ROUTING SHEET: Summer Scholars Program

Faculty Applicant(s): _______________________________________________________

Applicant Department(s): ____________________________________________________

Project Title: ______________________________________________________________

For each faculty applicant, please indicate:  

_____ Tenure or tenure track   _____ Term appointment returning in Fall 2010

In the past, have you received a Faculty Scholarly and Creative Activity Grant?  ____ Yes  ____ No
In the past, have you received a Faculty-Student Collaborative Challenge Grant?  ____ Yes  ____ No

Did you apply for a Faculty Scholarly and Creative Activity Grant or for a Faculty-Student Collaborative Challenge Grant in February of 2010?  ____ Yes  ____ No

Application Deadline. Submit a hard copy to department chair and an electronic copy to Michael.Ameigh@oswego.edu before 4:30pm on Monday, March 1st.

__________________________________  _____________________
Applicant Signature                        Date

__________________________________  _____________________
Applicant Signature                        Date

Signature denotes support. Please attach a brief explanation if you DO NOT support this proposal. It is the responsibility of the signer to deliver this application to the appropriate office before the deadline.

__________________________________  _____________________
Department Chair                          Date

__________________________________  _____________________
Dean                                      Date

Dean routes application to the Provost’s Office, 702 Culkin Hall.

__________________________________  _____________________
Chair, SCAC                                Date

__________________________________  _____________________
Provost                                   Date
GUIDELINES: Summer Scholars Program (SSP)

This program is designed to provide support for faculty in their ongoing research or creative activity programs by granting stipends to student assistants. Scholarly and creative projects that will culminate in peer-reviewed output or be presented to a public audience will get priority. Funding for the Summer Scholars Program is made possible by the generous support of donors to the Annual Fund for SUNY Oswego.

Evaluation criteria are provided on pages 5-6. Also, refer to the Chair of the SCAC if you have any questions. FAQ are on page 7 of this document. http://www.oswego.edu/administration/provost/standing_committees/scac.html

DEADLINE: A paper copy of your proposal must be complete, signed by you, and turned in to your department chair by 4:30 PM on the day of the deadline. It is the responsibility of your chair to do his/her part within the specified time and deliver it to your dean.

You also must submit an electronic copy (MS Word format or Adobe Acrobat format) of your proposal by 4:30 PM on the day of the deadline. You do not need to put signatures on the routing sheet for the electronic copy. The electronic copy should be e-mailed directly to Michael Ameigh, Asst. Provost for Budget and Operations (e-mail: michael.ameigh@oswego.edu).

ELIGIBILITY: A goal of this program is to extend its benefits to as many applicants as possible. Tenured and tenure track faculty will receive priority, however, term faculty who will return in the Fall semester will be considered also. A project co-authored by a tenured or tenure track faculty member who works in collaboration with a part-time or adjunct faculty member is eligible. The following restrictions also apply:

► Faculty who have already received support for student assistants in the summer of 2010 through another grant program must declare current and pending support.

► Faculty who have received SCAC grant support since 2000 must attach the report(s) to be eligible or include a link to their report that is posted on the Provost website. http://www.oswego.edu/administration/provost/scac_archive.html

► Both the paper and the electronic copy of the proposal (including any reports) must be received by 4:30 PM on the day of the deadline.

FUNDS: To be flexible with diverse faculty needs, faculty may apply for an allotment of funds that cannot exceed $2,000 for undergraduates and $3,000 for graduate assistants. A faculty member may hire one assistant up to that maximum, or may hire more than one assistant with the total not to exceed the maximum. Undergraduates will be paid $10/hour and graduates paid $15/hour.

Faculty may apply for more than one allotment, yet more than one allotment may be granted only after all strong proposals have been supported and additional funds remain to be distributed. Although it is expected that the percent of applications funded from each school/college should roughly correspond to the percent of applications from each school/college, proposals will be funded on their merits. Other support such as supplies or travel for field work necessary for the student’s work may be requested.

The period of support is Summer 2010.
SUMMER PROGRAM REQUIREMENTS:
Faculty and students who win this support during the summer are expected to participate in two of the three Summer Scholars Program events. These events will include: (a) opening reception in early May to meet other students and faculty, (b) mid-summer meeting for lunch and opportunities to share the work that is being done, and (c) a presentation in early September. Reports by the faculty member and by the student to Michael.Ameigh@oswego.edu are due by September 1, 2010.

PROPOSAL FORMAT:
Proposals for Summer Scholars Program (SSP) should be concise, between three (3) to five (5) pages, single-sided and double-spaced (excluding routing and budget sheets, curriculum vitae, and appendices). Extraneous documentation is discouraged although critical research instruments (surveys, etc.) are expected to be included as appendices.

