



APPLICATION GUIDELINES

FACULTY SCHOLARLY AND CREATIVE ACTIVITY (Faculty SCA) GRANT PROGRAM

Fall Round Deadline: Fourth Monday of October by 4:30 pm

Spring Round Deadline: Third Monday of February by 4:30 pm

This internally funded grant program is designed to provide support for faculty and staff in the development of their scholarly and creative activity (SCA) programs to be more competitive in their field (i.e., enhancing possibility of procuring external grants/contracts). Projects that are expected to result in peer-reviewed output, significant public activities/presentations, and/or to have significant impact on local/campus or national/international community will receive priority. You are encouraged to contact the Chair of the Scholarly and Creative Activity Committee (SCAC) and/or the Office of Research and Sponsored Programs (ORSP) if you have any questions about the program.

DEADLINE: You must fully complete the application paperwork, sign the routing sheet, and upload all of your application-related documentation using the Google Form found [here](#), by 4:30 PM on the day of the deadline. In addition, you must submit the application-related documentation along with your signed routing sheet to your department chair by 4:30 PM on the day of the deadline. It is the responsibility of your chair to review your application documents, approve or disapprove, and deliver the application and signed routing sheet to your dean. Your dean will then review your documentation, approve or disapprove, and deliver the fully signed routing sheet to ORSP. ***The administrative sign-off procedure must be completed by the Friday immediately following the application deadline.*** Applicants will receive an email from ORSP by the Thursday following the application deadline if the routing sheet has not been fully signed and received from their dean's office. Applicants are strongly encouraged to submit their application and initiate the administrative sign-off procedure well in advance of the application deadline to decrease likelihood application submission and/or routing sheet sign-off deadlines are missed. **Late submissions of the routing sheet or proposal will not be forwarded to the review committee for further consideration.**

ELIGIBILITY: A goal of this program is to extend its benefits to as many applicants as possible. All full-time teaching faculty (including librarians), full-time temporary faculty who have multi-year contracts and are not in their final year, and non-teaching professionals on term and continuing appointment in the Division of Academic Affairs, are eligible to apply within this category with the following restrictions: applicants may receive a maximum of one Faculty SCA Grant per year; however, one may apply for a Challenge Grant or a Faculty Mini Grant during the same academic year. SCA Grants are available to individuals who will be on sabbatical at the time they would receive the grant; in that case, only supplies or travel to perform activities may be requested; also, applicants must demonstrate an earnest effort to work with the ORSP to apply for external funding for their sabbatical needs. No grants will be awarded to faculty members who have not submitted project reports for all previous SCA (Challenge, Faculty SCA, FMG, ESP) grants. The application must adhere strictly to all guidelines.

FUNDS: The total money available for any individual grant will be up to \$3,000. There are no minimum or maximums for specific categories. Individuals submitting a grant application must indicate how the money will be spent on the itemized budget sheet and budget justification. A strong justification for each item must be included. Faculty salaries and release time are not eligible for funding through this mechanism. The role of the applicant must be clearly defined. Student(s) salary may be included at a rate of \$15/hr for undergraduate students and \$20.75/hr for graduate students (for maximum of 29 hr/wk). SCAC reserves the right to reduce the amount of the award. **Please note that travel or other expenditures strictly to disseminate creative or scholarly work are not supported by this grant.** The Fall funding round will cover activities taking place during the Spring and Summer semesters, while the Spring funding round will cover activities occurring during the subsequent Summer and the Fall semester.

