



2025 Faculty Research and Creative Work Grant

Application Deadline: November 4, 2024, 4:30 p.m.

The Faculty Research and Creative Work Grant (FRCWG) will fund faculty research and creative work at USI during the 2025 summer term. Multiple grants up to \$5,000 each are available for faculty to initiate new basic or applied research or creative work, continue research or work in progress, or complete a project.

Eligibility:

1. Applicants must be full-time faculty holding a tenured, tenure track, or clinical track position. Preference will be given to faculty members who have not received a FRCWG within the past 3 years.
2. Eligible projects must be research, scholarship, or creative work conducted by faculty within the areas of the faculty member's academic training and professional expertise.
3. Applications for course development, faculty development, departmental curriculum development, institutional research, consulting, or public service activities are not eligible.
4. Applicants must be up to date on all reports from prior internal awards.

Note: *While research involving students may be eligible for funding, the emphasis must be on faculty research. While students can be involved in the project, they should not be conducting the project.*

Grant Information and Restrictions

Up to three \$5,000 grants will be awarded for materials/ supplies, student workers, consultants, equipment, travel expenses directly related to data collection or other research activities (not conferences). The grant does not provide funding for faculty compensation such as a stipend or release time. Grant recipients are obligated to return to USI for at least one complete academic year of service following the term of the grant. Failure to do so will result in the grant recipient repaying the award amount to USI.

Selection Process

The Faculty Awards for Scholarship, Teaching, and Research (FASTR) Committee will evaluate all proposals meeting guidelines and assign them an order of priority, carefully evaluating compensation for travel, equipment, materials and supplies, and personnel, along with the below review criteria. The FASTR Committee makes recommendations to the Provost who will select the final recipients.

Review Criteria

1. Scholarly significance to the field supported by in-text citations.
2. Clarity of objectives and project description.
3. Feasibility: the project can be completed or substantially advanced in the project period.
4. Importance to the applicant's program of scholarship.
5. The budget and the justification of how the funds will be used.
6. Ability to complete the project within one year.

Deadlines

- Faculty Research and Creative Work Grant proposals are due no later than **4:30 p.m. on November 4, 2024**, via CAYUSE424. Only electronic submissions through CAYUSE will be accepted.
- A final report is due to the Provost's Office and Office of Sponsored Projects & Research (OSPR) by **September 1, 2026**.

Application Requirements

Note: Any application that does not include all the required elements and/or does not follow the formatting guidelines will not be reviewed.

1. Project Description (7-page limit, with 12-point font, single spaced)

Attach a project description addressing the following six criteria:

Applicant's Qualifications

- Is the applicant's academic background relevant to conduct the project? If not, how thorough is the justification?
- Is the relationship of the proposed project explained to the applicant's overall program of scholarship?
- How well does the applicant demonstrate productivity (publications, performances, presentations, past and/or present efforts to procure external funding, etc.), experience, and/or potential to implement the project as defined?

Proposal Background

- How well does the proposal describe the history of the concept for the project?
- Is the proposal supported with a brief literature review and in-text citations?
- If applying for multiple internal/external funding opportunities, describe how the proposed FRCWG project is different from other applications or how it complements the other source(s) of funding.

Significance/Goals & Objectives

- How well does the proposal show the scholarly significance of the project to the discipline and practice, the University, the community, and beyond?
- How well does the proposed project fit the applicant's scholarly goals?
- How well did the applicant establish the project's importance and originality?

Research Methods / Project Plan

- How clearly does the proposal describe a plan for development and implementation? Description should include specific details regarding the development of creative design, how data will be collected, and/or what types of statistical analysis will be used.
- How well does the proposal demonstrate that the project can be completed with the available resources and in the time specified (feasibility)? 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 Faculty Research and Creative Work Grant.

Project Evaluation and Dissemination

- How well are the expected outcomes described?
- Outcomes must be measurable. How well does the proposal describe how expected outcomes will be measured?
- Does the proposal describe the plans for disseminating the creative work or research results?
Conferences, journals, or other outlets for dissemination should be **specifically named/identified**.

