Research, Creative Activity, and Scholarship (RCAS)

2019-2020 Faculty RCAS

Request for Proposals

1. **Purpose**: The 2019-2020 *Faculty RCAS* provide 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.
2. **Eligibility:**
	1. This competition is open to all tenured and tenure-track faculty provided they have enrolled in PIVOT, JU’s online funding database and have claimed their user profile (for enrollment, contact Stuart Meyer at smcmeek@ju.edu or 256-7647).
	2. If an applicant has been previously funded through the Faculty RCAS program, a new proposal will only be considered if the final report for the previously funded proposal has been received.
	3. 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 (external proposals submitted for instruction or service are not eligible).
		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. Although paper presentations and published abstracts are acceptable, 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.
3. **Awards**: Individual applicants may request funding for up to $2,500 or a course release; applicant teams consisting of two or more faculty from different departments or colleges may request funding for up to $3,500.
4. **Application Deadline:**

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| Due Date | Decision Date | Project Period |
| Friday, November 1, 2019by 5:00 p.m. | on or beforeWednesday, December 11, 2019 | January 1, 2020 – June 1, 2020 |

1. **Application Instructions:**

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

**Component 1: Application Form**: Completed and signed application, which isavailable for download on the ORSP Internal Grants webpage. The Faculty RCAS form is fillable and electronic signatures are preferred. Attach an additional page for group applications with more than two faculty**. This form includes the project summary.**

**Component 2: Anonymized Project Narrative:** (85 points)

To ensure applications are reviewed based on the quality and merit of each individual project, the Research Engagement and Academic Pursuits (REAP) committee will follow a blind review process. Each narrative must be anonymized, and applicants should not include any obvious distinguishable information, such as names or email addresses, that could reveal their identity and jeopardize the blind review process. If an applicant refers to their own work in the references, their names must be either omitted or changed to

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 (do not include names).

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| Narrative Content: |
| 1. Background and Significance (20 points)
* 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 (20 points)
* 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 & 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 (20 points)
* 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 project will be sustainable beyond funding period.
1. Broader Impacts (15 points)
* 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 (10 points)
* Include a timeline with a detailed breakdown, scope and sequence of the project.
* Ongoing and final assessments are indicated and appropriate to project.
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| 1. List of references cited, anonymized if applicable
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| Tips:* Although proposals inevitably involve the use of technical language or specialized terminology, the applicant should make the project understandable to a lay person unfamiliar with her or his particular field of research.
* Proposals should be written in a manner such that reviewers from other colleges will be able to understand and appreciate the significance of the project.
* Problems with formatting, grammar, spelling, punctuation, etc. will result in a significantly reduced evaluation.
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**Component 3: Budget**: (15 points)

Detailed budget table of projected costs to be covered by the grant, and a corresponding budget narrative (also referred to as the justification). Examples are provided on the ORSP webpage under Internal Grants.

**Component 4: Curriculum Vitae** (2-pages maximum for each applicant)

1. **Submission Procedure:**

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| * Proposals must be submitted electronically on or before **Friday, November 1, 2019 by 5:00 p.m**. local time to ORSP@ju.edu. Proposals or addendums submitted after that time will be returned without review.
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| * Attach **each of the four components** (i.e., Application Form, Narrative, Budget, and CV) 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

“Faculty RCAS – FirstName LastName” |
| * Upon receipt of each submission, the ORSP will conduct an administrative review to ensure the application is complete and will then forward the Project Narratives to the REAP Committee for a blind review. Once scoring of narratives is complete, REAP members will have the opportunity to view all documents for each submission.
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1. **Awardee Requirements:**
2. **Final** **Reports are due to the ORSP by August 1, 2020**. 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
3. All funds must be obligated no later than June 1, 2020. **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.**