Quick Facts about the Challenge Grants (see Guidelines for full details)

The purpose of the Challenge Grant program is to promote and support student/faculty summer scholarly collaboration that leads 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.

Award: Up to $4,500. Awards are comprised of up to $4,000 for student stipends at $12.50/hr. The primary award is for student stipends. Supplies and/or travel funds may be requested and should be justified in the budget proposal. Summer housing for students may be requested.

Deadline: Third Monday in February, annually.

Eligibility: Full-time faculty

Conditions: Students must participate in program activities and present the results of their work at the Fall research symposium. Faculty must commit to broad dissemination of the results of their work.

Application: The application must be submitted electronically as a single PDF file by the faculty applicant to the designated recipient by the deadline indicated.

Any questions? Please contact the Chair of SCAC.

Challenge Grants: Routing Sheet

Project Title: _____

Faculty Applicant(s): _____

Applicant Department(s): _____

Check one: ___New Faculty ___Experienced Faculty (faculty are considered new up to one

year before the application for tenure)

Have you received any previous SCAC Award (regular student or student grant, Challenge, FMG, ESP, FMG)?

___ Yes ____ No If yes, when? _____*

Have you submitted reports for all prior awards? ___ Yes* ____ No

Student Applicant Information Name (if known)_____

Check one: ___Undergraduate ___Graduate Graduation date (mo/year): _____

Major: _____ Needs summer housing? ___Yes ___No

_____ _____

Applicant Signature Date Applicant Signature Date

Faculty applicant must obtain the Department Chair's signature on the hard copy. Signature of Chair denotes approval. The electronic PDF must be sent to Michael.ameigh@oswego.edu by 4:30 PM, 3rd Monday in February.

_____ signature by the 3rd Monday in February

Department Chair Date

Faculty applicant must deliver the Chair-signed paper copy to the Dean's Office by the 3rd Monday in

February. The Dean must have one week to review.

_____ signature by the 4th Monday in February

Dean Date

Dean routes application to the Provost's Office, 702 Culkin Hall, by 4th Monday in February.

*If the faculty member has received any Scholarly and Creative Activity award before, the latest report of that work must accompany this application. The report for the previous closely related grant must be included as well.

Application: Challenge Grants

Purpose

The purpose of the Challenge Grant program is to promote and support summer student/faculty scholarly collaboration that leads to publications, presentations, performances, 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.

Conditions

As a condition of this award, results must be submitted to an international, national or regional event and presented at the fall poster conference 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: (a) participate in the public poster presentation in early September, (b) participate in the assessment their experience, and (c) complete a report using the student guidelines (submitted by September 1st). If students fail to submit the report, faculty must submit it using the faculty guidelines. The products of the faculty/student summer work are expected to further the program of scholarship of the faculty member.

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 different Challenge Grant projects may be proposed in any given year. If two are submitted, the 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 cycle. 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 Scholarly and Creative Activity grant program. Previous receipt of a Challenge Grant or SCAC student or faculty award does not affect eligibility for a new Challenge Grant. However, reports for all previous awards must have been submitted.

Seniors who are graduating in May of a given year are not eligible to participate in this program in 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 or a Scholarly and Creative Activity (SCAC) grant during the same academic year if the work proposed is on a different topic.

Funding Amounts

Up to $4,500: comprises up to $4,000 for students' stipends at $12.50/hr. Primary award is students' stipends. More than one student may be involved. Supplies and or travel budget may be requested, must be justified in a budget document to accompany proposal. Summer housing may be requested.

Faculty/student research teams submitting a grant must indicate how the money will be spent using an itemized budget sheet. A strong justification for each item must be included. Faculty salary and time release are not allowed. The Scholarly and Creative Activity Committee may reduce the amount of the award from the amount of the budget request, as may the Provost. Grant funds will be available immediately after approval by the Provost.

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. Every student's name,

ID, phone, address, graduation date, and e-mail should be sent to Michael.ameigh@oswego.edu by April 20th, 5 PM. Late additions are not permitted. Students who are not part of the Challenge program are not eligible. Housing does not include meals.

Deadlines

A completed proposal must be signed by the applicant and the Department Chair by 4:30 PM on the day of the deadline (third Monday in February). It is the responsibility of the faculty applicant to obtain signatures from the Department Chair and to deliver the signed paper copy to the appropriate dean. The electronic copy of the complete application of your proposal (a single PDF file) must be submitted by 4:30 PM on the day of the deadline. Signatures are not required on the routing sheet for the electronic copy. The electronic copy must be submitted to Michael.ameigh@oswego.edu as one complete PDF file. We will not accept partial submissions and applications will not be accepted after the deadline.