Budget

- How appropriate, accurate, and justified is the budget and use of resources?
 - How reasonable does the budget seem for both the effort and anticipated results described?
 - Can the project be completed with the funding requested?
2. Complete the Research and Related (R&R) budget in CAYUSE detailing how the requested up to \$5,000 grant will be used. See CAYUSE budget instructions on the OSPR [website](#).
 3. Attach a Budget Justification that supports the line-item budget. The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K.
 4. Attach letter(s) of support/site approval from any organizations with which you will work on the project (including in USI departments other than your own). Attach as a .pdf file into CAYUSE in the documents section.
 5. Attach a short CV (2 page maximum) to highlight your experience related to this project. Attach as a .pdf file into CAYUSE in the documents section.
 6. Attach other related materials, surveys, focus group protocols, etc. that will be used for the project. Attach as a .pdf file into CAYUSE in the documents section.

Application Submission Instructions

1. Submit an **Intent to Apply for internal grant application** form to OSPR no later than **October 28, 2024**. The Qualtrics form can be found on the OSPR's [Internal Grants page](#).
2. Once OSPR 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** (my.usi.edu)
 - a. Use your USI credentials to log-in to **myUSI**
 - b. Search for the CAYUSE tool using the search bar at the top of the myUSI dashboard.
 - c. Click on "Cayuse" in the search results to open CAYUSE 424 and locate your project proposal shell.
4. Complete the R&R budget in CAYUSE detailing how the up to \$5,000 grant will be used. Find CAYUSE budget instructions and other CAYUSE resources [here](#).
5. Attach a Budget Justification that supports the line-item budget. The budget justification should be saved as a .pdf file and attached on page three of the R&R Budget in CAYUSE, section K. [Click here](#) to view an example on the OSPR website.
6. Attach separate .pdf files for each of the following to the documents section under Proposal Summary in CAYUSE:
 - a. Project Description (7 page maximum)
 - b. Letter of support/site approval (if applicable)
 - c. Short CV (2 page maximum)
 - d. Other related materials

Refer to the [CAYUSE 424 resource page](#) on the OSPR website for more detailed instructions.
7. Submit the proposal for routing through CAYUSE 424 by the submission deadline noted above.
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.

Budget Stipulations and Policies

- The amount requested should accurately reflect the cost of completing the project, up to a maximum of \$5,000.
- Grant funds may be used for the following:
 - Student workers
 - Consultant fees
 - Materials & Supplies: Office supplies, postage, software, laboratory supplies, books, etc. needed to complete the project.
 - Non-Capital Equipment: Durable equipment with a unit price less than \$5,000.
 - Travel: Any travel expenses directly related to **data collection or other research activities**, such as airfare, lodging, mileage, per diem, etc. incurred during the time frame of the research project – please note that travel expenses related to conferences are not allowable. Use of funds for travel are subject to the current USI [travel policies](#), which are subject to change. At this time international travel will be approved on a case-by-case basis. In some instances, travel might be approved, and other trips might not be approved due to the country’s travel warnings and restrictions.
 - Other: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment or payment to research subjects.
- All requested budget items must conform to University accounting policies and procedures.
- All equipment, tangible materials, and books purchased on a grant are property of the University.
- Mileage and per diem are based on current University rate.
- Student wages are based upon the current University hourly wage (typically \$7.25 an hour). If the student worker is not enrolled in classes at the time of the work (such as during the summer), FICA must be included—note FICA is 7.65% of wages.
- Budget justifications should include descriptions of why each line item is necessary and where cost estimates were obtained (For example, Expedia, hotel website, Amazon, etc.)

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 & Research](#) (OSPR). **All projects including human subjects must receive IRB approval prior to the start of data collection and before any funds will be released.**

Fiscal Regulations

The expenditure of funds from this program follows normal USI policies and procedures.

Notification

Applicants will receive notification of the status of their proposal by early March 2025.

Publicity and Acknowledgements

The Provost’s Office, OSPR, and the USI Foundation may publicize awards and results of projects. The recipient will acknowledge the USI Foundation when a funded proposal leads to presentation or publication of a paper, performance, or exhibition of creative work.

Reporting Requirements

Recipients of the Faculty Research and Creative Work Grant are required to submit a final report summarizing the project to OSPR (sponsored.projects@usi.edu) by **September 1, 2026**. Recipients may be asked to present their research at a USI event.