



## A&S Academic Summer Research (ASR) & +1 Travel FY 2015 Application Guidelines

The **College of Arts & Sciences Summer Research Program (ASR)** provides one month of summer salary and applicable benefits to tenure and tenure-track faculty to conduct research/scholarly activities during summer 2014. Summer salary must be used during July and August 2014. The **+1 Supplement** provides additional funding up to \$1,000 for scholarly or research-related travel. The +1 award is also available July 1, 2014 and must be spent within 1 year or by June 30, 2015. Unused salary and travel funds all revert back to the program if not spent in those time periods.

### **ELIGIBLE FACULTY**

- The ASR and +1 program are open to tenure and tenure-track faculty employed full-time in the College of Arts & Sciences during the entire FY 2015 academic year.

### **INELIGIBLE FACULTY**

- Faculty who have received one ASR grant within the past three, consecutive summers (FY12, FY13, FY14)
- Faculty with two months of support during June, July, or August 2014 from any other sources (DEPARTMENT HEADS ARE INELIGIBLE)
- Faculty who have not submitted deliverable reports for previous awards

### **SELECTION CRITERIA**

- Value of the plan of research/scholarly activity
- Clearly defined deliverable
- Demonstrated need for support/funds
- Productivity as evidenced by 2-page curriculum vitae
- Recommendation by Department Head

### **ASR Proposal Format (PROPOSAL MUST NOT EXCEED TWO PAGES AND CV MUST NOT EXCEED TWO PAGES)**

Proposals must follow section headers below, be single spaced with one-inch margins on all sides, and use font Times New Roman in 11 point or larger. Applicant's name and department should be listed in the one-inch margin on the upper right hand corner of each proposal page. Number all pages at the bottom, from 1 to 4. Do not attach other supporting documents.

1. **Project Title**
2. **Project Description:** Proposals must be written in plain English, so scholars from other disciplines can understand the work. Use of technical jargon should be avoided whenever possible.
3. **Expected Outcome:** An explicit deliverable may include, but is not limited to, a proposal to an external sponsor, journal article, book chapter, artistic exhibition or performance, or monograph.
4. **Anticipated and/or pending summer support from other source(s)**
5. **Curriculum Vitae:** CV must include current and pending grants and publications for the past three years and be two pages or less.

### **+1 SUPPLEMENT FORMAT (MUST NOT EXCEED ONE-PAGE; REQUESTS MUST NOT EXCEED \$1,000) THIS IS A SUPPLEMENT PROPOSAL TO THE ASR – YOU CANNOT APPLY ONLY FOR +1 FUNDING**

Proposals must be single spaced with one inch margins on all sides and use font Times New Roman 11 or larger. Applicant's name and department should be listed in the one-inch margin on the upper right hand corner. Applications must be for scholarly-related or research-related travel, which may include but is not limited to, trips to archives, research facilities, collaboration meetings, participation in an artistic exhibition or performance, or meetings with an external sponsor. The amount requested must be indicated and must not exceed \$1,000.

### **SUBMISSION INSTRUCTIONS AND DEADLINE**

Proposals must be submitted first to the Department Head. Check with the Department Head for internal deadlines. The Department Head will submit all departmental proposals at one time to **Tory Lightfoot in Research Support Services, 202 LSE, by noon, Friday, January 24, 2014. This deadline is firm.**

### **REVIEW PROCESS AND FUNDING NOTIFICATION**

Proposals will be evaluated by an anonymous panel consisting of three or more faculty from the college who represent the sciences, social sciences, and arts and/or humanities and have not submitted an application in response to this RFP. Panel members will independently review and rank each application using these guidelines and departmental ranking letters. **Applicants and Department Heads will be notified of funding decisions via email by the 2<sup>nd</sup> week of March.**