

**RCHSS RESEARCH/SCHOLARSHIP SUPPORT GRANT****2021-2022****DUE: Tuesday, March 16, 2021 by 11:59 pm****[CLICK HERE](#) TO UPLOAD YOUR PROPOSAL AS ONE SINGLE PDF DOCUMENT**

**Purpose:** The overall purpose of the RCHSS Research/Scholarship Support Grant is to provide faculty with additional support and resources for impactful research/scholarship projects at various stages. The goal is to provide a “boost” to faculty research in order for it to result in publications and/or external (non-KSU) funding.

**Eligibility:** All full-time tenured or tenure-track faculty. *Although faculty can receive this grant more than once, past performance (track record) will be assessed during the review process.*

**Funding Period:** July 1, 2021 – June 30, 2022 (all budget costs must be encumbered by April 1, 2022). For active human subjects research, appropriate IRB approval must be obtained before any funds are distributed.

**Review Process:** All applications will be reviewed and scored by peer colleagues within RCHSS. Although all RCHSS departments are represented in the grant review panel, there is no guarantee that a disciplinary expert will review your proposal so please write for a general audience. Once the review panel has scored all proposals using a rubric, the top proposals will be further discussed and ranked before recommendations for funding are confirmed. Although we aim to support the strongest proposals, we also encourage diversity in faculty rank (pre-tenure and tenured), types of research, and academic disciplines in terms of final recipients.

All internal KSU grants are highly competitive! Given the amount of proposals we receive and the tight timeline to make final decisions, we are unable to provide detailed written feedback as to the strengths and weaknesses of your proposal. Also, given our budget limitations, we often have several strong proposals that still are not awarded. However, the RCHSS Assistant/Associate Dean for Research and/or the chair of the RCHSS grants committee are always available to answer any questions and provide some basic feedback as to the overall review process. Also, we typically hold a general workshop where we talk about common weakness and pitfalls of submitted proposals. Please note that proposal writing is as much of an art as it is a science. We have many resources here at KSU to help develop grant writing skills through RCHSS and KSU’s Office of Research. We recommend taking advantage of these opportunities well before, during and after proposal writing. It is also helpful to solicit peer feedback from colleagues before a proposal is submitted and/or talk with other colleagues (especially in your discipline) who have been successful.

**Accountability:** As we are excited to offer this opportunity for additional dedicated research time for our faculty, we expect that all faculty receiving RCHSS Research/scholarship support grants will:

- Keep chair updated as to research progress as per ARDs/FPAs;
- Participate in RCHSS research/scholarship support grant participant check-in meetings (1-2 times per year);

- Provide information about research to be posted publicly on RCHSS website;
- Keep Assistant/Associate Dean for Research updated as to any changes or challenges impacting research (including research goals, budget, timeline, outcomes, etc.) throughout the funding period; and
- Complete a final report including project summary, accomplishments, challenges, and future plans at the conclusion of the funding period that will be shared with Dean and chair.

## **PROPOSAL INSTRUCTIONS**

### **Proposal Format Guidelines:**

Line spacing: single-spaced

Font: Times New Roman

Font-Size: 11 or 12 points

Margins: 1 inch on all sides.

### **COVER PAGE (1 page)**

1. Title of Project
2. For all PIs: Faculty Name, Rank, Department/Discipline and Number of Years at KSU
3. Faculty Contact information (email address)
4. Is this a individual project or collaborative project (with 2 RCHSS faculty)?
5. Type of project: research, scholarship, creative activity
6. Stage of Project: New /Exploratory Project, Enhancement of Existing Project through Additional/Pilot/Preliminary Data Collection, or Completion/Final Phase Project
7. **CHAIR ACKNOWLEDGEMENT STATEMENT:** Brief statement of acknowledgement signed by your department chair stating that they support your proposed project and understand the scope of your project, especially involving any course reassignments (Can be included as an additional page if needed)

**NARRATIVE (2-3 pages).** Please develop your proposal using these specific topic headings and format to ensure you have thoroughly addressed all the questions/issues. Please be clear and specific with your responses within the narrative.

1. Overall research/scholarship question or goal for this specific proposed project
2. Intellectual Merit and Significance of Proposed Research/Scholarship:
  - a. Why is this research/scholarship important?
  - b. How will this research add to the existing literature? What gap is it filling?
  - c. How is this research innovative?
3. Approach:
  - a. Project Plan and/or Research Design. Describe research goals/objectives, research design, and methods.
  - b. What do you plan to do? Please be as detailed as possible.
4. Feasibility:
  - a. How does this research/scholarship build on preliminary, pilot, or previous/prior work?

- b. How long have you been working on this idea/project and what have you accomplished so far? Or is this research/scholarship supporting a new idea? Please explain in detail.
  - c. How will you know that this project was successful? What are your measurable objectives in order to achieve your overall goal?
5. Impact:
- a. What will be the ultimate outcome/result of this project?
  - b. What is the overall impact of this research on your teaching, KSU, your own professional development, the community/society, and/or your field/discipline?
  - c. Will you be involving students (graduate or undergraduate) in this project/research? If so, please explain.
  - d. What are your future plans for this research, including presentations, publications, additional funding, etc.?
6. PI Experience/Qualifications:
- a. Please explain your specific qualifications for working on this project, including expertise, publications, previous work, experience, contacts, etc.
  - b. Have you *ever* received any other external or internal research/scholarship support from KSU before (for this specific project, another project, or for research in general) through an external funding agency or your department, college, and/or university? Please include project title, funding source, year received, amount, and any outcomes/results (i.e., publications, additional funding, etc.).
  - c. Are you currently receiving any other support for research/scholarship (for this specific project, another project, or for research in general) in terms of reduced teaching loads, internal or external funding, student researchers, other grants, etc.? Please describe, including project title, type of funding/support, amount, and any outcomes/results (i.e., publications, additional funding, etc.).
  - d. FOR COLLABORATIVE PROJECTS ONLY—what has been your experience so far working together as a research team? How will your project benefit from a collaborative approach? How will the work be split?

