

APPLICATION GUIDELINES

FACULTY-STUDENT CHALLENGE GRANT PROGRAM

Deadline: Third Monday of February by 4:30 pm

The purpose of the Challenge Grant program is to promote and support student/faculty summer scholarly and creative collaborations, prioritizing those that ultimately lead to publications, presentations, performances, and/or external grant applications. It is the goal of the program to assist faculty in providing motivated students, particularly undergraduates, with high-level scholarly and creative experiences. Successful applicants will be engaged in an ongoing project with one or more students who participate in a direct and meaningful way in faculty scholarly and creative activities.

DEADLINE: You must fully complete the application paperwork, sign the routing sheet, and upload all of your application-related documentation using the Google Form found [here](#) by 4:30 PM on the day of the deadline. In addition, you must submit the application-related documentation along with your signed routing sheet to your department chair by 4:30 PM on the day of the deadline. It is the responsibility of your chair to review your application documents, approve or disapprove, and deliver the application and signed routing sheet to your dean. Your dean will then review your documentation, approve or disapprove, and deliver the fully signed routing sheet to ORSP. *The administrative sign-off procedure must be completed by the Friday immediately following the application deadline.* Applicants will receive an email from ORSP by the Thursday following the application deadline if the routing sheet has not been fully signed and received from their dean's office. Applicants are strongly encouraged to submit their application and initiate the administrative sign-off procedure well in advance of the application deadline to decrease likelihood application submission and/or routing sheet sign-off deadlines are missed. **Late submissions of the routing sheet or proposal, will not be forwarded to the review committee for further consideration.**

ELIGIBILITY: All full-time permanent teaching faculty (including librarians), and full-time temporary faculty who have multi-year contracts and are not in their final year are eligible to participate in this program. No more than two (2) different Challenge Grant projects may be proposed in any given year. If two (2) are submitted, the principal investigator (PI) must clearly note which one should receive priority if funds are insufficient to fund both projects. No individual student may be involved in more than one (1) faculty/student collaboration during a given application round. Faculty who will be on sabbatical leave at the time they would receive this grant must be fully available to supervise students working on this project. Non-teaching professionals on term and continuing appointment in the Division of Academic Affairs are ineligible under this program, but are encouraged to apply for funding under the Faculty Scholarly and Creative Activity (Faculty SCA) Grant program. Previous receipt of a Challenge, Faculty SCA, and/or Student SCA Grant does not affect eligibility for a new Challenge Grant. However, Interim or Final reports for all prior awards must have been submitted for previous grants awarded.

Seniors who are graduating in May of a given year are not eligible to participate in this program during the summer following a May graduation date. Seniors with an August graduation date are eligible to participate. Similarly, graduate students who are completing a degree are not eligible if the graduation date precedes the summer of the scholarly work proposed.

To extend the benefits of this program to as many eligible faculty and students as possible, faculty may receive a Challenge Grant in addition to a Course Innovation Grant (CIG) or a Scholarly and Creative Activity (SCA) Grant during the same academic year, if the work proposed is focused on a different topic.

FUNDS: Up to \$4,500: comprises up to \$4,000 for students' stipends at \$12.50/hr for undergraduate students and \$15/hr for graduate students. The primary objective of the award is to support students' stipends during their summer research/creative/scholarly projects. More than one student may be involved. Faculty/student research teams submitting a grant must indicate how the money will be spent using an itemized budget sheet. Supplies and/or travel funds may be requested but must be fully justified in a budget justification document that will accompany the proposal. **Please note that travel or other expenditures strictly to disseminate creative or scholarly work are not supported by this grant.** Funds requested for faculty salary and release time are not allowed. Summer housing for participating students may be requested. The Scholarly and Creative Activity Committee (SCAC) may reduce the amount of the award from the amount of the budget request, as may the Provost. Grant funds will be made available after approval by the Provost.

CONDITIONS: As a condition of this award, results must be submitted to an international, national or regional event and presented at the SUNY Oswego Fall Poster Conference and/or QUEST. Awardees who work on campus during the summer are expected to participate in the scheduled Challenge Grant Program events. In addition, all awardees are expected to do the following:

- Participate in the public poster presentation in early September.
- Participate in the assessment of their experience.
- Complete a progress report by October 1st.

If students fail to submit the report, faculty must submit it using the faculty guidelines (by October 1st). The products of the faculty/student summer work are expected to further the program of scholarship of the faculty member.

HOUSING: Challenge Grant Program summer housing will be available **only** to those students who will receive stipends from the Challenge Grant and who have been timely and clearly identified by the faculty applicant. The student's name, ID, phone, address, graduation date, and e-mail should be submitted using a specifically designed [Google Form](#) by the third Monday of April. Late applications for housing are not permitted. Students who are not part of the Challenge Grant Program are not eligible for the housing offer. Housing does not include meals. Meal plan information will be provided at the time of housing sign-up.