GUIDANCE FOR PREPARING YOUR FACULTY SCA GRANT APPLICATION

- 1. Grant Submission Google Form:** All applicants' materials will be collected via [Google Forms](#). There will be four sections to this form that will need to be completed in full.
 - Applicant information
 - Budget sheet information
 - Information on other funding sources
 - Document upload buttons for:
 - Description of project (required; 6-page maximum) and budget justification (required)
 - Please note: The budget justification **does not** count towards the 6-page maximum.
 - Appendices (optional)
 - Compliance Committee Approval Letter (If applicable)
 - Curriculum vitae (required; 2-page maximum)
 - Previous grant reports (required, if applicable)

Please input your budget numbers into the appropriate sub-category line shown in the Google Form. A reference budget sheet illustrating all of the required fields can be found [here](#). This budget sheet and questions mirror the budget information sections that will need to be completed within the Faculty SCA Application via Google Forms. This budget sheet **does not** need to be uploaded with the other documents. However, you will need to complete and submit this form, with your application materials, to your chair, in order to maintain a complete copy of your application for the department chair's and the dean's approval.

The budget information collected within the Google Form will be compiled and forwarded to SCAC reviewers and will be utilized to analyze financial data regarding each funding round.

To upload files within the Google Form, you can upload files from your Google Drive, navigate and upload files from your computer, or drag and drop files from your desktop. Anything that you upload from your computer that was not in your Google Drive will automatically save to your Google Drive. You may include multiple files per grant application section (i.e., the Project Description and Budget Justification can be uploaded as two separate files or as a single file via the description of project and budget justification upload button).

Note Concerning Administrative Routing Sheet Sign-off Procedure: When you submit your application via the Google Form, you are required to send a copy of your application materials (project description, budget justification, CV, previous grant reports, any appendices), a completed budget sheet, and a routing sheet with your signature and those of any collaborators, either as an electronic or hard copy, to your department chair for review and sign off. Once your department chair has signed off on your application, they should forward the routing sheet and application to your dean for the next level of administrative review. Your dean will then review your documentation, approve or disapprove, and deliver the fully signed routing sheet to ORSP. ***The administrative sign-off procedure must be completed by the Friday immediately following the application deadline.*** Applicants are strongly encouraged to submit their application and initiate the administrative sign-off procedure well in advance of the application deadline to decrease the likelihood that application submission and/or routing sheet sign-off deadlines are missed. **Late submissions of the routing sheet or proposal will not be forwarded to the SCAC review committee for further consideration.**

- 2. Description of Your Project (Required):** A fillable Microsoft Word template can be found [here](#). The Project Description must be complete and specific. Write clearly and persuasively so that the non-expert reviewers can understand and appreciate your project. The project description must be **three (3) to six (6)**

pages in length, single-sided and double-spaced. The routing sheet, budget justification, curriculum vitae, and appendices are not factored into this page length requirement. Please use 1-inch margins and font size 12. Extraneous documentation is discouraged although critical research instruments (surveys, etc.) may be included as appendices. The project description should address the following areas:

Scholarly or Creative Context: Discuss the significance of the proposal and how it will fit into what has been done by others. For some proposals, this section will probably be a brief review of the existing literature and the relevance of your project. For creative work, develop the contexts of the proposed project. You may include a discussion of artistic or literary influences, the theoretical or cultural tradition in which you are working, as well as how the completed work might appear publicly, in terms of exhibitions, performances, presentations, and/or publications. See FAQ additional for clarifications.

Goals: What are you trying to accomplish during the period of the grant? If these goals relate to a larger project or scholarly/creative program, explain. Include a statement about sharing your work. See FAQ additional for clarifications.

Methods or Procedures (for meeting your goals): What will you do during the grant period? What methods or procedures do you propose to use to meet your goals? What professional training and experience do you bring to bear on this project to meet your goals? What is your specific role (if more than one individual is involved in the project)? If IRB or IACUC approval is required but not received at the time of application, please discuss any potential ethical implications in this section. See FAQ for additional clarifications.

