2022 Early Career Faculty Grant

Application Deadline: November 8, 2021, 4:30 p.m.

Scholarship, creativity, and engagement provide the intellectual foundation for faculty life at the University of Southern Indiana. In order to encourage and support early career faculty the University, through the Provost's Office, provides research and scholarship funding. The Early Career Faculty Grant makes a limited number of $5,000 grants available for early career faculty to pursue promising research, creative, and engagement projects for one consecutive 10-week summer term. Analysis and final report is due to the Provost/OSPRA by December 16, 2022.

<u>Eligibility</u>
1. Only full-time, tenure-track faculty members within the first <u>five</u> years of tenure eligibility are eligible for this grant.
2. Faculty members are <u>not allowed</u> to teach during the 10-week summer term of their grant. Teaching is allowed outside of the selected 10-week summer term of the grant.
3. Faculty members are eligible for only one (1) Early Career Faculty Grant.
4. Applications for course development, faculty development, departmental curriculum development, institutional research, consulting, or public service activities <u>are not eligible</u>.
5. Applicants must be up-to-date on all reports from prior internal awards.

<u>Grant Information and Restrictions</u>
Up to $5,000 to pursue promising research, creative, and engagement projects. Budgets can include faculty compensation/stipend for hours worked on the project based on actual salary, and/or for cost-reimbursable items such as travel, materials and supplies or student workers to assist with research—all cost reimbursable items for the grant (including work hours to be compensated) must occur within the 10-week summer term grant period.

Grant recipients are obligated to return to USI for at <u>least one complete academic year of service</u>. Failure to do so will result in the grant recipient repaying the grant amount to USI.

<u>Allowable Activities (Definition of Research)</u>

The Early Career Faculty Grant provides support only for faculty research projects. Research is broadly defined as all creative, critical, scholarly, and/or empirical activity that expands, clarifies, reorganizes, or develops knowledge or artistic perception. This definition of research includes the demonstration, implementation, application, and dissemination of research results.

<u>Selection Process</u>
Multiple $5,000 grants may be awarded. We anticipate that there will always be more proposals submitted than can be funded. All requests for funding undergo a peer review process by the Faculty Awards for Service, Teaching, and Research Committee (FASTRC) of the Faculty Senate before final approval by the Provost. Proposals are assessed on the basis of the clarity of the project description and the extent to which the project appears to help the faculty member begin to establish a scholarly record at USI. Evidence for the latter condition can be made evident by the applicant clearly defining scholarly research goals during the project period and any additional material that supports the significance of the project to the faculty member's scholarly development. The review criteria listed below will also guide the proposal assessment. All final

decisions regarding funding for the Early Career Faculty Grant will rest with the Provost.

Review Criteria

1. Scholarly significance to the field supported by in-text citations.
2. Clarity of objectives and project description.
3. Feasibility: the project can be completed or substantially advanced in the project period.
4. Importance to the applicant's program of scholarship.
5. The budget and the appropriateness of how the funds will be used.
6. Ability to complete the project within the 10-week summer term and final report by December 16, 2022.

Application Requirements

Please include all of the following items as part of the application:

1. Project Description (5-page limit, with 12 point font, single spaced)
   Attach a project description in the documents section addressing the following four criteria:

   a. Document the **scholarly significance** of the project. Set the proposed project in the framework of other scholarship in the discipline and establish its importance and/or originality. Support with in-text citations.

   b. **Describe the project. Clearly explain** the objectives of the proposed project, the methods you will use, and the expected outcomes. Use language easily understood by readers from other disciplines. Include in this section if you are applying for or receiving additional funds from other sources. If so, provide the name of the agency/program, and details on what part of the work and budget is included in other proposals and what will be funded by the Early Career Faculty Grant.

   c. Describe how much of the project can be **completed or substantially advanced** with the available resources and within the time allowed. Demonstrate what aspects of the proposed project will be completed during the grant period. If you cannot complete the entire project during the summer grant period, explain why and state when you anticipate completing the project.

   d. Explain the relationship of the proposed project to your **overall program of scholarship**. How does the project support your professional growth?

