO LONGER THAN FIVE (5) PAGES. The narrative is exclusive of the title page and required attachments.

Specifically, all proposals MUST contain the following sections:

1. Title Page with Abstract. – The cover page must include a 250 word (maximum) abstract that briefly summarizes the proposal. In addition, the total requested budget must also be listed on this page (a template is available on the URSP Webpage, http://webspace.ship.edu/ursp).

2. Project Narrative (5 page limit):

- A. Background and significance: Sketch the background of the present proposal and provide a substantial literature review that evaluates existing knowledge or practice (what others have found or done), and specifically identify the gaps or needs that the project intends to fill. If you have performed previous work related to the proposal, describe previous findings or outcomes. Clearly state your view of the proposed project's significance.
- **B.** Detailed description of project and methodology: Discuss the project goals and objectives. Describe the design of your project and the procedures to be used or activities to be engaged in to accomplish your

specific objectives, referencing appropriate literature as needed. If applicable, include the means by which data will be collected, analyzed, and interpreted. Your description might be divided into further sub-sections for clarity. Refer to your timeline in Section D as appropriate.

- *C. Expected outcomes:* List as specifically as possible what you expect to learn, what others will learn, and how your work will be disseminated. Explain any plans and the likelihood for continuing the project beyond the grant period by spinning off future projects. Explain how the proposed activity fits into your career, your professional development, teaching, scholarly growth, and other professional responsibilities.
- **D. Project timeline:** Specify when proposed activities will occur during the life of the grant. *Under the 2010-2011 Program, projects must be completed and funds expended between May 2010 and May 31, 2011.*
- **E. Budget:** The maximum award under the URSP is \$20,000. The majority of funds will support summer stipends and faculty reassigned time. ALL PROPOSALS must document a need for a minimum of one-month full-time summer commitment (maximum 2 months) or 25% reassigned time for a minimum of one semester (maximum two semesters). Joint proposals must demonstrate a commitment of one-month summer effort or 25% reassigned time for one academic semester for each of the applicants. Please note, however, that proposals requesting two months summer salary or two semesters of 25% reassigned time (including joint proposals) will be funded on a particularly limited basis.

Specific budget items may include the following:

- (1) Reassigned time OR summer stipend. Summer stipends are paid at the fixed rate of \$6,000 + 18% benefits (total = \$7,080) per month per Faculty member. Reassigned time must be budgeted to cover the full cost of replacement faculty (overload or adjunct) see URSP Webpage (http://webspace.ship.edu/ursp) for more information on budgeting for replacement faculty
- (2) Supplemental funding (up to \$5,000 total) within the following categories:
 - Equipment (\$2,500 maximum). Any items purchased will be the property of the university. Items that are considered the responsibility of the department, college or university will not be considered. The need for equipment should be clearly justified in the project narrative. Within the budget section, items to be purchased should be listed and costs specified individually.
 - *Student Hourly Support* (\$2,500 maximum, including benefits). The hourly wage may be set according to University Human Resource requirements.
 - Research Related Travel (\$2,500 maximum). Travel funds should be requested only for travel that is directly related to the proposed project and be justified in the project narrative. Estimates of travel expenses included in project budgets should conform to State System travel expense regulations (see your department secretary). Travel to present results will not be funded instead, the CFEST travel program should be utilized.
 - *Publication / Dissemination* (\$2,500 maximum). Covers the costs of publication or other dissemination (e.g., artistic performance, exhibit, etc.). The use of funds for these purposes should be clearly specified in the project narrative.

3. Attachments (Required)

- A. Complete references for cited works
- **B.** Curriculum vitae (maximum 3 pages, relevant to the proposed project). Include previous intra and extramural grants where applicable.
- *C. Letter of support from department chair.* Department chair must document how reassigned courses will be covered (adjunct or overload and rank and step of faculty who will serve in this capacity). Please note that to obtain this letter, a draft of your proposal must be submitted to your department chair by no later than 3:00pm on Dec. 8, 2009.
- **D.** Letter of support from college dean. Please note that to obtain this letter, a draft of your proposal must be submitted to your college dean by no later than 3:00pm on Dec. 8, 2009.
- E. If relevant, a letter of compliance with human or animal experiment regulations. Contact the chair

of the SU Human Subject Research Committee (Dr. Jennifer Clements, x1633) and/or the Animal Care Committee (Dr. Kathryn Potoczak, x1372).

F. Other material <u>directly relevant</u> to the proposed project (e.g., book contracts, letters of permission to access data, etc.).

EXPECTATIONS OF AWARDEES

(A) Final Report:

Final reports on the outcome of grant activities are required of ALL grant recipients. Reports will provide the following:

- A brief overview of research activities
- A brief summary of the findings/accomplishments
- A listing of publications, presentations, grant proposals, performances, exhibits, etc. (noting whether each item has been published/completed; submitted, or is in-process)
- Plans for extending the project

A Final Report template is available on the URSP Website (http://webspace.ship.edu/ursp). Final reports are due within 30 days of completion date indicated in the project timeline. Failure to submit a final report will eliminate the applicant from future funding. Final reports should be submitted to Ms. Heather Wadas in the Provost's Office.

(B) Public Presentation:

Within 6 months of project completion, all awardees are expected to make a public presentation of their research at an appropriate University venue to share their work with the University Community.

NOTIFICATION

Notification of awards will be made on or around February 26, 2010.

QUESTIONS?

Please contact the Chair of the University Research & Scholarship Program:

• Kurt Fuellhart Ph: x1309 kgfuel@ship.edu