

CHaSS Creative Activity and Research Enhancement (CARE) Award

PROPOSAL COVER SHEET

Title of Proposal:

Principal Investigator:

E-mail:

Collaborators:

Department:

Campus Phone No:

Campus UMC:

Signature of Applicant: _____ Date: _____

Department Head Endorsement: I endorse the attached application and by signing indicate my understanding that if this proposal is funded and the product identified herein is not submitted within 12 months, the department may be required to return the full amount of the award to the College of Humanities and Social Sciences.

Department Head Endorsement: _____ Date: _____

CHECKLIST OF REQUIRED PROPOSAL COMPONENTS

- 1. Cover sheet
- 2. Proposal narrative
- 3. Works cited page(s)
- 4. Curriculum vita (up to 2 pages)
- 5. Current and pending funding
- 6. Budget plan (use the budget template)
- 7. Budget justification

PURPOSE OF THE PROGRAM

The CHaSS CARE Award is made possible by the Office of Research and Graduate Studies and F&A funds in the College. This program supports projects of tenure-track or tenured faculty members that will lead to the development of a clearly identified product within 12 months. The College is especially interested in supporting innovative work that promises to make a substantial impact within a particular area of scholarship.

PROGRAM REQUIREMENTS

- Eligibility is limited to non-RCDE, tenure-track or tenured faculty members in CHaSS.
- This program has a rolling deadline; the College will accept applications at any time between September 4, 2017 and April 27, 2018.
- The maximum award is \$2,000. Awardees are required to expend these funds and develop a product within 12 months of the award date.
- Products emanating from creative activity or research may include but are not limited to: submission of an article to a peer-reviewed journal; submission of a book or book segment to an editor or review panel; a book contract; and creation of a new data resource from primary or secondary sources.
- The CHaSS CARE Award is not intended to cover expenses for presentations at academic conferences or grant development. The College provides funding for such activities through the CHaSS Travel Grant and two separate CHASS Grant Development Awards. Please contact Eric Reither (eric.reither@usu.edu) in the Dean's Office for details about those programs.

PROPOSAL COMPONENTS

Please compile the following components into a single .pdf file and send it to Eric Reither in the CHaSS Dean's Office for consideration.

Part 1: Cover Sheet

Part 2: Proposal Narrative

Please limit your narrative to 3 single-spaced pages, with 12 pt. font and 1 inch margins. Multiple narrative formats are acceptable, but the narrative should at a minimum include:

1. An introductory paragraph that briefly describes the proposed creative activity or research project.
2. A section that provides background information about the specific area of research or creative activity and explains how the work you propose is innovative and will make a substantial impact in that area.
3. A discussion of the specific activities you will conduct using CHaSS funds. Please explain how these activities will lead to the development of a product within 12 months. Be as specific as possible with respect to this product (e.g., identification of a specific journal or book publisher where you intend to submit your work) and include a timeline for its completion.

Part 3: Works Cited in the Proposal Narrative

Part 4: Two-Page Curriculum Vita

On your CV, please include:

- name, date, and education;
- professional positions;
- a list of up to five publications or other professional products most relevant to the proposal;
- a list of up to five other publications or professional products;
- a list of collaborators who are most relevant to this research or creative activity.

Part 5: Current and Pending Funding

- Please include the funding source, project title, amount, and any co-PI's for each listing.

Part 6: Budget Plan

- Use the budget template to develop your plan.
- Approved budget items include but are not limited to: travel to conduct preliminary research or collaborate with scholars at another institution; funding to bring a collaborator to USU; undergraduate or graduate student support; funding for access to research materials or equipment required to complete the project.
- This award cannot be used for faculty salary.
- Direct budget questions to Barry Harris (barry.harris@usu.edu; 797-1200) in the Dean's Office.

Part 7: Budget Justification

- Please provide a brief justification for each line item in the proposed budget.

APPLICATION REVIEW

Within three weeks of receipt, the CHaSS Faculty Grant Review Panel will evaluate your proposal and make recommendations to Associate Dean Eric Reither regarding its appropriateness and priority for support. Please direct any questions about this program and its procedures to Eric Reither.

FINAL REPORT

If a CHaSS CARE award is granted, the principal investigator must submit the creative activity or research product identified in the proposal narrative to Eric Reither in the Dean's Office within 12 months of the award date. If this requirement is not satisfied, the College reserves the right to recover funds from the recipient's home department.