

## APPLICATION GUIDELINES

### STUDENT SCHOLARLY AND CREATIVE ACTIVITY (Student SCA) GRANT PROGRAM

**Fall Round Deadline: First Monday in November by 4:30 pm**

**Spring Round Deadline: Third Monday in February by 4:30 pm**

The Scholarly and Creative Activity Committee (SCAC) at SUNY Oswego oversees a series of grant programs that support research and creative activities in which our faculty and students participate. The Graduate and Undergraduate Student Scholarly and Creative Activity Grant (Student SCA) program is designed to support and foster graduate and undergraduate student research and original creative work conducted in collaboration with a SUNY Oswego faculty sponsor. Please note: any Student SCA proposal that meets the criteria for the Helen Bohmer Daly Memorial Research Grant will also be considered for that more specialized grant offering. Further information on this grant may be found [here](#).

**PURPOSE:** To support and encourage graduate and undergraduate students to engage in scholarly and creative activities in collaboration with a SUNY Oswego faculty sponsor. Awards will be made during the Fall semester for execution/completion of projects taking place primarily during the following Spring. Awards will be made during the Spring semester for execution/completion of projects taking place primarily during the Fall of the same calendar year. The funds may be used for supplies, equipment, or other expenses directly related to the execution/completion of the proposed scholarly and creative activity. Faculty-Student Challenge Grants are recommended for projects conducted during the Summer.

**DEADLINE:** You must have fully completed all of the application requirements, have the Faculty Sponsor Form signed and upload any other application-related documentation using the Google Form found [here](#) by 4:30 PM on the day of the deadline. Late submissions of the Faculty Sponsor Form or proposal, will not be forwarded to the review committee for further consideration.

**ELIGIBILITY:** Graduate students formally accepted into a graduate program and undergraduate students in their freshman, sophomore, junior or senior years at SUNY Oswego may apply. Previously completed projects will not be funded. Ongoing projects started during the summer of the year in which an application is submitted may be considered for funding. Preference, however, will be given to new projects. There is no limit on the number of students collaborating on a proposed project.

**FUNDS:** The maximum award will be \$1,000. Funds may be used for expenses directly related to the proposed scholarly and creative activity (see FAQ). Project budgets that exceed the \$1,000 limit must include evidence that the required additional funding has been secured (e.g. letter of commitment) prior to application. Student salaries may be funded during academic breaks if no class credits are involved.

**FACULTY SPONSORSHIP:** Students are required to secure a faculty sponsor who will assist in designing and carrying out the proposed project. A signed faculty sponsor form must be submitted as part of the full application, and it is the responsibility of the student to include this signed form with his/her application. A faculty member may sponsor up to three students.

**NOTE:** For those projects that are funded, faculty sponsors are responsible for ensuring that the student(s) submit an Interim or Final report upon project completion or by May 1<sup>st</sup> (for Fall applications) or December 1<sup>st</sup> (for Spring applications). If the project is not complete by the end of the proposed project period, the student should submit an Interim report by the appropriate due date and note when a final report will be filed. **If the student fails to turn in a report by the close of the project period or reporting deadline, the faculty member will not be allowed to sponsor a student in the next funding cycle.** In such a case, the faculty member will have to write and submit the report to reinstate eligibility.

# GUIDANCE FOR PREPARING YOUR STUDENT SCA GRANT APPLICATION

**Grant Submission Google Form:** All applicants' materials will be collected via [Google Forms](#). There will be three 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:
  - Abstract and Narrative (required)
  - Bibliography (required)
  - Resume(s) of applicant(s) (required; 2-page maximum per resume)
  - Signed Faculty Sponsor Form.
  - Previous grant reports (required, if applicable)
  - Additional support material (optional; 5-pages maximum)

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 (insert URL). 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.

**APPLICATION COMPONENTS:** Requests for funding must include the information listed below. Please note that the review committee will include individuals with a wide range of professional and disciplinary backgrounds. Therefore, you should write for a general audience and avoid technical jargon. **The narrative should not exceed six (6) double-spaced pages (~250 words per page)**, excluding attachments. Proposals with narratives exceeding the page limit will not be reviewed.