1. Description of the Project (Required)
This description must be complete and specific. Write clearly and persuasively so that the non-expert reviewers can understand and appreciate your project. The description should address the following areas with equal emphasis on (a) to (d).

a. Goals: What are you trying to accomplish during the period of the grant? Describe how your summer goals relate to a larger project or scholarly/creative program. Include a statement about the dissemination of this work (e.g., conference, performance, publications, exhibit, etc.).

b. Description of the Work: What will the student do during the grant period? How does this work by the student fit in with the larger goals of your creative/scholarly work? Describe your role in the supervision of the student’s work.

c. Benefits to the Student: How does this opportunity promote the creative, scholarly, or other academic or personal goals of the student? What training, if any, will you provide to the student? If the student has been identified, please include the students name, year, and department if different from the faculty applicant’s department.

d. Scholarly or Creative Context, and Significance: Discuss the broader significance of work in which the student is taking part. Explain how your work relates to work that has been done by others. For some proposals, this section will probably be a brief review of the existing literature and the relevance of your project. For creative work, develop the contexts of the proposed project. You may include a discussion of artistic or literary influences, the theoretical or cultural tradition in which you are working. It is also important for all applicants to state how the completed work might appear publicly, in terms of exhibitions, performances, presentations, and/or publications.

e. Budget Justification. If supplies or travel are requested, each item should be justified and clearly relate to the work the student is performing.

2. Budget Sheet (Required): Using the form below, indicate the type and number of allotments requested and the number of hours requested. Each item of supplies that is requested must be justified in the narrative and relate clearly to the description of the student’s work. Other support such as travel for field work must also be justified and clearly relate to the description of the student’s work.

3. Curriculum Vitae (Required): Provide a 2-page (maximum) vitae highlighting relevant research or creative activity.

4. Appendices (Not required): If included, appendices must be kept brief, and should include only critical materials needed to evaluate the merits of the proposal.

5. Previous SCAC Grant Report (Required, if applicable): If you have previously received a Scholarly and Creative Activity Grant or a Faculty Student Challenge Grant, you must include the final report of that award (or simply include the link to your report on the Provost website).
http://www.oswego.edu/administration/provost/scac_archive.html

3
**BUDGET SHEET: Summer Scholars Program (SSP)**

Faculty Applicant(s): ____________________________________________________________

Department(s): ________________________________________________________________

Total number of student assistant allotments requested: _____
*One allotment for undergraduate students may not exceed $2,000 and may not exceed $3,000 for graduate students. If more than one allotment is requested that includes a graduate and an undergraduate student, indicate the allotment that is your first choice.*

Please indicate: ___ Graduate or ___ Undergraduate or ___ Both

Undergraduate Assistants ($10/hr × _____ of hrs) ____________ *
Number of assistants requested: ___

Graduate Assistants ($15/hr × _____ of hrs) ____________ *
Number of assistants requested: ___

<table>
<thead>
<tr>
<th>Additional support requested for supplies or travel (please itemize)**</th>
<th>Amount requested</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
<tr>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

**Budget justification must be included in the narrative portion of the application.

TOTAL FUNDS REQUESTED __________

Other funding sources for this project: On Campus Off Campus
Investigated funding, found to be ineligible _______ _______
Applied for funding, application rejected _______ _______
Applied for funding, application being reviewed _______ _______
Applied for funding, receipt of monies pending _______ _______

Funding has been received from ____________________________________________________________ in the amount of _____________.

Students hired to serve as research assistants will be paid hourly wages through the regular student payroll process. They must be appointed to their positions, and faculty must review and sign time sheets before students can be paid. Student appointment forms are available from department offices and from the Payroll Office. For further information/assistance, please contact is Maura Caughey in the Payroll Office at 3641.
INFORMATION ON REVIEW COMMITTEE AND CRITERIA FOR RANKING PROPOSALS

Proposals will be read and evaluated by the SCAC committee (or a selected subcommittee). Members of a department on the committee may answer questions about the field of the activity but will not evaluate proposals from their own department members.

Recommendations will be submitted in priority order to the Provost for final approval. Feedback on unsuccessful proposals will be available from the Chair of the SCAC committee or the Associate Provost, so that improvements can be made in future applications.

Criteria to be used in prioritizing funding for proposals will include consideration of the following:

- Preparation of proposal in relation to guidelines (includes all information requested).
- Potential significance of contribution and the scholarly/creative context.
- Proposal is accessible to a non-expert.
- Clear relation between the student’s work and the faculty member’s ongoing creative and scholarly work.
- Benefits of the work for the student assistant and clear role for faculty in student supervision.
- Realistic goals for the period of support requested.
- Budget for supplies (if applicable) must be reasonable and clearly tied to the student’s work.
- Appropriate plans for peer-reviewed presentation/publication or public presentation.

Distribution Guidelines: Faculty may apply for more than one allotment, yet more than one allotment may be granted only after all strong proposals have been supported and additional funds remain to be distributed. Although it is expected that the percent of applications funded from each school/college should roughly correspond to the percent of applications from each school/college, the criteria focus on the merits of the proposals.

Reports: If you receive an award, an electronic copy of the Faculty Final Report and the Student Final Report are due in the Provost’s office by September 1st, 2010. Any delay in the Final Reports may hamper your prospects for future grant awards.