3. **Budget Justification (Required):** The Budget Justification section can be found within the same Microsoft Word template that contains the Project Description, and it can be attached to the end of the project description itself. The proposed budget must be fully justified concerning travel expenses, secretarial services, supplies, and other costs as specified in the budget listed on the Google Form. Budget submissions for all proposals should note efforts to obtain funding from other sources including funding by deans and departments, UUP, and external sources. Requests for travel to the site of scholarly and creative work or to initiate the project will be considered, but the contribution of the travel to the project must be clearly explained, the role of the traveler must be explained, and it should be an essential part of the creative and scholarly activity. Shipping costs to the research, exhibition, or performance location may be requested; however, these costs must be project-related and well justified. **Travel or other expenditures strictly to disseminate creative work are not supported by this grant, and different avenues of funding (UUP, Dean) for that type of travel should be pursued.** Regarding allowed usage of funds to pay study subjects, generally, the NIH guidelines are to be followed, in the spirit of paying the individual for participation and not an organization. Student involvement and student salaries may be part of the proposal at a rate of \$15/hr for undergraduate students and \$20.75/hr for graduate students (limited to a maximum of 29 hr/wk; however, please consider applying for Challenge grants for such activities).
4. **Appendices (Not required):** If included, appendices must be kept brief and used only to support the description of your project. You may include correspondence that supports the plans you describe in (1) above, research instruments to which you have referred, or copies of contacts with travel agents that support your budget.
5. **Compliance Committee Review:** Within this section, indicate whether you have received approval from the appropriate compliance committee (HSC, IACUC) for this project, you have already submitted a proposal and it is pending, or indicate if compliance committee review is not applicable to your work. If you have received compliance committee approval, please upload the approval letter within this section of the application.
6. **Curriculum Vitae (Required):** Provide a maximum **two-page** vitae highlighting relevant research, scholarly or creative activity.
7. **Previous Grant Report (Required, if applicable):** If you have previously received any SCA grant since 2000, you must have submitted all required reports and you must include the Interim or Final report of the most recent award. The productive use of previous grants is one of the review criteria.

Information on Review Committee and Criteria for Ranking Proposals

Proposals will be evaluated and scored by members of the Scholarly and Creative Activity Committee (SCAC). SCAC members will not be assigned as reviewers for applications arising from members of the same academic department. Importantly, these SCAC members may answer questions about the general field of the proposed activity, however they are not allowed to vote or argue for proposals submitted by applicants within their department. Funding recommendations will be submitted in priority order along with reviewer feedback to the provost for final approval. Summary Statements detailing strengths and weaknesses of each proposal will be provided to applicants so that improvements can be made to future applications. The following questions will be asked by the reviewer about the proposal and then assigned an overall score of 1 - 4 based on the details of the proposal. The guiding questions and criteria that the reviewers will specifically look for within your proposal are as follows:

- **Context and Goals:**
 - Does the project description provide sufficient background to understand the proposed activity, including a summary of the relevant research or other activities, performances, galleries, or events in this subject area? Does it cite scholarly / peer-reviewed sources in the references, explaining their relevance and importance for this project?
 - Are the project goals clearly stated?
 - Is the project description clear and easy to understand to a layperson?
- **Methodology and Procedures:**
 - For the humanities, does the proposal describe clearly how the project will be carried out with regard to the following?
 - target audience
 - demonstrations, showings, performances, or readings
 - use of equipment or involvement of media
 - For the natural and social sciences, does the proposal describe clearly how the project will be carried out regarding the following?
 - population, sampling selection, or sampling strategy
 - data collection or instrumentation
 - data analysis
- **Timeline and Budget:**
 - Does the proposal specify anticipated start and end dates and the timeline for project milestones? Does the proposal include an adequate justification for these times?
 - Is the budget realistic regarding project goals and methodology? Does the proposal include an adequate justification for the budget? Is the budget realistic, sufficient, yet economical? Is it clear and well justified?
- **Productivity:**
 - Is the report of previous funded activity included? Was it a productive use of funds?
- **Student Involvement:**
 - Does this project involve student collaboration? Is it sufficiently described?

NOTE: If you receive an award, an electronic copy of an Interim or Final Report will need to be submitted via Google Forms by October 1st. Any delay in filing an Interim or Final Report may hamper your prospects for future grant awards. The Interim/Final report will be submitted through a specific Google Form found on the [Internal Grants webpage](#) and within your award letter.

