RFP for CHSS 2019 Faculty Summer Research Grant Program

The College of Humanities and Social Sciences (CHSS) *Faculty Summer Research Grant Program* provides up to a $6,000 summer stipend to support traditional and applied research projects and creative activity following the Boyer models of scholarship. The intent of the award is to allow faculty to engage in productive, scholarly activity during the summer with no or minimal other responsibilities. The applicant should indicate how this grant will significantly advance a research agenda and ask their direct supervisor, usually a department chair, to indicate acceptance of this justification in their support letter (see 7 below). Although the awards are not specifically allocated, ideally and depending upon the quality and distribution of applications received, at least 50% of the funds will be awarded to junior (untenured) faculty.

Deadline:
The application and selection process is rigorous and competitive. The proposal, including all letters of endorsement, must be submitted electronically in PDF format to Marshal Chaifetz, mchaifet@kennesaw.edu, CHSS Grants and Contracts Coordinator. **This year's deadline for applications is December 07, 2018**.

Eligibility:
- Principal Investigator (PI) must be full-time tenured or full-time tenure-track in CHSS.
- PI(s) must have a terminal degree completed prior to the due date of the application.
- Successful applicants may teach ONE course during the summer OR participate in a study abroad program not to exceed five weeks, but agree to devote most of their summer time to research/creative activity.

Those Not Eligible Include:
- Non tenure-track full-time faculty
- Part-time faculty
- Temporary faculty
- Faculty members who hold a 12-month contract at any point during the time of the award

Faculty members who hold a 9-month contract and are asked to perform short-term administrative duties with summer compensation may be considered if they provide, as part of their research proposal narrative, a justification for completing the proposed project in addition to other summer duties.

Assistance:
A pre-application Q&A session will be held on Tuesday, November 13, 2018 at 9:30 a.m. in the Dean's Suite Conference Room, located on the 5th floor of the Social Sciences building on the Kennesaw campus. The purpose of the session is to allow interested faculty to ask questions about the application, the review process and the changes from last year's application. Faculty who are unable to make this session (due to teaching or other conflicts) may make a one-on-one appointment with Marshal Chaifetz for guidance regarding the application process.

Reporting
Since the value of faculty research and scholarship lies in its effective dissemination, preference will be given to proposals that include peer review, measures of progress, a clearly defined final

product, and a dissemination strategy. A one-page progress report will be due to Marshal Chaifetz by September 20, 2019, and a final report will be due by May 29, 2020. During the 2020-21 AY, awardees will also be asked to present on their research or creative activities through a "brown bag" or other type of public forum.

Joint Proposals:
Joint proposals may involve any number of faculty members on the project team from any College at Kennesaw State including non-tenure track faculty (lecturers, clinical, part-time and temporary) as long as the PI is tenured or tenure-track in CHSS. Please note that while collaborative research and creative activity is encouraged, only eligible CHSS faculty members, broadly defined, are eligible to receive funds, and the value of joint proposals is limited to $12,000. Joint proposals involving faculty from more than one CHSS department should include endorsement letters from each department chair. A breakdown of how funds will be distributed among team members is required. Please note that the limitation on teaching or other activities during the summer applies to all members of the team receiving a stipend. This restriction does not apply to team members not receiving a stipend.

Awarding Process:
- Awards are made as stipends in either June or July and are taxable.
- If using any portion of the award for travel and said travel will be completed prior to the 2019 travel deadline (usually early to mid June), it **may** be possible to process that part of the award as travel. This will be done on a case by case basis. See Marshal Chaifetz to discuss your specific situation.
- Announcement of the award recipients will be made on or before Friday, Feb 01, 2019.

Award Limits:
Faculty are limited to a $6,000 cumulative two-year limit. Those who have previously received an award of $6,000 must sit out a year before applying again. For those applicants requesting less than $6,000, you will be eligible to apply for the award the following year, subject to a $6,000 cumulative, two-year limit. We hope this will encourage those needing less than $6,000 to submit an application.

All awards, regardless of amount, are subject to all other requirements in this RFP.

<u>**Construction of Proposal**</u>
1. Cover sheet – 1 page (double-spaced, Times New Roman, 12 point)
   - Name(s)
   - Academic rank/administrative faculty title(s)
   - Academic/administrative department(s)
   - Contact information
   - Short descriptive project title
   - Abstract of 100 words or less that summarizes the project
   - Proposed project duration

2. Narrative – 5 pages maximum (double-space all text including footnotes and quotes, Times New Roman, 12 point, 1 inch margins) addressing:

    A. **Goal(s)** - What is the ultimate purpose of the project and how does it specifically address the Scholarship of Teaching and Learning, Scholarship of Discovery, Scholarship of Integration, or Scholarship of Application/Engagement? (See description of the Boyer Models of Scholarship below.)

    B. **Outcomes** - What are the outcomes or impact of the project for Kennesaw State faculty, staff, students, and/or the community (local, regional, national, international) or discipline? Describe the project, giving specifics of what is to be accomplished and what will be "produced."

    C. **Significance** - Why is this project important and to whom? Discuss the potential impact of the project, including the importance of the project to your research agenda. Both new research and ongoing research projects are eligible. If the project builds on prior work, explain how. If the project represents a new direction, explain why this is an important development in your career at this time.