## **The following elements are parts of the application:**

1. **Abstract (Required):** Briefly summarize your proposal (100 words or less).
2. **Project Narrative (Required):**
  - State the purpose and significance of your project in a clear, concise manner that is easily understood by those who do not specialize in the field. State the objectives clearly and specifically.
  - Provide a context for the project. **For Social and Natural Sciences**, summarize the relevant research. Be sure to cite sources of major significance in the references and explain their importance. Describe expected outcomes and their impact on current understanding, knowledge, or practice. **For Humanities and Arts proposals**, describe the significance of the project both within your particular field and to the arts and humanities in general. Describe relevant creative

work and/or include relevant information on performances, galleries, events, judges, juries, journals, etc. that may contextualize the project's significance.

- Describe how and to what degree the project specifically contributes to your development as a scholar, artist, performer, or practitioner.
- Explain your methodology or how the project will be carried out. **For Social and Natural Sciences**, include specific information on such issues as: (a) population and/or sample, (b) design, (c) data and instrumentation, (d) analysis, (e) projected end results or impact. **For Humanities and Arts**, include specific information on such issues as: (a) project design, (b) demonstrations, showings, performances, readings, (c) data collections, equipment, media to be used, etc., (d) projected end results or impact.
- Provide anticipated start and end dates for the project as well as key milestones.
- Discuss your plans for disseminating the results of your project.

### 3. **Budget (Required):**

As previously noted, the maximum award is \$1,000. The budget component of the proposal must provide a listing of all costs related to the project, including any that exceed the \$1,000 funding limit. Budgets that exceed the limit must include evidence that the additional funding has been secured (e.g. letter of commitment) prior to application. Budgets within the \$1,000 limit are encouraged to indicate any additional funding sources. Below are brief descriptions of the two budget components required in the application. For a more detailed explanation of a permissible budget, please refer to the FAQ.

- A. Line Item Budget** – List all budget items and costs. A reference sheet may be found here (insert URL). However, the final numbers must be filled in through the Google Form).
- B. Budget Justification** – Provide a brief explanation and justification of each item in the Line Item Budget. The Budget Justification should also list any additional funding that has been secured for the same project.

4. **Bibliography (Required):** Provide a bibliography appropriate to your discipline that documents any works cited in your program narrative as well as those that inform your project design, methodology, context and/or approach.
5. **Applicant(s) Resume(s) (Required):** Provide an up-to-date resume for every applicant listed in the project application (2-page maximum).
6. **Signed Faculty Sponsor Form (Required):** As previously noted, students are required to secure a faculty sponsor who will assist in designing and carrying out the proposed project. A signed faculty sponsor form must be submitted as part of the full application, and it is the responsibility of the student to include this signed form with his/her application.
7. **Previous Grant Report (Required, if applicable):** If you have previously received any SCA grant since 2000, you must have submitted all required reports and you must include the Interim or Final report of the most recent award. The productive use of previous grants is one of the review criteria.
8. **Appendix - Additional Information (Optional):** Provide any additional information that will help inform the reviewers' decision-making process. Examples of appropriate additional information include letters of commitment for additional funding, letters of project approval from the institutional review board, letters of support from individuals and entities that will help facilitate effective implementation of the proposed project, and documentation of prior successful project implementation.

# Information on Review Committee and Criteria for Ranking Proposals

## SELECTION PROCESS

1. The Scholarly and Creative Activity Committee (SCAC) will recommend awards on a competitive basis, with a maximum award of \$1,000. The total number of awards are to be determined by the amount of available funds in each given grant cycle.
2. Each application is evaluated based on specific criteria.
3. SCAC will notify each applicant and her/his sponsor of its decision.

