RFP for CHSS 2020-2021 Faculty Scholarship Support Grant Program

Purpose:

The College of Humanities and Social Sciences (CHSS) *Faculty Scholarship Support Grant Program* (SSG) provides individual faculty members up to $8,000 to support scholarship, research and creative activity and prepare faculty to apply for external grants, when appropriate. The intent of the award is to support faculty engaging in productive, scholarly activity in ways that best support their scholarship. This can include summer salary, course release(s), travel, equipment, etc. in various combinations (more specific information is included in the Budget section 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. This grant is not intended to support projects in their final phases which are more appropriate for the Manuscript Completion program.

Note: When preparing your applications, consider that committee members come from various disciplines and backgrounds and may not have knowledge of your specific discipline. Therefore, the narrative should not assume specialized knowledge and should be free of technical terms and jargon.

New This Year: This year's application includes an optional Competitive Priority for applications submitted by multiple faculty members that include 2 or more disciplines and/or schools/departments. More information about this priority can be found below.

Timing:

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 CHSSDean@kennesaw.edu. Please use the following subject line: 2020-2021 CHSS Scholarship Support Grant Application. This year's deadline for applications is **December 13, 2019, 5 p.m. eastern**.

Review for Compliance:

> Applicants wishing to have their applications reviewed for technical compliance (formatting, word limits, etc). must submit the proposals one-week prior to the deadline, by **December 6, 2019, 5 p.m. eastern.** Applications submitted less than one week prior to the deadline will not receive feedback on the technical requirements of the proposal.

Performance Period:

> Grant activities may begin as early as July 1, 2020 and end as late as June 30, 2021. Travel and other applicable expenditures are subject to year-end deadlines which will occur prior to June 30.

Eligibility:

Eligible Faculty:

- Principal Investigator (PI) must be full-time tenured or full-time tenure-track whose home department is located in CHSS
- Failure to adhere to reporting and any other requirements may result in applicant(s) being ineligible for future CHSS grant funding

- Faculty must be actively engaged in scholarship – proposals that are in the final phase of a project are not appropriate for this grant and should consider applying for the Manuscript Completion program
- 12 month faculty who are eligible for this grant cannot request summer salary. They may request all other non-salary allowable expenses.

Those Not Eligible Include:
- Non tenure-track full-time faculty
- Part-time faculty
- Temporary faculty
- 12 month faculty members at the Director/Chair level and above
- Faculty members who have achieved the rank of Full Professor AND hold a 12-month contract at any point during the time of the award

Award Limits:
- Faculty are limited to a $8,000 cumulative two-year limit. Those who have previously received an award of $8,000 must sit out a year before applying again. Applicants requesting less than $8,000 will be eligible to apply for the award the following year, subject to a $8,000 cumulative, two-year limit. We hope this will encourage those needing less than $8,000 to submit an application.
- **Exception:** Individuals may request 3 course releases within one semester, even though the value of the 3 course releases exceeds $8,000. This is the only instance where an individual faculty member may request a grant exceeding $8,000. Faculty members who receive a grant for 3 course releases in one semester will be considered to have met the cumulative two-year limit.

Pre-Application Assistance:

A pre-application Q&A session will be held on **November 12, 2019 at 10 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 directly contact Dr. Alice Gooding, CHSS Grants Committee Chair, afazloll@kennesaw.edu, 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 Dr. Alice Gooding by February 7, 2021, 5 p.m. eastern, and a final report will be due by November 30, 2021, 5 p.m. eastern. During the 2021-22 AY, awardees may be asked to present on their research or creative activities through a "brown bag" or other type of public forum. **Failure to submit reports on time may result in the faculty member being ineligible for future CHSS grants.**

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 may receive funds. The value of joint proposals is limited to $15,000, regardless of the number of faculty involved. Joint proposals involving faculty from more than one CHSS department must include endorsement letters from each department chair. Joint proposals involving more than one faculty member from CHSS must also include a breakdown of how funds will be distributed amongst team members.

Awarding Process:
- Summer salary funds will be paid in July 2020 or June 2021, depending upon the grant proposal
- All other expenses will be paid out of the Dean's budget during the 2020-2021 fiscal year
- All non-salary expenses will be subject to year-end deadlines
- Announcement of the award recipients will be made on or before January 31, 2020

Construction of Proposal
NOTE: Failure to follow any proposal requirements, including formatting, pages limits, deadlines, etc., may result in your proposal not being reviewed.

1. **Cover sheet** – 1 page (double-spaced, Times New Roman, 11 point)
   - Name(s)
   - Academic rank/administrative faculty title(s) – please use your full title
     - Include anticipated rank for 2020-2021 if different from current
   - Academic department(s)
   - Contact information – e-mail and phone
   - Short descriptive project title
   - Abstract of approximately 100 words that summarizes the project
   - Proposed project duration

2. **Narrative** – 5 pages maximum - double-space all text (excluding footnotes, which may be single spaced), Times New Roman, 11 point, 1 inch margins - addressing:

   A. **Goal(s)** - What is the ultimate purpose of the project? Describe the significance of the proposed project, including its value to your field, general audiences, or both. Provide an overview of the project, explaining the basic ideas, problems, or questions to be examined. Explain how the project will complement, challenge, or expand relevant studies in the field.