GUIDANCE FOR PREPARING YOUR FACULTY-STUDENT CHALLENGE GRANT APPLICATION

1. **Grant Submission Google Form:** All applicants' materials will be collected via [Google Forms](#). There will be four sections to this form that will need to be completed in full.

- Applicant information
- Budget sheet information
- Information on other funding sources
- Document upload buttons for:
 - Description of project (required; 6-page maximum) and budget justification (required)
 - Please note: The budget justification **does not** count towards the 6-page maximum.
 - Appendices (optional)
 - Compliance Committee Approval Letter (If applicable)
 - Curriculum vitae for faculty member and student researcher(s) (required; 2-page maximum per CV)
 - Previous grant reports (required, if applicable)

Please input your budget numbers into the appropriate sub-category line shown in the Google Form. A reference budget sheet illustrating all of the required fields can be found [here](#). This separate budget sheet is intended to serve as a reference to help you formulate your proposal but is not to be submitted with your proposal. The budget information collected within the Google Form will be compiled and forwarded to SCAC reviewers and will be utilized to analyze financial data regarding each funding round.

To upload files within the Google Form, you can upload files from your Google Drive, navigate and upload files from your computer, or drag and drop files from your desktop. Anything that you upload from your computer that was not in your Google Drive will automatically save to your Google Drive.

Note Concerning Administrative Routing Sheet Sign-off Procedure: When you submit your application materials via the Google Form, you are required to send a copy of your application (electronic or hard copy) to your department chair for review and signature along with a copy of your routing sheet. Once your department chair has signed off on your application, they should forward the routing sheet and application to your dean for the next level of administrative review. Your dean will then review your documentation, approve or disapprove, and deliver the fully signed routing sheet to ORSP. ***The administrative sign-off procedure must be completed by the Friday immediately following the application deadline.*** Applicants are strongly encouraged to submit their application and initiate the administrative sign-off procedure well in advance of the application deadline to decrease likelihood application submission and/or routing sheet sign-off deadlines are missed. **Late submissions of the routing sheet or proposal, will not be forwarded to the SCAC review committee for further consideration.**

2. **Description of Your Project (Required):** A fillable Microsoft Word template can be found [here](#). The Project Description must be complete and specific. Write clearly and persuasively so that the non-expert reviewers can understand and appreciate your project. The project description must be **three (3) to six (6) pages in length, single-sided and double-spaced**. The routing sheet, curriculum vitae, and appendices are not factored into this page length requirement. Please use 1-inch margins and font size 12. Extraneous documentation is discouraged although critical research instruments (surveys, etc.) may be included as appendices. The project description should address the following areas:

Goals: What will you accomplished during the period of the grant? Describe how these goals relate to a larger project or scholarly/creative program. Include a statement about the impact of this work (e.g. conference, performance, publications, exhibit, submission of an external grant, etc.).

Scholarly or creative context, and significance: Discuss the broader significance of work in which the student is taking part. Explain how this 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, or 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.

Description of the work: How far along is the project? What will the faculty and student applicant do during the grant period? What methods or procedures do you propose to use in order to meet your goals? What relevant professional training and experience do the faculty and/or student applicants possess? What training, if any, will be provided to the student? What steps have been taken to ensure that the student will be capable of executing the proposed method or procedures?

Nature of the faculty/student collaboration: Clearly identify roles that the student and the advisor will play in the project. How is the student prepared to carry out his/her role? How does this opportunity promote the creative, scholarly, or other academic or personal goals of the student? What has been the extent of the student's contribution thus far? Can you reasonably expect the work to reach the stage of dissemination by the end of the grant period? How will students be included as co-authors on the work achieved? Please include evidence of successful collaborative work between the faculty member and the student if such exists. It is not required that a student is identified prior to the application. However, in such cases, please articulate how many students you anticipate being supported and describe the individual role(s) these "to-be-named-later" students will serve as collaborators on the proposed project.

- 3. Budget Justification (Required):** The Budget Justification section can be found within the same Microsoft Word template that contains the Project Description and it can be attached to the end of the project description itself. Student stipend is expected to be the primary budget item with a maximum of \$4,500 for total expenses for the summer. More than one student may be employed. The minimum rate is \$12.50/hr for undergraduate students and \$15/hr for graduate students.

For example:

1 undergraduate student*8 hrs/day*5 days/week*8 weeks*\$12.50/hr= \$4,000.

The total for stipends may be less than \$4,000. If supplies or travel are requested, each item should be fully justified, and the total request should not exceed \$4,500. If the project costs are more than \$4,500, funds to complete project must be clearly indicated. Note if summer housing is needed. Unjustified expenses will not be funded.

