Call for Proposals
DARREL BIGHAM FACULTY ENGAGEMENT AWARD
SUMMER 2015
Application Deadline: November 3, 2014

In honor of its founding director, Historic Southern Indiana (HSI) will award one summer salary stipend award of $4,000 to an eligible member of the University of Southern Indiana faculty. The project will begin in the summer of 2014 and must be completed by the end of the spring semester in 2015.

HSI was created in 1986 to serve a 26 county region of southern Indiana. Its goals are to identify, preserve, protect, enhance, and promote the historical, natural and recreational resources of the region. It seeks to implement those goals through programs in historic preservation, history education, heritage tourism, community development, and scenic byways. HSI is part of the Division of Outreach and Engagement.

Projects may take the form of applied research, service learning, technical support, consulting, class projects or other activities that are designed to produce a product or outcome that is mutually beneficial for the faculty member’s scholarship and the partner agency. Any discipline is eligible. Visit http://www.usi.edu/hsi/news.asp for information of previously funded projects. Sample projects might include (but are not limited to):

- **Consulting** (Examples: assisting in the preparation of community or organizational strategic, marketing, or business plans)
- **Research** (Examples: preparation of a background study for an exhibit or an interpretive plan, of visitor profiles, or of studies of the economic impact of visitation)
- **Creation of Workshops/Institutes**: (Examples: preparation and implementation of teacher enhancement workshops connecting the classroom to the region, hospitality training programs, or workshops designed to enhance the quality of interpretation in communities)
- **Media** (Examples: producing instructional or promotional videos, mobile applications, GPS, and/or audio tours)

**Eligibility**

1. Applicants must hold full-time faculty positions at the time of application, and be returning to USI campus for the 2014-2015 academic year. Applicants not returning will be responsible for repayment of any funding awarded in anticipation of the project.

2. Recipients of a USI Summer Research Fellowship are not eligible to receive a concurrent Darrel Bigham Faculty Engagement Award concurrently.

3. Applications must include the identification a regional external partner organization and evidence of the partner’s willingness to actively collaborate with faculty.

4. Applications for course development, faculty development, departmental curriculum development, or institutional research activities are not eligible.

**Award Information and Deliverables**

The award provides a salary stipend of $4,000 to support scholarly research by USI faculty and will be announced at the January 2014 faculty meeting.

The salary stipend funding will be paid out through payroll as follows:

- $2,000 – May 2014
- $1,000 – December 2014 with receipt of required interim report detailing progress on the project
- $1,000 – May 31, 2015 with receipt of the final report

*Note: Salary stipends are subject to payroll taxes.*

If project is not completed, faculty will be responsible for the return of funds.
Allowable Activities (Definition of Research)
The Darrel Bigham Faculty Engagement Award provides for faculty projects that have demonstrated benefit in the 26 county HSI region. Counties include: Clark, Crawford, Daviess, Dearborn, Dubois, Floyd, Gibson, Harrison, Jackson, Jefferson, Jennings, Knox, Lawrence, Martin, Ohio, Orange, Perry, Pike, Posey, Ripley, Scott, Spencer, Switzerland, Vanderburgh, Washington, and Warrick. Projects need not include all 26 counties.

Application Instructions
Project description:
The Project Description should address the following criteria and is limited to 5 pages using a 12 pt. font:

1. **Describe the project.** Clearly explain the objectives of the proposed project, the methods you will use, and the expected measurable outcomes. Use language easily understood by readers from other disciplines.

2. Demonstrate the **scholarly significance** of the project. Set the proposed project in the framework of other scholarship in the discipline and establish its importance and/or originality.

3. Identify a person and/or organization in the Historic Southern Indiana region who has agreed to **partner** with you on this project. Include a letter of partnership from this person or organization.

4. Document the **benefit** of the project to Historic Southern Indiana. Identify specific organizations, businesses, programs, or populations which will benefit directly and indirectly from this project. Describe how the knowledge and/or outcomes will be disseminated.

5. **Describe how the project will be completed** by the end of the spring semester 2015. Include a detailed time-line for the project.

6. Fill out the R&R budget in CAYUSE with the entire $4,000 award in the section labeled Other Personnel.

Additional Application Requirements:
The following items must be included as part of the application PDF file:

1. A letter of support/site approval from the agency you will be partnering with for this project indicating that you have their support and permission to do the research with their clients, on their site, etc.

2. A short Curriculum Vitae that highlights your experience related to the project you are proposing (2 page maximum)

3. Any related materials such as surveys, focus group manuals, etc. that will be used for the project.

Submission
1. Submit an intent to apply notice to OSPRA at sponsored.projects@usi.edu The form can be found on the OSPRA website: [http://www.usi.edu/ospra/internal-awards-and-grants](http://www.usi.edu/ospra/internal-awards-and-grants)

2. Once OSPRA has received the intent to apply notice, we will create the proposal file in CAYUSE. You will be notified by email that you have been added as user to a proposal and can start filling in the application.

   a. From log in page select “First time signing in and need a password”
   b. Your username will be the same as your USI username
   c. Create a password

4. Complete the R&R Budget form in CAYUSE 424 with the entire $4,000 award in the section labeled Other Personnel.
5. Attach a separate pdf. that includes the following to the documents section under Proposal Summary in CAYUSE
   1. Project Description (5 page maximum)
   2. Letter of support/site approval
   3. Short CV (2 page maximum)
   4. Other related materials

See more explicit directions at: http://www.usi.edu/ospra/cayuse-424

7. Submit the proposal for routing through CAYUSE 424 no later than 4:30 p.m. on November 4, 2013.
   
   Note: The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically.

Policies and Regulations
University of Southern Indiana rules, regulations, and policies regarding the use of human subjects, animal care, biosafety, hazardous waste, radioactive materials, patents and copyrights, royalties and fees, as well as other appropriate University policies apply. Faculty are responsible for following the established University compliance procedures regarding these rules and regulations. Faculty may obtain additional information regarding these policies from the Office of Sponsored Projects and Research Administration (http://www.usi.edu/ospra).

Proposal Review and Selection Process
One Darrel Bigham Faculty Engagement Award will be issued annually for the summer with completion occurring no later than the following spring. The selection committee will consist of the Associate Provost of Outreach and Engagement, the director of Historic Southern Indiana, and up to 3 members of Historic Southern Indiana’s Advisory Board.

Award Criteria
1. Clarity of objectives and project description
2. Feasibility—the ability to complete the project by May 15, 2015
3. Relevance to the applicant’s academic discipline(s) and benefit to the applicant’s professional development
4. Benefit to Historic Southern Indiana and its constituents
5. First time recipients will receive priority consideration

All final decisions regarding funding for the Darrel Bigham Faculty Engagement Award rest with the Associate Provost for Outreach and Engagement.

Acknowledgment
All work resulting from the Darrel Bigham Faculty Engagement Award must include an acknowledgement of Historic Southern Indiana.

For further information contact: Leslie Townsend, director of Historic Southern Indiana, UC East, Room 2257, 465-7013, ltownsen@usi.edu.