    D. **Methods** - How will the desired outcomes be accomplished? What specific roles and responsibilities will each project applicant/participant have? Include an explicit action plan that delineates a realistic and achievable schedule of short- and long-term research or creative activity goals and activities, including dissemination. Summarize the plan in a one-page timeline. (N.B. See #5 below; the timeline does not count against the five-page limit for the narrative. Use this section of the narrative to elaborate on and explain the timeline.)

    E. **Assessment** - How will you determine if the project was successful? Clearly specify the assessment procedures. The assessment section always relates back to the stated goals and expected outcomes of the proposal, so it is critical that these be clear and measurable.

    F. **Dissemination** - How will others learn about your project? Indicate what materials will be produced (e.g., a peer reviewed article, book chapter or creative piece) and how others will learn of the project. Provide a two-year plan for disseminating the results of your project. Some common vehicles for dissemination include: newsletters, electronic materials, grant applications, exhibitions, performance, workshops held on campus and presentations at regional/national conferences, video conferences, local and national mass media, academic or professional journals, textbooks and other printed resources.

The items below do not count towards the 5 page narrative limit:

3. Budget - 1 page (single-spaced, Times New Roman, 12 point, 1 inch margins).
    If applying for a joint award of $12,000 for a project involving two or more faculty members, the budget justification should describe how the team will allocate the funds amongst the team members. Include estimated time to be dedicated to project for each person. The budget narrative should include:

A. **Budget explanation/justification:** Since the award may be used entirely for summer salary, the budget page might be simply a discussion of the need for release from other obligations. If using the money for any purpose other than salary, any research-related travel or supplies should be justified in the proposal. Explain the purpose of all items required to conduct the research, reasons and destination for travel, and the need for specific equipment and software. **Student assistants cannot be directly supported with this award.**

B. **Other support:** If applicable, list and describe any other project support/resources provided by the department, college/school, or external sources.

4. CV of PI - 5 pages maximum per CV (may be single-spaced, 1 inch margins).
   A CV for the PI(s) and any other faculty member receiving funds is required.

5. Timeline - 1 page (single-spaced, Times New Roman, 12 point, 1 inch margins).
   The timeline should list all project activities, including expected publications and presentations.

6. References - 1 page (single-spaced, Times New Roman, 12 point, 1 inch margins)
   You may include a page of references and endnotes if applicable to your proposal.

7. Letter(s) of endorsement.
   A minimum of one letter from the PI's department chair is required and should: (a) address the importance of the research or creative activity within the department/school/college/ university; and (b) comment on the applicant's abilities to successfully complete this project. If your project involves faculty from multiple departments, include a letter from each department chair.

   Up to two additional letters may be included. Depending on the project, the writers might be from institutions that will provide resources, colleagues who can speak to the applicant's scholarship, editors/ publishers, community leaders, former students familiar with the project, etc.

   Letters may be sent either to the applicant and included as part of the application package or may be sent directly to Marshal Chaifetz via e-mail.

Criteria for Review

The review committee is comprised of one elected representative from each school/department in CHSS. As such, when preparing your applications, consider that committee members come from various disciplines and backgrounds and may not have knowledge of your specific discipline. The Grants and Contracts Coordinator serves as the administrative chair, a non-voting role.

Each proposal is evaluated on the following criteria:
- Goals (#2A): up to 20 points
- Outcomes (#2B): up to 20 points

- Significance (#2C): up to 20 points
- Methods (#2D plus one-page timeline #5): up to 10 points
- Assessment (#2E): up to 10 points
- Dissemination (#2F): up to 15 points
- Resources (#3): up to 5 points

Reviewers will score each criterion using the following scale, adjusted for total section value:

5. The argument to justify support is compelling; the CHSS's support would be an excellent investment.
4. The argument is strong; the explanation to justify support is better than satisfactory but not an exceptional case.
3. The argument is adequate; the explanation to justify support is understandable but neither strong nor weak.
2. The argument is weak; the explanation to justify support is unsatisfactory.
1. The argument to justify support has not been made; the CHSS's support would be an uncertain investment.
0. The applicant did not address this section.

Boyer Models of Scholarship

- o Scholarship of Teaching and Learning: Scholarship focusing on the teaching-learning process and gaining a better understanding of educating students, including the transmitting of knowledge and transformation and extension of that knowledge. It involves the study of teaching activities or methods and lifelong learning for both the student and the professor.
- o Scholarship of Discovery: Refers to original research and discovery of new knowledge. The focus is on the creation of new knowledge through development and extension. It is not descriptive or synthesizing except as it relates to forming new theory.
- o Scholarship of Integration: Scholarship that makes connections between fields of knowledge and disciplines and bridges information to knowledge. Integrative scholarship is "research at the boundaries where fields converge" and may "interpret what has already been discovered in new way that broadens our understanding" [Boyer, p.19].
- o Scholarship of Application/Engagement: Practical problem-solving on a large scale. Such application must give rise to new theories, methodologies, or processes of problem-solving. Applied Scholarship involves original research and other activities that apply knowledge to significant problems and the improvement of professional practice.