**CALL FOR PROPOSALS**  
**Research, Scholarship, and Creativity Grants**

Background

The Comprehensive Plan for Faculty Development at Simpson College calls for an in-house small grants program to help faculty grow in their expertise by regularly contributing to the development of their discipline. As the plan suggests, “Although in some cases this “scholarship of discovery” can be supported by off-campus grants, Simpson College recognizes the importance of sharing this responsibility.”

Process

Grant applications are due to the Director of the Teaching and Learning Center or the Chair of the Campus Advisory Committee. The format for the applications and a budget form are on the next pages. Only one proposal may be submitted per person per year for this grant whether as an individual or as a team. The applications will be reviewed by the Campus Advisory Committee, who will make the final decision. The money should be spent during the college’s fiscal year between June 1 and May 31.If you need to spend money before June 1, please indicate in your application what that money is needed for and why it needs to be spent early. Spending money outside the accounting year may not be reimbursed by the college unless prior approval has been given. Up to $2,000 will be available for each award.

Reports

Recipients of RSC grants will be asked to submit a final report of approximately 1-2 pages, double spaced. Each report should briefly summarize the goals of the project and reflect on how the goals of your RSC grant were met. Final Reports are due on May 31.

Eligibility   
All full-time faculty members (tenured, tenure-track, term, and teaching specialists) and full-time visiting faculty are eligible to apply. Previous recipients of RSC, Diversity, or Course Development and Enhancement grants will only be considered for a new grant if all their receipts and their final report have been submitted (see Criteria for Selection below for more details).

Proposals should focus on the benefits to the faculty member’s professional development. This grant is not to be used for projects that are primarily designed for course development or to benefit students. For example, a project that uses students in research is appropriate, but using the money to take students to present the research would not be appropriate. Research projects involving data collection in the area of the Scholarship of Teaching and Learning (SOTL) are acceptable. SOTL projects involve the systematic collection and analysis of data to examine the effectiveness of teaching (See <https://my.vanderbilt.edu/sotl/> for more information).

Projected Expenses

Each award will be for a maximum of $2,000. The funding may be used for, but not necessarily limited to, the purchase of materials, supplies, equipment, computer software, travel to libraries, or professional conferences**.** Faculty members may include within the $2,000 a stipend of $600 for their time. It should be noted that the stipend is optional. A faculty member may choose to spend all $2,000 on supplies and other non-stipend expenses. All requests for stipends must be included in the grant application and must be approved by the committee; they will not be awarded retroactively.

Criteria for Selection

The Campus Advisory Committeewill rank order the proposals based on the following criteria:

1. The clarity and specificity of the purpose. Be sure to write for a general audience, not someone in your discipline. Priority is given to proposals that clearly describe the purpose and outcomes of the project.
2. The feasibility of the project. Priority will be given to proposals with outcomes that are likely to be met in the time frame indicated.
3. The justification of the project. Priority will be given to proposals that provide strong justifications for why the project should be completed in the manner described**.**
4. Previous financial responsibility. How effectively the money from a previously awarded RSC was used.
5. The novelty of the grant idea and the frequency of applications. Priority will be given to faculty who have not received faculty development grant funding in recent years. The committee may consider whether the faculty member has applied for money for the same project or a similar project more than once.
6. The final report. People whose final reports from their most recent award reflect that the goals of the project were met will be prioritized over people who did not complete their project goals or who provided unclear or unsatisfactory outcomes or deliverables at the end.

**Simpson College**  
**Research, Scholarship and Creativity Fund**

Format for Applications to the Research, Scholarship and Creativity (RSC) Fund

Please address your application to an interdisciplinary audience of your Simpson College colleagues, not to specialists in your field. Please submit your grant request to the Director of the Teaching and Learning Center or the Chair of the Campus Advisory Committee. The application should include the following items:

1. Title of proposal

2. Name of proposer

3. Description of project for which funding is being sought (please answer the following questions as succinctly as possible, maximum of 3-4 pages, double spaced.) See the examples on the SCTLC website.

a) Purpose:

* What are the intellectual, conceptual, teaching, or artistic/creative issues?
* How does your work fit into other endeavors being done in this field?
* What is the ultimate outcome of the project? If the ultimate project is not completed within the time frame of the grant, what will be completed during the timeframe of the grant?

b) Feasibility:

* What qualifications do you bring to this project?
* What have you done/will you do to prepare for this project?
* What is the time period (i.e. summer, summer and academic year, academic year only)?
* Is the work’s scope commensurate with the time period of the project?

4. Project Design, Justification

* This should include a specific description of the project design and activities, including location, staff, schedules or itineraries, and desired outcomes.
* Provide a justification for the design of your project. For example, articulate the need for travel: why must you travel rather than contact someone over the phone or use an electronic database?
* What will your final product look like after completing the project?

5. Complete budget for the project

* The budget should be submitted using the standardized budget form on the next page.
* This form includes information about budget restrictions.

6. List the RSC, CDE, and Diversity grants (including the year for which the money was awarded) you have received in the past.

* If you have received an RSC grant in the past, please attach a copy of your final report. If the previously submitted report does not indicate how the goals of the project were met, a revised version of the report may be submitted with this application.
* Include a summary of how the monies were actually spent.
* If the RSC grant you had previously received was part of a larger project that is now complete, please indicate if it has been presented or published.

7. Please indicate whether, if your proposal is funded, we may share your proposal with others. Your answer to this question will not influence whether your proposal is funded.

**Simpson College**

**Budget Proposal Form**

**Research, Scholarship, and Creativity Grant**

|  |  |  |
| --- | --- | --- |
| **ITEM** |  | **AMOUNT** |
| **Equipment** |  | **$** |
| **1:** | **Cost:** |  |
| **2:** | **Cost:** |
| **3:** | **Cost:** |
|  |  |
| **Materials** |  | **$** |
| **1:** | **Cost:** |  |
| **2:** | **Cost:** |
| **3:** | **Cost:** |
|  |  |
| **Personnel** | | **$** |
| **1.** | |  |
| **2.** | |
|  | |
| **Travel Costs** | | **$** |
| **Airfare:** | |  |
| **Mileage: Number of miles @ .56/ mile** | |
|  | |
| **Lodging** | | **$** |
| **Number of days @ $ /day** | |  |
|  | |
| **Other Expenses** | | **$** |
| **1:** | **Cost:** |  |
| **2:** | **Cost:** |
| **3:** | **Cost:** |
|  |  |
| **Taxable Faculty Stipend**  (**Max of $600)** | | **$** |
|  | |  |
| **TOTAL EXPENSES**  (Incurred between June 1 and May 31)  \*Money spent prior to June 1 must be justified in the proposal and approved before it can be spent/reimbursed. | | **$** |
|  | |  |
| **AMOUNT REQUESTED**  (Not to exceed $2000, including stipend) | | **$** |