

2010-2011 RESEARCH AND CREATIVE PROJECTS AWARDS GUIDELINES

OVERVIEW

The purpose of this program is to support and encourage a research and creative project that promotes an individual's professional development thereby enhancing his or her value to the college. All full-time tenure-track teaching faculty and full-time term lecturers with three or more years of service in the Division of Academic Affairs are eligible to apply for funding for one proposal. A maximum of \$2,500 may be awarded to an applicant and can be utilized for aspects of the project conducted between April 1, 2010, and May 31, 2011.

The Committee on Research, Awards and Leaves (CRAL) will review the proposals and make funding recommendations to the Provost. The evaluation criteria to be used by CRAL are included for your reference.

An Important Note on External Funding: The Office of Sponsored Programs must be consulted in any matter concerning external funding. Establishing a GENIUS/SMARTS profile is a good way for faculty to learn about funding opportunities in particular disciplines and specialties; if interested, please contact the Office of Sponsored Programs at x3282.

SUBMISSION OF DOCUMENTATION

Two copies of the proposal and one cover sheet must be submitted to your department chair by December 4, 2009. The following items must be included in your application:

- ❑ Cover sheet (one)

and two copies of:

- ❑ Evaluation from department chair
- ❑ Evaluation from dean
- ❑ Project narrative (see description)
- ❑ Budget (budget format on page 3)
- ❑ Current Vitae
- ❑ Approval from Institutional Review Board (IRB) if applicable and available

Additional materials such as slides, photos, prints, media, etc., may be included but must be firmly attached to the proposal.

AWARD APPLICATION CALENDAR

December 4, 2009:	Grant applications due in department chair's office.
December 11, 2009:	Grant applications due in dean's office from department chair.
December 23, 2009:	Grant Applications due in Office of Academic Affairs from dean.
January 12, 2010:	Grant Applications will be made available to CRAL for review.
February 6, 2010:	CRAL will make its recommendations to the Provost.
February 16, 2010:	Awards expected to be announced; IRB approval due in Academic Affairs.

PROJECT NARRATIVE

The Research and Creative Projects Awards are highly competitive. Accordingly, applicants should write their proposals in a clear and concise manner following the guidelines and using terminology understandable to those unfamiliar with the field being studied.

Background and context for the project. Describe the current state of the question, topic, or issue you wish to investigate.

Problem or issue to be addressed in the project. Describe the need for the project and its potential significance to the discipline or field. Discuss the relationship of this project to your primary research/scholarly/creative directions and/or teaching responsibilities.

Expected outcomes or benefits. Discuss the expected benefits or outcomes, such as new information, theories, databases, publications, works of art or shows, improved teaching effectiveness, or potential for the project to result in external funding. Full-time, term lecturers with three or more years of service are eligible for awards intended to improve instruction.

Specific plans for completing the project. List specific plans for the successful completion of the project, i.e., research, artistic activity, the purchase of specialized equipment or materials, and/or research travel. If this application is requesting partial support for a long-term project, describe the role of this grant in fulfilling your long-term project. Conference travel and registration are not eligible for funding through this program.

Previous internal and/or external support. Indicate all previous internal funding for this project including sources, date, and amount of funding. If funding was previously received through a Research and Creative Projects Award include a copy of your final report.

CRITERIA BY WHICH PROJECTS WILL BE REVIEWED

Project proposals will be scored according to the following criteria (the highest possible score is 30):

Contribution (1-5): Will this project result in a significant contribution toward one or more of the following: teaching effectiveness, publications, databases, works of art or shows, receipt of grants, awards, or fellowships?

Methodology (1-5): Does the methodology appear suitable to accomplish the goals and objectives?

Capability (1-5): Does the applicant have the demonstrated capability to perform the project?

Budget (1-5): Does the budget appear justified?

Tenured/permanent (0 or 5): Non-tenured tenure-track teaching faculty receive 5 points.

Overall (1-5): Overall Impression.

Other significant factors to be considered when evaluating project proposals are:

IRB (yes or no): If the project requires work with human subjects, the applicant must file with the IRB. If filing with the Institutional Review Board is required and is not done, disapproved, or if a copy of the approval has not been provided to Academic Affairs by February 16, 2010, funding may not be awarded. IRB approval will require completion of a human subjects training program. Applicants may contact the Office of Sponsored Programs (x3282) for more information.

Previous support/prior recipient (yes or no): Please refer to section 5 of Project Narrative.

COVER SHEET: 2010-2011 RESEARCH AND CREATIVE PROJECTS AWARDS

NAME: _____ DEPARTMENT: _____
RANK: _____ TENURED/PERMANENT: YES NO
PROJECT TITLE: _____
AMOUNT OF FUNDING REQUESTED: \$ _____

If this project involves human subjects, has it been approved by the Institutional Review Board?

- Yes, a copy of the approval is attached.
- Request for approval has been or will be submitted to the IRB. Applicant must provide a copy of the approval to Academic Affairs by February 16, 2010.

EXTERNAL/OTHER FUNDING SOURCES: List other sources of funding that you have sought for this project or related research/creative activity, and list any source(s) you plan to utilize (attach separate sheet if necessary).

I, the applicant, understand that all publications and materials resulting from this award must carry a statement acknowledging support by the State University of New York at New Paltz Research and Creative Projects Award Program.

Applicant's Signature: _____ Date application submitted to chair: _____

TO BE COMPLETED BY DEPARTMENT CHAIR:

Chair's Signature: _____ Date: _____

Chair's evaluation must be attached on a separate sheet.

TO BE COMPLETED BY THE DEAN:

Dean's Signature: _____ Date: _____

Dean's evaluation must be attached on a separate sheet.

TO BE COMPLETED BY APPLICANT

DETACH THIS SHEET AND SEND DIRECTLY TO :

OFFICE OF THE PROVOST/VICE PRESIDENT FOR ACADEMIC AFFAIRS
HAB 801

DATE: _____

FROM: _____
(Your name)

SUBJECT: 2010-2011 Research and Creative Projects Award Application

This is to notify the Office of the Provost/Vice President for Academic Affairs that I filed my application with the chair of my department on _____.
(date)

Signature of Applicant