

Request for Proposals: Creative Activity and Research Enhancement (CARE) Awards

Purpose of Program:

The CARE Award provides up to \$1,500 in funding for projects that will lead to the development of a clearly identified research product within 12 months.

Program Requirements:

- All tenure-line faculty in the College of Humanities and Social Sciences (CHaSS) with research specified as their primary area of excellence may apply.
- This program has a rolling deadline. The College will accept applications at any time between September 16, 2019 and April 10, 2020.
- The maximum award is \$1,500. Awardees are required to expend these funds and develop a research product within 12 months of the award date.
- Products emanating from creative activity or research may include but are not limited to: submission of a proposal for external funding in any amount; 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 CARE Award does not cover expenses related to presentations at academic conferences. The College provides funding for such activities through Travel Grants. Please contact Eric Reither (eric.reither@usu.edu; 797-9856) in the Dean's Office for details about that program.

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:

Within 12 months of the award date, principal investigators who receive a CARE Award must complete the research product identified in the proposal narrative. Upon completion, please send your research product (or a brief report describing this product) to Eric Reither in the Dean's Office. If these requirements are not satisfied, the College reserves the right to recover funds from the recipient's home department.

Proposal Components:

Part 1: Cover Sheet (next page)

Part 2: Proposal Narrative

Please limit your narrative to three single-spaced pages, with 12 pt. font and 1 inch margins. While any narrative format is acceptable, it must 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. In this section, explain 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, as well as a timeline for their completion. Please explain how these activities will lead to the development of a research product within 12 months. Be as specific as possible with respect to the type of product (e.g., identification of a specific journal or book publisher where you intend to submit your work).

Part 3: Works Cited in the Proposal Narrative

Part 4: Two-Page Curriculum Vita

Part 5: Current and Pending Funding

- For each internal and external award, include the funding source, project title, and amount.

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 to supplement faculty salary.
- Direct budget questions to Barry Harris (barry.harris@usu.edu; 797-1200) in the Dean's Office.

Part 7: Budget Justification

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

Please submit all materials electronically to Eric Reither (eric.reither@usu.edu) at any time between September 16, 2019 and April 10, 2020.

CARE Award Cover Sheet

Title of Proposal: _____

Principal Investigator: _____ E-mail: _____

Collaborators: _____

Department: _____

Campus Phone No: _____ Campus UMC: _____

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

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: _____