The following questions will be asked by the reviewer about the proposal and then assigned a score of 1-3 based on the details of the proposal (1 - weak, 2 – satisfactory, 3 – outstanding). The guiding questions and criteria that the reviewers will specifically look for within your proposal are as follows:

- **Purpose and Significance:**
  - Is the purpose and significance presented in a clear, concise manner that is easily understood by those who do not specialize in the field?
  - Does the proposal describe how and to what degree will the project specifically contribute to the applicant's development as a scholar, artist, etc.?
  - For Social and Natural Sciences proposals: Does the proposal summarize the relevant research? Does it cite sources of major significance in the references, explaining their importance? Does the proposal describe the expected outcomes and their impact on current understanding, knowledge, or practice?
  - For Humanities and Arts proposals: Does it describe the significance of the project both to a particular field and to the arts and humanities in general? Does it describe the relevant research and/or does it include relevant information on performances, galleries, events, judges, juries, etc.
- **Methodology and Approach**
  - Is the timeline realistic? Does it include starting and anticipated end dates, as well as any milestones within the project?
  - How likely is this project to yield a publication, presentation, performance, etc.?
  - Is the budget realistic and justified?
  - Does the proposal describe clearly how the project will be carried out?
  - For Social and Natural Sciences proposals: Does the proposal include specific information on such issues as: (a) population and/or sample, (b) design, (c) data and instrumentation, (d) analysis, (e) projected end results?
  - For Humanities and Arts proposals: Does the proposal include specific information on such issues as: (a) project design, (b) demonstrations, showings, performances, readings, (c) data collections, equipment, media to be used, etc., (d) projected end results or impact?
- **Presentation and Support**
  - Is the proposal complete with an appropriate bibliography and/or an index of support materials such as images, photographs, recordings in .pdf, .html, or other formats?
  - Is the format clear and professional in appearance?
  - Is the sponsor's statement substantive and does it address the proposal?

## CONDITIONS

1. If animal or human subjects will be used, the applicant must have approval from SUNY Oswego's Institutional Care and Use of Animals Committed (IACUC) and/or the Human Subjects Committee (HSC) before approved grant funds are distributed. Please refer to the Human Subjects Committee or the Institutional Animal Care and Use Committee for further information. If you have questions about whether your project needs to be reviewed by one of these committees, please contact the chair of the appropriate committee for clarification. Documentation of approval received from either the Institutional Animal Care and Use Committee or Human Subjects Committee should then be included in the “Additional Information” section of your grant application (see above). If the applicant has submitted research compliance documentation, but a final decision has not yet been received, you should state that in their SCA grant proposal.
2. Out of pocket purchases that you incur personally for your SCA research project can be reimbursed from your award dollars as long as you follow the correct procedure and keep all receipts. New York State Sales tax costs will not be reimbursed, so be sure to ask at the Office of Research and Sponsored Programs (ORSP) how you can avoid paying them for grant-related expenses. Pre-award expenses shall not exceed \$100 and/or extend beyond two months prior to award. Student SCA Grant funds are administered through the Provost’s Office. Additional information on procedures for utilizing awarded dollars will be provided by your home department upon receiving an award.
3. Student SCA Grant reports are due May 1<sup>st</sup>. Late reports will lower the priority of funding for the next grant application. A missing report will disqualify one for applying for the next grant. If a project is not complete, an Interim report needs to be filed by the deadline annually and the Final report must be submitted as soon as all work is done or funds are depleted. All items submitted as documentation will only be viewed by the SUNY Oswego community, and written permission by the authors will be required for SUNY Oswego Communications and Marketing to use any items in the repository. The Interim/Final report is a document that summarizes the work that was accomplished using the award. In this report, you will need to include:
  - The approved budget amount and the amount expended to date.
  - The aim(s) of your research, scholarly or creative project.
  - A layperson’s summary of your research, scholarly or creative project.
  - Description of all progress up to date on the project, indicating whether or not the project has been completed.
  - A list of all papers, posters, meeting abstracts, books, presentations, and/or creative works that resulted from this study and the appropriate attachments.
  - Whether or not the project led to external funding.
  - How the project impacted your educational experience?

The Interim/Final report will be submitted through a specific Google Form found [here](https://goo.gl/n935qZ).  
(<https://goo.gl/n935qZ>)

## **Student SCA Grants: Frequently Asked Questions (FAQ)**

### **Do I need a faculty sponsor?**

Yes. Applications without support from a faculty member will not be reviewed.

### **How long can the application be?**

The maximum number of pages for the Project Narrative is 6 pages (one inch margins on all sides, double spaced, 11 point Arial font, approximately 250 words per page). You may include additional items in the Appendix such as approval of application to use human or animal subjects (if relevant) and additional supporting materials. However, do not exceed 5 pages in the Appendix.

