

CPVA FACULTY PROJECT FUND

The CPVA Faculty Project Fund provides support for a wide variety of needs associated with developing and supporting research, creative, and scholarly projects. This fund is intended to encourage faculty to participate in professional contribution and to also, when relevant, engage their students in undergraduate research and/or scholarly/creative activity. Funds may be requested for equipment (non-capital), materials, art supplies, framing, shipping, software, research assistants, and other costs directly related to research and publication or to performance and exhibition.

FUNDING PRIORITIES:

1. Activities that promote long-lasting scholarly, artistic, and professional growth, based on the University or college's mission.
2. Activities and research that benefit students, colleagues, a discipline, and Southern Utah University.
3. Proposals that lead to predictable and direct results capable of receiving public attention: production, performance, exhibit, publication in a peer-reviewed journal or by a reputable publisher.
4. Proposals that have the potential for generating future external funding through grants. A meeting with the Director of Sponsored Research and Grants to explore outside funding sources is encouraged.

PROPOSAL REQUIREMENTS:

1. Applicant information and signature.
2. Department Chair comments and signature.
3. Budget breakdown on the form provided and justification included within the narrative.
4. Complete Research/Project Narrative on pages provided.

GRANT GUIDELINES:

1. Grant proposals will include a narrative based on background and significance of the research/project, how it enhances teaching and scholarship, the expected tangible/intangible results, measurable objectives, and a complete budget.
2. Funding must support direct needs of the faculty project. Care should be taken in requesting support, equipment, and so on, that are available through normal department, college or university resources.
3. Proposals must be completed on the form provided. Incomplete proposals will not be considered.
4. There must be strong endorsement from the Department Chair.
5. There is a maximum of \$2,500 per person per academic year for approved projects. If a faculty member has one project which will be funded over multiple years, the total award cannot exceed \$3,500 for that project. Faculty members have a combined total of up to \$3,500 from all faculty project/research/travel funds per academic year.
6. In the case of multiple travel or research requests, separate proposals should be submitted for each.
7. The award of funds for travel is viewed as a contract between the faculty member, Dean, and the CPVA committee reviewing the proposal. Any deviation from proposed use of funds requires approval of the department chair and the review body within the college.
8. A one page report must be submitted to the Department Chair explaining the outcome of the research/project is due June 30th of the current fiscal year. This report should contain a project outline and intended results, and how the research/project contributed to professional/career development.
9. Grants are not intended to fund faculty salaries. Funds may be used for staff/student salaries. Released time is allowable at the adjunct rate of \$900 per credit hour. Grants are not intended to fund program development or marketing ventures.
10. Retroactive travel will not be considered.
11. Capital equipment may not be purchased with grant funds.
12. Funds cannot be used as a resource to support an outside entity or organization, ie: sales booth at a convention.

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Name:	E-Mail:
Tenure Status:	Phone:
Faculty Status:	Amount requested from this fund: _____
Department:	Full cost of proposal: _____
Signature of Applicant _____	

Department Chair's Comments & Assessment:

Department chairs should indicate their assessment of the proposal and how the proposed activity assists the faculty in his/her activities in teaching and scholarship. The department chair must articulate how the proposed activity supports the mission of the department. Please be objective in your analysis. Point out areas of weakness, uncertainty, or lack of relevance to your department. The committee relies on your objectivity to make its assessment.

Signature of Department Chair: _____

PROJECT NARRATIVE

(Proof of IRB approval must be attached if it is required for the research being done.)

1. Abstract of Proposed Activity (Max. 250 words)

Provide a complete description of the problem/project being addressed.

2. Disciplinary and Career Impact (Max. 100 words)

Describe the merit of the project in a broader discussion of how this work fits within your discipline and engages arguments and/or areas of interest relevant therein. Discuss how this project helps your craft and acts as an important element of your career.

3. Funding History (Max. 200 words)

Provide the following information for all funds awarded for your last three projects: 1) Source of funding (NEH, Faculty Development etc.) and amount awarded. 2) Describe the products and outcomes that resulted from the funding, or provide a brief progress report

4. Contributors (Max. 75 words)

Is the work solo or are there multiple contributors, including students? Describe your contribution and how students, if included, have been trained and mentored.

5. Budget (Max. 75 words)

Explain how your budget plan is reasonable and cost effective.

6. Process (Max. 150 words)

Provide a timetable for project phases and completion (must be completed by June 30th of the fiscal year the funding was received). Clearly describe procedures/activities for achieving objectives. If the project requires travel, specify the venue(s) to be visited.

7. Final Product (Max. 150 words)

Describe the deliverable products of this project, the means by which they will be delivered, and the intended audience.

BUDGET BREAKDOWN

Category	Total Funds	Other Funding	Funds Requested from Faculty Project Fund
Release Time (at adjunct rate of \$900 per credit hour)			
Materials & Supplies (Provide an itemized statement on a separate sheet for the items needed)			
Airfare			
Travel Insurance**			
Car rental, taxis, shuttles, gas/mileage*			
Food* # of days _____			
Lodging # of nights _____			
Research budget funds			
TOTAL			

NOTE: The budget must be cost effective and itemized in detail, including the cost of all activities.

*See <https://www.suu.edu/fleet/rates.html> for mileage & per diem rates (Provide an itemized statement on a separate sheet for the items needed)

**Insurance to cover the cost of international travel is now required. This can be done either through the individual airlines, or through Insuremytrip.com. This insurance is designed to cover the applicant in the event of cancellation due to illness or some other event, and protects both the faculty member and the FSSF from risk of loss.