#### **REFERENCES (no limit).**

Although not required, please include on a separate page(s) any works cited in your narrative. Please use the citation format that is most appropriate for your discipline.

#### **BUDGET TEMPLATE (use attached spreadsheet)**

#### **BUDGET JUSTIFICATION (no more than 1 page).**

Individual faculty can request up to \$5,000 (single PI) and collaborative faculty (max of TWO PIs) can request up to \$10,000 in funding. Please only include in your budget what you actually need to work on this project. All requested budget items must fall into one or more of these categories and be directly related to the proposed project.

***Infrastructure/supplies/services/equipment:*** Please include specific line-item detail describing the specific infrastructure/supplies/services/equipment needed for this research/scholarship and the estimated costs

**Travel:** Travel expenses are limited to data collection and/or collaborating with research partners purposes only (no conference or professional development travel will be approved). Please include purpose of travel (types of data to be collected or collaborator meetings needed), proposed dates, and line-item estimated costs for airfare, mileage, hotel, fees, per diem, etc. *Please note that all travel will be subjected to the University travel restrictions given the COVID-19 pandemic.*

**Compensated research/scholarship time:** Limited to ONE course reassignment per faculty per academic year (budget cost: \$3,000) AND/OR summer salary (up to \$5,000—which includes 23.65% fringe too—either paid out in July in the first summer AND/OR May/June in the second summer). *Important! Please describe why this additional compensated research/scholarship time is needed for this particular project and how this additional compensated time will further enhance research productivity beyond the 30% time (or more if already receiving a reduced teaching load) required by RCHSS for research/scholarship expectations.*

**Research Participant Incentives:** Limited to no more than \$50 per participant. Include number of participants, type of incentive, and distribution plan.

**Student Research Assistants:** Pay to compensate student researchers (undergraduate or graduate) should specify type of student, number of weeks, hours per week (usually 10-20), and hourly rate. Also, please include brief description of tasks to be completed.

#### **TIMELINE (1 page)**

Please describe overall research/scholarship workplan with monthly details from July 1 – June 30. Also, include in the broader timeline any prior work on this project as well as any pre-project work already completed and/or any additional time needed beyond end of the funded project period needed to fully complete this project.

#### **CV (no limit).**

Please include an up-to-date CV for all faculty PIs. Please ensure that you have included any previous or current work related to this particular project.

**COLLABORATIVE PROJECTS:** For projects containing more than one faculty-PI, a single application is required thoroughly answering all the aforementioned questions. For the budget, please include a single TOTAL budget that includes all faculty PIs. All participating faculty included in the budget must be RCHSS faculty. Faculty from other colleges (or outside KSU) can be included at no-cost.

#### **FOR ANY QUESTIONS OR MORE INFORMATION, PLEASE CONTACT:**

Dr. Evelina Sterling, Interim Assistant Dean for Research, [esterlin@kennesaw.edu](mailto:esterlin@kennesaw.edu)

Dr. Alice Gooding, Chair of the RCHSS Grants Committee, [afazloll@kennesaw.edu](mailto:afazloll@kennesaw.edu)

**PROPOSAL REVIEW RUBRIC**

CRITERIA	EXCEPTIONAL (4)	GOOD (3)	SATISFACTORY (2)	UNSATISFACTORY (1)	DID NOT INCLUDE/ ADDRESS (0)
<b>Intellectual Merit/Significance</b>	Very creative; highly advanced knowledge of discipline; transformative work	Creative; advances knowledge of discipline; potentially transformative work	Somewhat creative; demonstrates a possibility of advancing knowledge in discipline	Not creative or does not seem to advance knowledge in discipline	Section missing or severely incomplete or inadequate
<b>Approach</b>	Very thorough and clear research plan	Thorough and clear research plan	Somewhat thorough and clear research plan	Weak and unclear research plan	Section missing or severely incomplete or inadequate
<b>Feasibility (also includes timeline and budget)</b>	Requested work can be accomplished within appropriate resources, timeframe, and budget	Requested work can likely be accomplished within appropriate resources, time frame, and budget	Requested work has a limited possibility of being accomplished within appropriate resources, time frame, and budget	Requested work is unlikely to be accomplished within appropriate resources, time frame, and budget	Section missing or severely incomplete or inadequate
<b>Impact (for PI, students, KSU, discipline, field, and/or community/society)</b>	Very beneficial with clear outcome and high impact	Beneficial with moderately clear outcome and impact	Somewhat beneficial with limited outcome and impact	Not especially beneficial with low outcome and impact	Section missing or severely incomplete or inadequate
<b>PI Expertise/Qualifications (also includes CV)</b>	Well qualified PI for this project	Qualified PI for this project	Somewhat qualified PI for this project	Not very qualified PI for this project	Section missing or severely incomplete or inadequate
<b>Clarity and Presentation</b>	All sections were included; well organized and clearly presented; easily understood by non-experts outside of field	Sections were included: acceptable organization; able to be understood by most non-experts in field	Some sections were missing; acceptable organization but not very clear; difficult for non expert to understand	Many sections were missing; weak organization; unclear; difficult to understand	Severely incomplete or inadequate

**AWARD SCHEDULE 2021-2022**

April – Awards are announced

April/May – Faculty meet with the Office Manager and ADR to confirm budget specifics and spending timeline

July 1 – Project period begins

Late January/Early February – Check in meeting with formal progress report

April – All budget costs must be encumbered

June 30 – Project period ends

October 1 – Final Report due to ADR that will be shared publicly