

**CHaSS SMALL GRANT DEVELOPMENT AWARD**

**PROPOSAL COVER SHEET**

Title of Proposal:

Principal Investigator:

E-mail:

Collaborators:

Department:

Campus Phone No:

Campus UMC:

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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 grant submission requirements of the award are not satisfied 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 Small Grant Development Award is made possible by the Office of Research and Graduate Studies and F&A funds in the College. The award supports projects of tenure-track or tenured faculty members in CHaSS that will lead to the submission of an external grant proposal.

## 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 initial award is \$3,000. Awardees are required to expend these funds and submit an external grant proposal requesting a minimum of \$10,000 within 12 months of the award date.
- The College encourages faculty to include F&A costs whenever possible. However, grants and fellowships that do not provide F&A are permissible under the terms of this award if the funding agency or foundation has a policy that prohibits F&A.
- If an external grant is not awarded on first submission, faculty are encouraged to revise and resubmit applications whenever possible. The College will provide a secondary award of \$2,000 to support grant resubmission, contingent upon approval of the Associate Dean for Research. Revised grant proposals must be submitted within 12 months of this secondary award date.
- **External grant proposals must be prepared in collaboration with and submitted through the USU Sponsored Programs Office**, with an electronic copy sent to Eric Reither in the Dean's Office. For guidance on developing your external proposal, please visit the following web link (<http://rgs.usu.edu/spo/4041-2/>). Direct questions about external proposal development to Narayne Rougeau ([narayne.rougeau@usu.edu](mailto:narayne.rougeau@usu.edu); 797-9277) in the Sponsored Programs Office.

## PROPOSAL COMPONENTS

**Please compile the following components into a single .pdf file and send it to Eric Reither in the CHaSS Dean's Office ([eric.reither@usu.edu](mailto:eric.reither@usu.edu)) 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 project and explains how it is a good fit for a particular extramural funding agency or foundation. If there is a specific call for proposals, please note this. Also specify the anticipated amount of the award.
2. A section that provides background information about the specific area of research or creative activity and explains how the work you propose will make a significant contribution to that area. Also, note your previous research or creative accomplishments in this particular area.
3. A discussion of the specific activities you will conduct using CHaSS funds. Please explain how these activities will facilitate grant writing and make you more competitive for the external award, and include a timeline for their 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 award.

### **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 unavailable at USU (where the case can be made that these are crucial to proposal development).
- This award cannot be used to support faculty salary.
- Direct budget questions to Barry Harris ([barry.harris@usu.edu](mailto: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**

Principal investigators who receive a Small Grant Development Award must submit an external grant proposal that requests at least \$10,000 through the USU Sponsored Program Office within 12 months of the award date, with a copy provided to Eric Reither in the CHaSS Dean's Office. The College considers your submitted grant proposal to be the final project report. If these requirements are not satisfied, the College reserves the right to recover funds from the recipient's home department.