   B. **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.

   C. **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 materials will be produced.

D. **Methods/Plan** - How will the goals be accomplished? What specific roles and responsibilities will each project applicant have? Include an explicit action plan that delineates a realistic and achievable schedule of short- and long-term research or scholarly goals and activities, including dissemination. While a full timeline should be included separately (see below), highlight the major steps here.

E. **Qualifications -** Explain your competence in the area of your project. If the area of scholarship is new to you, explain your reasons for working in it and your qualifications to do so. If you will be accessing any facility or technology that is not publicly available, indicate what arrangements you have made for access. If you will use research assistants, describe their (desired) qualifications and roles.

F. **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.

G. **Dissemination** - How will others learn about your project? Provide a minimum of a two-year plan for disseminating the results of your project. It is recommended that you identify any journals and conferences to which you plan to submit your work as well as any external grants to which you plan to apply, if applicable.

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

3. **Budget** – Up to 2 pages (single-spaced, Times New Roman, 11 point, 1 inch margins).
   If applying for a joint award of $15,000 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. Spreadsheets are acceptable as part of the budget, but should be converted and included in the PDF application package. The budget should be supported by a narrative statement in addition to line items.

   Some examples of how funds may be used include, but are not limited to:
   - 3 course releases ($9,000).
   - $8,000 in summer salary
   - $8,000 in travel funds
   - 1 course release in the fall ($3,000), 1 course release in the spring ($3,000) and $2,000 in summer salary
   - Proposals may be made for less than $8,000 using any combination of allowable expenses
   - **NOTE:** 12 month faculty who are eligible for this grant cannot request summer salary. They may request all other non-salary allowable expenses.

NOTE: Faculty will either receive the full amount of their grant request or they will not receive any funding – no partial awards will be given.

Budget explanation/justification (include what is applicable to your proposal):
   a. **Summary salary:** Request for summer salary should include why the salary is necessary and how it will support the applicant's scholarship

      b. **Course release(s):** All course releases are budgeted at $3,000 per course. Specify in which semesters you are requesting the release(s). (See note in #7 below about endorsement.)

      c. **Travel:** Explicitly break down your travel expenses, including transportation, hotel, meals, etc.

      d. **Supplies and equipment:** List what you will purchase, vendor, prices and quotes if possible.

      e. **Research assistants:** How many assistants? How many hours will they work? How much per hour? Note that all research assistants must be hired per university policies.

      f. **Other:** Describe any other expenses requested in full detail.

4. **CV of PI(s)** - 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** – up to 2 pages (single-spaced, Times New Roman, 11 point, 1 inch margins).
   The timeline should list all project activities, including expected publications, presentations and external grants. If this is an existing project, you should include work done prior to the proposed performance period for context. If the project will continue beyond the funding cycle, include work that will be done after the grant ends.

6. **References** - 1 page (single-spaced, Times New Roman, 11 point, 1 inch margins)
   You may include a page of references and endnotes if applicable to your proposal.

7. **Endorsement Form –** An endorsement form from the PI's school director/department chair is required:
         a. Faculty who are jointly appointed must include a form from each director/chair.
         b. If your project involves faculty from multiple schools/departments (including joint applications), include a form from each director/chair.

The form is located at: https://chss.kennesaw.edu/grants/chss-grant-competitions/current-competitions.php

8. **Competitive Priority #1 (optional)** - Joint/Interdisciplinary Applications. – ½ page (single-spaced, Times New Roman, 11 point, 1 inch margins).
   Applications which include 2 or more faculty members from 2 or more CHSS disciplines or CHSS schools/departments may receive additional points. Applicants should describe the interdisciplinary nature of their approach and what each faculty member brings to the project.

As well, up to two recommendation 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. Unsigned letters or those submitted in an editable format (such as Microsoft Word) will not be accepted.

Letters may be sent either to the applicant and included as part of the application package or may be sent directly to CHSSDean@kennesaw.edu via e-mail.

Criteria for Review

The review committee is comprised of one 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. Therefore, the narrative should not assume specialized knowledge and should be free of technical terms and jargon. The CHSS Grants and Contracts Coordinator serves as an Ex-Officio member, a non-voting role.

It will be the responsibility of the applicant to demonstrate to the committee why their particular proposal should be funded and justify the funding request.

Each proposal is evaluated on the following criteria:
- Goals (#2A): up to 15 points
- Significance (#2B): up to 20 points
- Outcomes (#2C): up to 15 points
- Methods/Plan (#2D plus timeline #5): up to 10 points
- Qualifications (#2E): up to 5 points
- Assessment (#2F): up to 10 points
- Dissemination (#2G): up to 15 points
- Budget (#3): up to 10 points
- Competitive Priority #1 (#8): up to 3 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.