The proposed budget must be fully justified concerning assigned time, travel expenses, secretarial services, supplies, and other costs as specified in the budget listed on the Google Form. Budget submissions for all proposals should note efforts to obtain funding from other sources including funding by deans and departments, UUP, and external sources. Requests for travel to the site of scholarly and creative work or to initiate the project will be considered, but the contribution of the travel to the project must be clearly explained, the role of the traveler must be explained, and it should be an essential part of the creative and scholarly activity. Shipping costs to the research, exhibition, or performance location may be requested; however, these costs must be project-related and well justified. Travel to disseminate creative work results is not supported by this grant, and different avenues of funding (UUP, Dean) for that type of travel should be pursued. In regard to allowed usage of funds to pay study subjects, generally, the NIH guidelines are to be followed, in the spirit of paying the individual for participation and not an organization.

4. **Budget Sheet (Required):** The proposed budget should be very specific. Budget submissions for all proposals should note previous or concurrent efforts at obtaining other potential funding, including funding by deans and departments, UUP, Auxiliary Services and other internal or external sources. Each item that is requested must be noted in the Budget Justification and relate clearly to the success of the proposed work.
5. **Appendices (Not required):** If included, appendices must be kept brief, and should include only critical materials needed to evaluate the merits of the proposal. You should include correspondence that supports the plans you described above; research instruments to which you have referred; copies of contacts with travel agents that support your budget. Do not include academic papers, etc., and do not assume that any single inclusion with more than one (1) or two (2) pages will be read.
6. **Compliance Committee Review:** Within this section, indicate whether you have received approval from the appropriate compliance committee (HSC, IACUC) for this project, you have already submitted a proposal and it is pending, or indicate if compliance committee review is not applicable to your work. If you have received compliance committee approval, please upload the approval letter within this section of the application.
7. **Curriculum Vitae (Required):** Faculty collaborators must submit a **two-page** CV highlighting relevant research or creative activity. Student collaborators should submit a brief CV describing their qualifications for the project including relevant coursework and/or previous experience with independent study or internship experience in their area.
8. **Previous SCA Grant Report (Required, if applicable):** If you have previously (since 2000) received a Scholarly and Creative Activity Grant, Summer Scholars Grant, Early Start Program grant, Faculty Mini-Grant, or a Faculty-Student Challenge Grant, you must have submitted all reports and must include with this application the final report of the last award. If this work is an extension of some closely related work funded previously, the corresponding report must be included in addition to the report for the last award.

NOTE: If you receive an award, an electronic copy of an Interim or Final Report will need to be submitted via Google Forms by October 1st. Any delay in filing an Interim or Final Report may hamper your prospects for future grant awards. The Interim/Final report will be submitted through a specific Google Form found on the [Internal Grants webpage](#) and within your award letter.

Proposal Checklist:

- Google Form completion
- Cover/Routing sheet (to be sent to department chair for signatures)
- Description of your project (6-page maximum, double-spaced, single-sided)
 - Goals and impact
 - Scholarly or creative context and significance
 - Description of the work, methods
 - Nature of faculty-student collaboration
- Budget justification and explanation
- Prepared budget (will submit via Google Form)
- Faculty CV (a two-page; highlight relevant SCA)
- Student(s) CV (highlight relevant in and out of classroom experiences)
- Appendix (optional)
- Previous Scholarly and Creative Activity report(s) (required, if applicable)

Information on Review Committee and Criteria for Ranking Proposals

Proposals will be evaluated and scored by members of the Scholarly and Creative Activity Committee (SCAC). SCAC members will not be assigned as reviewers for applications arising from members of the same academic department. Importantly, these SCAC members may answer questions about the general field of the proposed activity, however they are not allowed to vote or argue for proposals submitted by applicants within their department. Funding recommendations will be submitted in priority order along with reviewer feedback to the Provost for final approval. Summary Statements detailing strengths and weaknesses of each proposal will be provided to applicants so that improvements can be made to future applications. The following questions will be asked by the reviewer about the proposal and then assigned a score of 1-5 based on the details of the proposal. The guiding questions and criteria that the reviewers will specifically look for within your proposal are as follows:

- **General considerations:**
Is the proposal accessible to a non-expert? Is it well written?
- **Goals:**
Are the goals realistic? Are they clearly defined?
- **Methods:**
Are methods and procedures appropriate and sufficiently detailed? Is the creative approach clearly described? If IRB or IACUC approval is required but not received at the time of application, please discuss any potential ethical implications in this section.
- **Nature of faculty-student collaboration:**
Is mentoring/guidance of the student clearly described? Will the student operate relatively independently, or will there be significant faculty oversight? Frequency of interaction (daily, weekly)?
- **Significance:**
Is the significance of the project clearly articulated? Are the results realistically expected to affect SUNY Oswego recognition, yield publications, or bring additional funding? Is the context of the proposed work sufficiently described? Are references listed?
- **Budget:**
Is the budget realistic, sufficient, yet economical? Is it clear and well justified?
- **Productivity:**
Were goals of the previous grant achieved? Has it yielded any peer-reviewed output or was it presented to a public audience?