Review

Applications that are late, or do not have the department chair's and dean's signature, or are incomplete, or do not meet eligibility requirements will not be reviewed by the Committee. The SCAC will rank projects in quality only. The applications will be sorted into two categories, new and experienced faculty, and in the following three tiers within each category, and sent to the Provost's Office: 1) fund; 2) fund subject to available money; or 3) not fund. The SCAC may recommend changes to the budget depending on available funding and guidelines for fundable items. After this ranking and budget review, SCAC's role in the review has been completed.

Final Report

Faculty sponsoring students should make sure students submit their reports on the project's completion using student report guidelines posted on www.oswego.edu/grants. If the student fails to turn in a report the faculty member must submit a report using faculty guidelines or will not be allowed to sponsor a student in the next cycle. The report should be filed by September 1st for all projects.

Application Instructions

Applicants should adhere clearly to the format below and write to a general academic audience. Proposals for Challenge Grants should be concise, no longer than six pages single sided and double spaced. Use one inch margins and size 11 font. Excluded from the page count are the routing and budget sheets, the two-page curriculum vitae of the applicants, and attachments. Examples of attachments are Appendices and Reports on prior grant awards. Extraneous documentation is discouraged, although critical research instruments (surveys, etc.) should be included as appendices.

1. Description of the Project (Required)

This description must be complete and specific. It should be written so that a non-expert reviewers can understand and appreciate the project. Faculty are encouraged to include students in writing the proposal. The description should address the following areas with equal emphasis on (a) to (e).

a. 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.).

b. 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.

c. 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?

d. 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.

e. Budget justification: 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 per hour. For example: 1 student*8 hrs/day*5days/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.

2. 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.

3. 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.

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. 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 or two pages will be read.

5. Previous SCAC 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 Student/Faculty Collaborative 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.

Important Note: Your submission of a grant proposal implies your consent for inclusion of the proposal, if accepted, and report on the SUNY-Oswego website. This is a secure site with access limited to Oswego account holders. If your application or report should not be posted on a secure website, clearly explain why.

(see next page)

Proposal Checklist:

1. Routing sheet

2. 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

3. Budget sheet

4. Faculty CV (a two-page; highlight relevant SCA)

5. Student CV (highlight relevant in and out-of classroom experiences)

6. Appendix (Optional)

7. Previous award report (when applicable)

Format of Submission:

Electronic file. All documents in the above checklist must be submitted electronically as a SINGLE PDF file. Many resources are available if assistance is required in creating the PDF file.

Paper copy. The paper copy of the electronic version follows the routing path and will be used to record signatures/approvals of the department chair and dean. Proposals without both signatures will not be reviewed by the SCAC.

Challenge Grant Budget Sheet

Applicant(s): _____

Department(s): _____

Students' Stipends ($12.50/hr × ___of hrs) _____ (Up to $4,000)

Supplies _____

Supplies _____

Supplies _____

Supplies _____

Supplies _____

Supplies _____

Travel for proposed activity, if any _____

Other (attach budget) _____

TOTAL FUNDS REQUESTED (limit: $4,500) _____

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 received from _____

in the amount of _____.

Would you be interested in talking to a representative of the Office of Research and Sponsored Programs to explore other funding possibilities? _____ Yes _____ No

(see next page)

EVALUATION SHEET (for review committee's use only)

Applicant(s): _____

Department:_____

Project Title: _____

Eligibility will be checked a designated member of SCAC appointed by the chair of SCAC: Is this applicant eligible? Was the finalized proposal submitted electronically on time? Does the proposal describe a scholarly and creative activity? Are the previous grant report and the applicant's CV included? Did the routing sheet with all required signatures arrive by the designated deadline?

New Faculty (up to one year before application for tenure) _____ Experienced Faculty _____

Budget Requested: $ _____ Questionable budget items (if any):

Please review the following dimensions listed in the instructions to evaluate each application.
-General considerations, adherence to the guidelines
-Goals, impact
-Scholarly or creative context and significance
-Description of the work, methods
-Nature of faculty/student collaboration
-Productive use of previous grants (assessed by reviewing reports and CV's) -Budget

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 ranking 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):

_____

_____

_____