Note: Your submission of a grant proposal implies your consent for inclusion of the proposal, if accepted, on the SCAC website (http://www.oswego.edu/scac) for benefit of faculty preparing future SCAC grants applications.

Proposal Checklist

1. Cover/Routing sheet
2. Description of your project (total of 5 pages max, double spaced)
   - Goals
   - Description of the Work
   - Student Benefits
   - Scholarly Context and Significance
3. Budget sheet and Justification
4. Curriculum Vita (2 pages max)
5. Appendices (Optional)
6. Previous report or link to that report (Required, if applicable)
7. Electronic copy to Michael.Ameigh@oswego.edu; paper copy to your Chairperson
EVALUATION SHEET: Summer Scholars Program (SSP)

Date: ____________

Faculty Applicant(s): ________________________________________________________

Department(s): __________________________________________________________________

Project Title: __________________________________________________________________

Eligibility will be checked by the Assistant Provost or a designated member of SCAC:
Is this applicant eligible? Was the proposal submitted via e-mail on time? Did the routing
sheet with all required signatures arrive by the designated deadline? Is the application complete (eg,
previous grant report, applicant’s CV)?

___ Tenured/tenure track or ___ Term with return in Fall    Amount Requested: $ __________

You may use the following questions to guide your evaluations for the first reading of
proposals.

General considerations: Is the proposal accessible to a non-expert? Is it well written?

Goals: Are goals realistic? Are they clearly defined?

Description of the Work: Is the student’s work clearly described? Does the student’s work clearly
relate to the faculty member’s creative/scholarly goals?

Benefits for the Student: Are professional or personal benefits to the student clearly described?

Context and Significance: Is the significance of the student work and the broader project clearly
described? Are the results expected to affect SUNY-Oswego recognition, yield publications, or bring
additional funding? Is the context of the proposed work sufficiently described?

Budget: If applicable, are expenses for other support reasonable and do they clearly relate to the
student’s summer goals?

Please adjust your rankings according to the following guidelines after reading all
proposals.

• A ranking score of 5 (outstanding) means you consider this proposal in the top tier of all
proposals, and it should be definitely funded.
• A score of 4 (good) means that you recommend this proposal for the second tier of proposals.
• A score of 3 (acceptable) indicates that you are neutral about the proposal, that it belongs to the
third tier and is generally acceptable for funding.
• A score of 2 (below average) indicates your inclination of possibly not funding the proposal.
• A score of 1 (unacceptable) means that you do not think that this proposal should be funded.

Ranking: _______ / 5 (please provide an integer score with 5 being the best and 1 being the worst)

List/discuss the proposal’s strengths (use other side of sheet if necessary):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

List/discuss the proposal’s weaknesses (use other side of sheet if necessary):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
Frequently asked questions (FAQ) for the Summer Scholars Program (SSP)

1. How is this different from the Faculty SCAC Grant, the Student SCAC Grant and the Faculty-Student Collaborative Challenge Grants?
The purposes of this program are to support to faculty who do scholarly and creative work in the summer and to encourage student involvement in this work by faculty. In contrast, Student SCAC awards are directed toward independent creative work by students, and the Challenge Grants are explicit mentoring relationships that can occur any time of year. In this summer grant, the grant funds support a stipend for students’ work and also may be used for supplies required by that work. SSP students and faculty mentors are expected to participate in program activities. Faculty may still request for summer support of students through the regular Faculty SCAC grant and the FSCCG grant, but existing student support by these programs must be declared at application for this award. It is recognized that faculty across the campus have a diverse range of needs throughout the year and that a variety of mechanisms of support may best meet these diverse needs. Faculty may apply for the SSP grant concurrently with applications for the Faculty SCAC and the Challenge Grants, however, applicants must declare that multiple applications have been submitted and must acknowledge support received through other mechanisms.

2. What kinds of student work activities are permissible?
Many kinds of activities are permissible. The activity (or activities) must be (a) scholarly or creative in nature, (b) must clearly related to the faculty member’s scholarly or creative program, and (c) the activity should benefit the student in her or his professional or personal goals. Examples of student scholarly activities: literature reviews, running experiments, creating portfolios, managing projects, data analysis, creating sets or designs, helping index or edit publications. Scholarly and creative activities that provide professional and academic benefits to students will be given priority.

3. Does the student have to be identified at the application?
No. It is not required that a faculty member identify the specific student at application. However, if the student is known, that may be included in the application. If for any reason, the faculty member fails to retain or secure a student prior to the start of the summer, the SCAC Chair and Michael Ameigh must be notified immediately.

4. May I hire a student who is graduating in May 2010?
No. Students must be expected to return as full-time students in the Fall 2010. However, if the student is matriculated during the summer of 2010, the student is eligible for work during the period of the course(s) taken. Students must be available to participate in two of the three required events.

5. What is the source of funding for this program?
Funds to support this program were generously given by donors through the Development Office.

6. What should the report include?
Specific guidelines for reports are not given so that award winners are not constrained in the topics they choose to discuss. Submitted reports are published here: http://www.oswego.edu/administration/provost/scac_archive.html