Call for Proposals
Applied Research Faculty Outreach and Engagement Award
Summer 2020

Application Deadline: November 4, 2019, 4:30 p.m.

The Office of Outreach and Engagement announces the call for proposals for the Center for Applied Research (CAR) Development Faculty Outreach and Engagement Summer 2020 Award. Up to two $4,000 awards are available for projects that demonstrate a propensity to enhance faculty research while supporting economic development, community development, or quality of life improvement in southwestern Indiana (EGR 11). Funding from the CAR Summer Award program is designed to fund faculty applied research which could not be funded by the organization benefiting from this project. Examples of such projects might include:

- measuring the impact of a social program
- new product design and development
- analytical testing and analysis
- market analysis, economic assessments, and feasibility studies
- environmental conservation, education and/or research programs
- education enhancement for P-12 students

Eligibility

1. Applicants must hold full-time faculty positions at the time of application, and be returning to USI campus for the 2020-2021 academic year. Applications not returning will be responsible for repayment of any funding awarded in anticipation of the project.

2. Faculty may not hold concurrent internal stipend awards.

3. Applicants must be up-to-date on all reports from prior internal awards.

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

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

Award Information

The award provides a stipend of $4,000 to support scholarly research by USI faculty.

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

- $2,000 – May 2020
- $2,000 – November 2020 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 CAR Summer Awards program provides support for faculty applied research projects that have demonstrated regional benefits in southwest Indiana.

Selection Process

Up to two awards will be distributed for research conducted during the summer of 2020. Using the evaluation criteria outlined below, the CAR Faculty Advisory Committee will make recommendations to the Associate Provost of Outreach and Engagement who will make the final awards.

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. Include in this section if you are applying for or receiving additional funds from other sources. If so, provide the name of the agency/program, and details on what part of the work and budget is included in other proposals and what will be funded by the Applied Research Faculty Outreach and Engagement Award.

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 the regional external organization who has agreed to partner with you on this project. Include a letter of partnership from this person or organization.

4. Document the regional benefit of the project. 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 November 1, 2020. Include a detailed time-line for the project.

6. Fill out the Research and Related (R&R) budget in CAYUSE including $4,000 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 with whom you will be partnering 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 for internal grant application form to OSPRA at sponsored.projects@usi.edu (cc: your department chair or equivalent) no later than October 25, 2019. The form can be found on the OSPRA website: 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 a user to a proposal and can start filling in the application.
3. Access CAYUSE 424 through myUSI on the USI website www.usi.edu
   a. Use your USI credentials to log-in to myUSI
   b. Look for the CAYUSE 424 icon under USI Online Services:
      ![CAYUSE 424 icon]
   c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.

4. Complete the R&R Budget form in CAYUSE 424 with the entire $4,000 award in the section labeled Other Personnel.

5. Attach separate pdf files to the Documents section under Proposal Summary in CAYUSE, including the following:
   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, 2019.
   Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the Routing and Approval section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.

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). All projects including human subjects must receive IRB approval prior to the start of data collection and before any funding will be released.

Proposal Review and Selection Process

We anticipate that there will always be more proposals submitted than can be funded. All requests for funding undergo a review process by a committee that includes the Associate Provost of Outreach and Engagement, the Assistant Director of the Center for Applied Research, and the CAR faculty advisory board.

Award Criteria

Only applications that include all required information as outlined in this “Call for Proposals” will be eligible for consideration. Eligible applications will be reviewed by a cross-discipline evaluation team comprised of the CAR Advisory Board members. Be sure to write your proposal such that it may be understood by evaluators not in your field of study.

1. Clarity of objectives and project description
2. Relevance to the applicant’s academic discipline(s) and benefit to the applicant’s professional development

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3. Impact to organizations and/or populations in southwest Indiana
4. Feasibility – the ability to complete the project by November 1, 2020
5. Those who have not received a CAR award previously will receive priority consideration

Reporting Requirements
Recipients of the Applied Research Outreach and Engagement Award are required to submit a final report to the Office of Sponsored Projects and Research Administration (sponsored.projects@usi.edu) and Steven Stump (ststump@usi.edu) by November 15, 2020. The final report should be no more than six pages; use a type font no smaller than 10 pt; and include the following information:

A. Title page with award information (1 page):
   - Project Director's (PD's) Name(s)
   - Project Title
   - Start Date
   - End Date
   - Award Amount
   - Final Report Date

B. Description of project results (3-page maximum):
   - Summary of project activities
   - Scholarly impact of the project
   - Realized and anticipated regional benefits of the project to the partner organization and surrounding stakeholders
   - Describe any differences in your goals or plans as a result of the project; what difference(s) this funding has made.

C. Financial report (1-page maximum):
   - Was the amount sufficient?
   - What implications did the funding have for your project?
   - Did the award amount exceed your needs? Why?
   - With hindsight, would you change the budget request? If so, how?

D. List any publications, reports, or presentations generated by the project. (1-page maximum)

Acknowledgement
All work resulting from the Applied Research Outreach and Engagement Award must include an acknowledgement of the Center for Applied Research.

Notification
Applicants will receive notification of the status of their proposal no later than February 3, 2020.

For further information contact:
Steven Stump, Assistant Director of the Center for Applied Research, UC East Room 2258, 812-228-5094.