Faculty SCA Grants: Frequently asked questions (FAQ)

1. How to describe significance of the project?

Questions to consider:

For Social and Natural Sciences proposals:

Does the proposal summarize the relevant research? Does it cite sources of major significance in the references, explaining their importance? Does the proposal describe the expected outcomes and their impact on current understanding, knowledge, or practice?

For Humanities and Arts proposals:

Does it describe the significance of the project both to a particular field and to the arts and humanities in general? Does it describe the relevant research and/or does it include relevant information on performances, galleries, events, judges, juries, journals, etc. that may contextualize the project's significance?

2. How to address methodology?

Questions to consider:

For Social and Natural Sciences proposals:

Does the proposal include specific information on such issues as: (a) population and/or sample, (b) design, (c) data and instrumentation, (d) analysis, (e) projected end results?

For Humanities and Arts proposals:

Does the proposal include specific information on such issues as: (a) project design, (b) demonstrations, showings, performances, readings, (c) data collections, equipment, media to be used, etc., (d) projected end results or impact?

3. Are references required?

Yes. The committee will ask: is the proposal complete with an appropriate bibliography and/or an index of support materials such as images, photographs, recordings in .pdf, .html, or other formats? Is the format clear and professional in appearance?

4. Is travel funded?

The purpose of these grants is to fund scholarly and creative activities, and not the dissemination of results. In some cases, travel funding is intrinsically linked to the scholarly or creative activity itself. For example, travel to the site of SCA and travel to participate in or initiate the project might be essential to of the project. In these cases, travel funding may be awarded, depending on the importance of travel funding to the ability to successfully complete the project, the role of the traveler, and the available funding.

Example 1:

A performing arts group on campus wishes to produce an authentic compact disc recording reenacting medieval polyphonic practices. There will be costs associated with procuring instruments, hiring necessary expert performers, renting studio time, hiring an engineer, and producing a compact disc recording. This recording is considered an important contribution to medieval scholarship. The group will then travel to a conference on Medieval Music and discuss this recording process and play their CD for the audience.

In this case, the production of the compact disc itself is considered the scholarly or creative activity. Funding may be possible for this part of the project. In terms of travel to the conference, this group may be advised to look elsewhere for funding.

Example 2:

A performing arts group on campus has been invited to perform medieval music on a prestigious concert series in Evanston, IL. The series features many diverse styles of world music, past and present. This

influential series is highly regarded in the music field. The role of each traveler is clearly described. There is no honorarium attached to this performance. Costs associated with bringing the group to Evanston are prohibitive. Following the concert, a document will be produced by the artists discussing the efficacy of the project, including anecdotal comments, musicians' analysis of strengths or weaknesses of the performance, as well as any effect the performance may have had-either on students, fellow musician/scholars, or audience-at-large. This document will later be included in the final report. An additional result of such activity might be a permanent medieval music ensemble on campus.

In this case, it is the performance itself that is considered the scholarly and creative activity. Clearly, there can be no activity without the ability to travel to the concert site. In this case, travel is seen as central to the scholarly or creative mission and would be considered as would any other cost associated with the project. An effort has been made in example 2 to measure outcomes, a necessary component for any undertaking.

Similar considerations will be applied to travel requests for all disciplines. Please make sure to contact the Chair of the SCAC or ORSP if you have any questions.

Proposal Checklist

- Google Form completion
- Cover/Routing sheet
- Project Description (required; 6-page maximum)
 - Scholarly and creative context
 - Goals
 - Methods or procedures for meeting your goals
- Budget justification and explanation (can be included at the end of the project description, but does not count against page limit of Project Description)
- Prepared budget (will submit via Google Form)
- Curriculum Vitae (required; 2-page maximum)
- Appendices (optional)
- Previous Scholarly and Creative Activity report (required, if applicable)

An electronic application must be submitted through the Google Form link provided, and a copy of the completed application must be sent to the department chair, and subsequently the dean, for administrative sign-off of the routing sheet.