

## **Graduate and Undergraduate Student Scholarly & Creative Activities Grants**

The Scholarship and Creative Activities Committee (SCAC) at SUNY Oswego oversees a series of grant programs that support research and creative activities among our faculty and students. The Graduate and Undergraduate Student Scholarly & Creative Activities 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 proposal that also meets the criteria for the Helen Bohmer Daly Memorial Research Grant will also be considered under the criteria of this grant.

**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 in the fall for execution/completion of projects during the winter, spring, summer and following fall. The funds may be used for supplies, equipment, or other expenses directly related to the execution/completion of the proposed scholarly and creative activity.

**DEADLINE:** First Monday in November at 4:30 p.m.

**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 SCAC FAQ). Project budgets that exceed the \$1,000 limit must include evidence that the 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.

For those projects that are funded, faculty sponsors are responsible for ensuring that the student(s) submit a final report upon project completion or by May 1st. If the project is not complete by the end of the proposed project period, the student should submit a progress report by May 1st 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, the faculty member will not be allowed to sponsor a student in the next funding cycle. Alternatively, faculty will have to write and submit the report using faculty guidelines ([www.oswego.edu/grants](http://www.oswego.edu/grants)).

**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** - Briefly summarize your proposal (100 words or less).

**2 – Project Narrative**

A. 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.

B. State the objectives clearly and specifically.

C. 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.

D. Describe how and to what degree the project specifically contributes to your development as a scholar, artist, performer, or practitioner.

E. 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.

F. Provide anticipated start and end dates for the project as well as key milestones.

G. Discuss your plans for disseminating the results of your project.

**3 - Budget**

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 read the SCAC FAQ.

A. Line Item Budget – List all budget items and costs.

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** – 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** – Provide an up-to-date resume for every applicant listed in the project application.

**6. Signed Faculty Sponsor Form** – 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. 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.

**APPLICATION CHECKLIST** – Be sure to include the following in your application:

1. Abstract
2. Narrative
3. Budget
4. Bibliography
5. Resume(s) of Applicant(s)
6. Signed Faculty Sponsor Form
7. Optional - Additional support material (under five pages).

### **APPLICATION SUBMISSION**

**Send a single PDF file with all parts of the application included should be e-mailed by the deadline to [michael.ameigh@oswego.edu](mailto:michael.ameigh@oswego.edu).** It is the responsibility of the applicant to ensure that his or her application is transmitted and received by the deadline. If you do not receive an email confirmation of receipt, be sure to follow up directly with Michael Ameigh prior to the deadline. Late submissions will not be reviewed.

### **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 to be determined by the amount of available funds in each given grant cycle.
2. Each application is evaluated based on criteria presented in the evaluation form (see below).
3. The SCAC will notify each applicant and her/his sponsor of its decision.
4. The recipients and their faculty or staff sponsors will be recognized at the President's Award ceremony following QUEST.

### **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 and/or the Human Subjects Committee before the grant application is reviewed. 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). Applications for SCAC funding that do not include documentation of approval from the appropriate committee will not be reviewed by SCAC.
2. Out of pocket purchases that you incur personally for your SCAC 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. The SCAC grant funds are administered through the Research Foundation of SUNY. Additional information on

procedures for utilizing awarded dollars will be provided by the Office of Research and Scholarly Programs (ORSP) upon receiving an award.

3. A final report must be submitted prior to the conclusion of the spring semester or within one year of receiving the award. Please submit the report via [www.oswego.edu/grants](http://www.oswego.edu/grants) using the student guidelines provided on that web page. As previously noted, if the project is not complete by the end of the proposed project period, you should submit a progress report and note when a final report will be filed. If no report is submitted, you and your sponsor may not apply again for a Student Scholarly and Creative Activity grant.

### **FAQ: Guidelines for Completing the Application for SCAC Awards**

#### **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 numbering 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 Student SCAC Awards Committee 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, as a single PDF file.

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

The final report is a document that summarizes the work that was accomplished using the award. Please follow guidelines on [www.oswego.edu/grants](http://www.oswego.edu/grants).

**Student SCAC Grant Rating Sheet**

(To be used by evaluators and made available to applicants as well)

**Purpose & Significance:**

1. Is the purpose and significance presented in a clear, concise manner that is easily understood by those who do not specialize in the field?	6pts.	
2. Are the objectives clear and specific?	3pts.	
3a. For <b>Social and Natural Sciences</b> , 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?	9pts.	
3b. For <b>Humanities and Arts</b> 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, journals, etc. that may contextualize the project's significance?		
4. Does the proposal describe how and to what degree the project will contribute to the applicant's development as a scholar, artist, etc.?	9pts.	
<b>Comments:</b>	<b>27pts.</b>	

**Methodology & Approach:**

5. Does the proposal describe clearly how the project will be carried out? <ul style="list-style-type: none"> <li>• For <b>Social and Natural Sciences</b>, 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?</li> <li>• For <b>Humanities and Arts</b>, 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?</li> </ul>	9pts.	
6. Is the timeline realistic? Does it include anticipated start and end dates, as well as any milestones within the project?	3pts.	
7. How likely is this project to yield a publication, presentation, performance, etc.?	6pts.	
8. Is the budget realistic and justified?	6pts.	
<b>Comments:</b>	<b>24pts.</b>	

**Presentation & Support:**

9. 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?	3pts.	
10. Is the sponsor's statement substantive and does it address the proposal?	6pts.	
<b>Comments:</b>	<b>9pts.</b>	

**Total: \_\_\_\_\_ / 60 points**