

## SCHOOL OF GRADUATE STUDIES

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### Summer Research and Creative Activities Grant for Summer 2012

This grant supports research or creative activities that will result in publication or presentation at a professional conference, performance, exhibition, or government contract. This grant is not intended for the development of curricular materials.

Award amounts: The university will fund up to four summer grants for Summer 2012 of \$4,000 each.

Eligibility: Full-time tenure-track or tenured faculty or librarians at Salem State University who did not receive a summer grant the previous summer. Recipients are expected to forgo teaching for the summer during which they receive the grant.

**Deadline for applications: January 17, 2012, 6 pm**

#### Eligibility

- All full-time tenured or tenure-track faculty or librarians are eligible to apply for a Summer Research and Creative Activities Grant.
- Summer Research and Creative Activities Grants are awarded on the basis of the quality and merit of the applications. When all other factors are equal, preference will be given to applicants who have not previously received a Summer Research and Creative Activities Grant.
- Recipients of previous grants must have completed all requirements such as submission of final report and budget before being eligible for a new grant.

#### Submission Materials

1. Cover sheet
2. Application form and 3-5 page Project Narrative, with citations when appropriate
3. Selected bibliography, when appropriate
4. Timeline for accomplishing proposed work
5. A budget and budget narrative
6. Brief resume (no more than 2 pages) for each participant
7. IRB Approval form (if proposed activity requires IRB approval)

#### Review Criteria

- Basic Criteria
  - Application is complete and conforms to all submission requirements (Incomplete applications will not be considered.)
  - If previous funding was received for this or a related project, is new proposal significantly advanced from last award?

- If previous funding was received, did applicant wait at least a year and complete all requirements such as submission of final report and budget?
- Quality of Proposal
  - Project description, goals, purpose, and expected outcomes are clearly delineated and identified.
  - Sufficient detail has been provided to understand project and its significance.
  - Project contributes to field/discipline through theory or practice.
  - Adequate description of design, subjects, data analysis, and procedures—as applicable—has been provided.
  - Proposed methods or activities address project goals.
  - Timeline is appropriate and reasonable.
  - Writing is clear.
- Visibility for University and Applicant
  - Opportunity for expanding professional scholarship of applicant is evident.
  - Project enhances university's visibility for research or creative activities.
  - Dissemination plan is appropriate.

**Summer Research and Creative Activities Grant  
Fall 2011 Guidelines**

**Deadline: Due January 17<sup>th</sup>, 2012 before 6 pm [DEADLINE HAS BEEN EXTENDED]**

**Applications must be submitted as an email attachment to [ssu-research@salemstate.edu](mailto:ssu-research@salemstate.edu) with "YOUR\_NAME Summer Research and Creative Activities Grant Application for Summer 2012" in the Subject line. Receipt of applications will be acknowledged by email. Only complete applications will be reviewed.**

**Overview**

The University Research Committee awards up to four Summer Research and Creative Activities Grants of \$4,000 each on a competitive basis.

These grants support research or creative activities that will result in publication, presentation at a professional conference, performance, exhibition, or government contract.

Funding for these grants currently comes from the School of Graduate Studies budget, but grants are not restricted to graduate faculty.

The University Research Committee, composed of faculty and librarians appointed by the MSCA union and administrators from the School of Graduate Studies and the Office of Sponsored Research, reviews all applications.

Since applications are read by committee members from various disciplines across the campus, applicants should avoid highly-specialized terms and address their proposal to a well-educated general audience.

Questions about preparing a grant may be addressed to either the 2011-2012 Chair, Dr. Marcos Luna ([mluna@salemstate.edu](mailto:mluna@salemstate.edu)), or the 2011-2012 Recorder, Dr. Elizabeth T. Kenney ([ekenney@salemstate.edu](mailto:ekenney@salemstate.edu)).

**Allowable Costs**

Summer Research and Creative Activities Grants awards are \$4,000.

Summer Research and Creative Activities grants may be used to compensate the applicant for his or her time at a rate of \$30 per hour. Additional allowable expenses may include, but are not limited to, the following: transportation to research site, hotel costs and meal costs while conducting research, scholarly or creative activity, student assistants, interpreters or translators, data analysis, clerical assistance, materials, software or other supplies necessary to conduct the research or creative activity.

**Applicants who receive funding are expected to produce a report at the end of their project, and are encouraged to present their work at an appropriate forum on campus. Reports will be made publicly available through the Committee website.**

**Summer Research and Creative Activities Grant: Summer 2012**  
**Cover Sheet**

Date:

Name of Applicant:

Department:

Project Title:

One paragraph abstract (150 words) for use on the web site:

**Please note: Summer Research and Creative Activities Grants will not be reviewed if any of the materials on the checklist below are missing.**

1. Cover sheet
  2. Application form and 3-5 page Project Narrative, with citations when appropriate
  3. Selected bibliography, when appropriate
  4. Timeline for accomplishing proposed work
  5. A budget and budget narrative
  6. Brief resume (no more than 2 pages) for each participant
  7. IRB Approval form (if proposed activity requires IRB approval)
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For Office Use:

Date Received: \_\_\_\_\_

Project number: \_\_\_\_\_

Distributed to committee for review: \_\_\_\_\_

Decision:     \_\_\_ Awarded  
              \_\_\_ Declined

Amount requested: \_\_\_\_\_

Amount awarded: \_\_\_\_\_

Final report received: \_\_\_\_\_

**Summer Research and Creative Activity Grant Application**  
**Application Form**

Name:

Department:

Title of Project:

Amount Requested:

Have you applied for or been awarded any other funding to support this activity?    Yes            No  
If yes, please list the title of the project, the source of the funding, the date of the award, and the amount of the award.

If yes, please also indicate the relationship of the applications or awards listed above to this proposed project.

Does your project involve animal or human subjects?    Yes            No  
If yes, have you procured IRB approval?    Yes            No

**Proposal Narrative: 3-5 pages, double-spaced, 12 point font**

Please include the following:

1. Project title
2. Detailed description of project goals, significance, and contribution to the field. Please describe your methodological approach in a manner that is accessible to non-specialists, yet appropriate to your field
3. What is the relationship of this project to your previous experience?    How does this project fit into your ongoing professional activities and goals?
4. How will the results of your project be publicized or disseminated?

**Timeline**

Please outline the steps involved in accomplishing the proposed work to the point of presentation, publication, performance or exhibition.

**Selected bibliography, when appropriate.**

This will help the committee to place our work in the broader context of work in your field.

**Budget and Budget Narrative**

Outline project costs and their explicit relationship to accomplishing the project. Summer grants may be used to pay for the applicant's time, which is to be calculated at \$30/hour. Allowable expenses include

such items as: equipment, travel to libraries and field sites; clerical support; statistical analysis; fees, and supplies.

**Brief Resume (2 pages)**

Should your application be successful, would you be willing to have your application posted on the Research Advisory Committee website as an example for other applicants?    Yes    No  
Your answer will not affect the evaluation of your application.