### **How do I organize the narrative section of the application?**

Please use the system that appears in the guidelines to organize the body of your application. These elements are essential and represent the criteria that are used in evaluating the proposals.

### **What do you mean by a “review of how my project relates to other work in my field”?**

Reviews will vary by discipline. For those in the sciences, authors will review the research that lays the empirical foundation for the proposed project. Students in the Arts and Humanities should discuss relevant themes in their field and influences on their creative work. For all disciplines, a bibliography must be included.

### **What kinds of items are permitted (and not permitted) in the budget?**

A wide range of items are permitted in the budget. Items that are not consumable (e.g. reference texts, equipment) become the property of the student’s Department after the project is completed. Travel that is essential to the creation of the work is an acceptable expenditure (e.g. trip to Adirondacks to collect specimens, trip to Washington, DC to examine archives, travel to Boston to interview sources). However, travel for purposes of dissemination is not acceptable for this grant program (e.g. conference presentation of results of a study). Students are encouraged to consult the Chair of the SCAC Student Subcommittee for questions about acceptable budget items.

### **What do you mean by a justification for the budget?**

Applicants must explain expenditures. If an Art student needs 40 pounds of clay, he or she should explain simply how that will be used and why that amount is appropriate. Applicants should not have a budget line that reads “Supplies.” Rather, a list of items that are considered supplies should be given as well as a brief explanation of how those will be used. The faculty advisor must approve the budget.

### **Can students work together on a project?**

Yes. If students are collaborating on a project, the application may be made jointly or separately. In both cases, the respective contributions of the students must be specified in the narrative and the faculty sponsor must clearly articulate the respective roles of the students. If collaborative projects are submitted separately, those submissions must be written separately by the individual authors.

### **Do I have to submit the appendices at the same time as I submit my application?**

Yes, all documents must be submitted by the deadline.

### **What must I include in the final report?**

The final report is a document that summarizes the work that was accomplished using the award. In this

report, you will need to include:

- The approved budget amount and the amount expended to date.
- The aim(s) of your research, scholarly or creative project.
- A layperson's summary of your research, scholarly or creative project.
- Description of all progress up to date on the project, indicating whether or not the project has been completed.
- A list of all papers, posters, meeting abstracts, books, presentations, and/or creative works that resulted from this study and the appropriate attachments.
- Whether or not the project led to external funding.
- How the project impacted your educational experience?

The Interim/Final report will be submitted through a specific Google Form found on the [Internal Grants webpage](#) and within your award letter.

### **What is the evaluation form like?**

Here is the list of questions that the committee asks and evaluates:

Is the research compliance committee approval (IACUC or HSC) needed/applied for/provided?

#### **PRESENTATION**

Is the project description clear and easy to understand to a layperson?

Is the project description contain a suitable summary of the relevant research or other activities, performances, galleries, or events in this area? Does it cite sources of major significance in the references, explaining their importance?

#### **METHODOLOGY AND APPROACH**

Are project motivation, goals, and methodology clear and comprehensible?

Does the proposal specify anticipated start and end dates and the timeline for project milestones? Does the proposal include an adequate justification for these times?

Is the budget realistic with regard to project goals and methodology? Does the proposal include an adequate justification for the budget?

#### **IMPACT FOR THE STUDENT**

Does the proposal describe how and to what degree will the project specifically contribute to the applicant's development as a scholar, artist, *etc.*?

#### **OVERALL**

What are the strengths of this proposal?

If this proposal isn't funded, should the applicant consider revising and resubmitting to the next funding round?

If this proposal isn't funded, how could this proposal be improved?

### **Who should I contact if I have any questions?**

Consult with your mentor first. Please contact the Chair of SCAC for additional clarifications. You can find persons responsible by exploring the membership list on this website (<https://www.oswego.edu/orsp/scholarly-and-creative-activity-committee>) and then looking up their contact information using campus People Search service <https://www.oswego.edu/people-search/>. Alternatively, the Associate Provost for Research Development and Administration, ORSP and the Chair of Student SCA Subcommittee can be contacted.