Faculty Research, Creative Activity, and Scholarship (RCAS)

2024-2025

Request for Proposals Guidelines

1. **Purpose**:

The 2024-2025 *Faculty RCAS* provides seed funding to support high quality research, scholarship, and creative activity. Competitive grants are awarded to assist faculty in developing new lines of inquiry, which may include collecting pilot data, exploring innovative forms of creative expression,writing and publishing original scholarship, and/or developing proposals for external funding.

1. **Eligibility:**

Open to all full-time faculty, with the following considerations below:

* 1. If an applicant has been previously funded through the Faculty RCAS program, a new proposal will be considered only if the final report for the previously funded proposal has been received.
	2. If an applicant has been funded two or more times through the Faculty RCAS program, a new proposal will be considered provided the applicant can demonstrate both of the following accomplishments:
		1. Applicant has applied for competitive external funding to support their project during the past fiscal year.
		2. Applicant has presented or published a minimum of two papers that were generated from one or more of their RCAS funded projects. The papers must have been presented at a state, regional, national, or international meeting. Priority will be given to applicants who have published their research in refereed national journals within their field. Creative scholarship should be able to demonstrate a minimum of two presentations of their original work. Contact the ORSP for additional info on this requirement. All publications/presentations must acknowledge JU support.
1. **Awards**:

Individual applicants may request funding for up to $4,000; applicant teams consisting of two or more faculty from different departments or colleges may request funding for up to $6,000.

1. **Application Deadline:**

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| Due Date | Decision Date | Project Period |
|  October 25, 2024by 5:00 p.m. | On or beforeFriday, November 18, 2024 | December 1, 2024 – May 1, 2025 |

1. **Application Instructions:**

A complete application package consists of three components: Application Form, Project Narrative, and Budget.

**Component 1: Application Form**:

Available for download on the ORSP Internal Grants webpage. Attach an additional page for group applications with more than two faculty**. This form includes the project summary.**

**Component 2: Project Narrative:**

**Format**:

1-inch page margins; 12-point font of Times New Roman or Arial; double-spaced;

7-page maximum includes references; **Footer that includes project title and page number**.

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| **Narrative Content:** |
| 1. **Background and Significance**
* Provide a clear description of existing work in the discipline/field.
* Provide relevant and current citations.
* Present significance of the work in the discipline/field on a local/regional, national, and/or international level providing data to support the need. Proposals for creative works should clearly describe the topicality of the work*.*
* Major Objectives: State project goal(s) and list individual objectives. Objectives should be clearly measurable.

*An important objective of JU funding is to enhance the competitiveness of faculty to pursue external funding to better support their scholarly endeavors. Therefore, information should also be presented in this section defining how receipt of this award will better position the applicant to pursue external funding in the future and briefly outline a plan to accomplish this goal.* 1. **Methodology/Approach/Plan of Work**
* Project Description: include (a) detailed description of the design methodology (e.g., experimental design, procedures, equipment, subjects, survey instruments; (b) explanation of strength of the project design and its relationship to the objectives.
* Describe the research approach used with rationale for its suitability for addressing the research questions. Proposals for creative activities should describe appropriate methods or techniques for the project with an explanation of choices.
* Provide a clear explanation of the proposed experimental methods. Proposals for creative works should clearly describe the themes, questions, or issues that the work will explore and the potential significance of the final project.
* Describe data collection methods and procedures, including how, when, where, and by whom data will be collected. Proposals for creative works should demonstrate insightful connections between the creative process (choice of materials, forms, etc.) and the vision for the project.
1. **Outcomes**
	* The research/creative project is designed with appropriate, clear, and measurable outputs.
	* Extent to which the project will yield new discoveries, products.
	* Adequately explains what methods will be used to communicate the results.
	* Proposal indicates how the project will be sustainable beyond funding period.
2. **Broader Impacts**
* Significance of project to the discipline and society is discussed.
* Project is timely with respect to current trends in the discipline.
* Extent to which the project shows potential to lead to future external funding. Please include specific information on the sponsor/agency to which you intend to submit an external grant application. Higher priority will be given to proposals that identify specific Requests for Proposals (“NIH PA-19-016”), federal funding areas (“NSF CAREER program”), or foundation programs (“Eppley Foundation’s Investigator Initiated Research Program”).
1. **Timeline**
* Include a timeline with a detailed scope and sequence of the project.
* Ongoing and final assessments are indicated and appropriate to project.
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**Component 3: Budget**:

Detailed budget table of projected costs to be covered by the grant, and a corresponding budget narrative (also referred to as the justification). For FY 24, Faculty RCAS grants are being funded by the EPIC grant from the Florida Department of Education. Budget items not allowed by the State include:

* Capital improvements/renovations to space
* Classroom/Office furniture
* Gifts, gift cards, prizes, giveaways, swag
* Food, beverages, snacks
* Travel outside of Florida
* Student wages
* Faculty stipends/salary support
1. **Submission Procedure:**

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| * Proposals must be submitted electronically on or before **Friday, October 25, 2024,**

**by 5:00 p.m**. local time to ORSP@ju.edu. Proposals or addendums submitted after that time will be returned without review.  |
| * Attach **each of the three components** (i.e., Application Form, Narrative, Budget) as a separate file in one email. Acceptable file formats are **MS Word or PDF**. A cover letter is not necessary. Paper applications will not be accepted.
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| * The **subject line** of the submission email should read as follows:

“**Faculty RCAS – FirstName LastName**” |

1. **Awardee Requirements:**
2. **Final** **Reports are due to the ORSP by June 1, 2025**. Future applications to any Internal Grant program offered by the ORSP will not be considered if a final report is not submitted for previously funded Faculty RCAS.
	* Final Report Guidelines (2 – 3 pages max, double spaced)
		+ Current state/progress of the project and outcomes to date
		+ Impact of the project
			- Presentations and publications
			- Student involvement
			- Other funding proposals in development to continue the project
			- Future plans for research/creative activity/scholarship

1. All funds must be obligated no later than May 1, 2025. **Only the budgeted line items described in the original application will be eligible for reimbursement.** **Any budget modifications or changes in scope must be formally approved by the ORSP in advance.**