2. Complete the Research and Related (R&R) budget in CAYUSE detailing how the $5,000 grant will be used. See CAYUSE budget instructions on the OSPRA website at: http://www.usi.edu/ospra/cayuse-424

3. Attach a Budget Justification that supports the line-item budget. An example can be found at on the OSPRA website: http://www.usi.edu/ospra/internal-awards-and-grants

4. Attach Letter(s) of support/site approval from any organizations you will work with on the project

5. Attach a Short CV (2 page maximum – highlighting your experience related to this project)

6. Attach other related materials, surveys, focus group manuals, etc. that will be used for the project

Application Submission Instructions

1. Submit an **intent to apply for internal grant application** form no later than November 1, 2021. The form can be found on the OSPRA website : http://www.usi.edu/ospra/internal-awards-and-grants

2. Once OSPRA has received the intent to apply notice, we will create the proposal file in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.

3. Access CAYUSE 424 through **myUSI** on the USI website www.usi.edu
    a. Use your USI credentials to log-in to **myUSI**
    b. Look for the CAYUSE 424 icon under USI Online Services:

    c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.

4. Complete the R&R budget in CAYUSE detailing how the $5,000 grant will be used. See CAYUSE budget instructions on the OSPRA website at: http://www.usi.edu/ospra/cayuse-424

5. Attach a Budget Justification that supports the line-item budget. The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K. An example can be found on the OSPRA website: http://www.usi.edu/ospra/internal-awards-and-grants

6. Attach separate .pdf files including the following to the documents section under Proposal Summary in CAYUSE:

    1. Project Description (5 page maximum)
    2. Letter of support/site approval
    3. Short CV (2 page maximum)
    4. Other related materials

    See more explicit directions at: http://www.usi.edu/ospra/cayuse-424

7. Submit the proposal for routing through CAYUSE 424 no later than **4:30 p.m.** on **November 8, 2021.**
    Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the <u>routing and approval</u> section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.

Budget Stipulations and Regulations
- The amount requested should accurately reflect the cost of completing the project, up to a maximum of $5,000.
- Grant funds may be used for the following:
    o Faculty compensation/stipend for hours worked on the project based on actual salary
    o Student workers
    o Consultant fees
    o *Materials & Supplies*: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
    o *Non-Capital Equipment*: Durable equipment with a unit price less than $5,000.
    o *Travel*: Use of funds for travel are subject to the current USI travel polices, which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances, travel might be approved, and other trips might not be approved due to the country's travel warnings and restrictions. Visit the USI website for more information: https://www.usi.edu/covid-19/covid-resources/travel/

- *Other*: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment or payment to research subjects.
  - All requested budget items must conform to University accounting policies and procedures.
  - All equipment, tangible materials, and books purchased on a grant are property of the University.
  - Mileage and per diem are based on current University rates.
  - Student wages are based upon the current University hourly wage (typically $7.25 an hour). If the student worker is not enrolled in classes at the time of the work (such as during the summer), FICA must be included.

Policies and Regulations
University of Southern Indiana rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate University policies apply. Faculty are responsible for following the established University compliance procedures regarding these rules and regulations. Faculty may obtain additional information regarding these policies from the Office of Sponsored Projects and Research Administration (http://www.usi.edu/ospra).

All projects including human subjects must receive IRB approval prior to the start of data collection and before any funding will be released.

Fiscal Regulations
The expenditure of funds from this program follows normal USI policies and procedures. Faculty compensation/stipends included in the grant will be paid upon completion of the 10-week grant period and following the receipt of the updated summary/timeline.

Notification
Applicants will receive notification of the status of their proposal no later than February 4, 2022.

Reporting Requirement

Recipients of the Early Career Faculty Grant are required to submit an updated summary/timeline of work accomplished on the project within one week of the completion of the 10-week grant period. Faculty compensation/stipends included in the project will not be processed until the updated summary/timeline is received. A final report (1-2 pages maximum) or copy of the completed work will be due by December 16, 2022, to the Office of the Provost and the Office of Sponsored Projects and Research Administration. Recipients may be asked to present their research at a USI event.

Deadlines

Early Career Faculty Grant applications are due no later than **4:30 p.m.** on **November 8, 2021** via CAYUSE424. Only electronic submissions through CAYUSE will be accepted.