# RCHSS RESEARCH/SCHOLARSHIP SUPPORT FUNDING 2022-2023

**DUE: Monday, 4 October 2021 by 11:59 pm**

[**LINK FOR APPLICATION SUBMISSION**](https://forms.office.com/Pages/ResponsePage.aspx?id=5W7yRTTxnkO8k-bH4z1hwq2zpX2BiPVMmcJHH36zixtUNEdIUjNPTEVQTFdGSVpOR1gxOVNON1JaNiQlQCN0PWcu&wdLOR=c198EBAEB-F58B-414D-A29B-05C058D4DE71)

**Purpose:** RCHSS Research/Scholarship Support Funding provides faculty with additional resources for impactful research/scholarship projects. Successful applications will be those with the potential to result in publications and/or external funding.

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

**Funding Period:** July 1, 2022 – June 30, 2023 (all budget costs must be encumbered by April 1, 2023).

**Review Process:** All applications will be reviewed and scored by peer colleagues within RCHSS. Please write for a general audience – not experts in your field. Proposals recommended by the review team must be approved by the dean's office. 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 support funding is highly competitive! Given the number of proposals we receive, we are unable to provide detailed written feedback as to the strengths and weaknesses of your proposal. However, the RCHSS Assistant to the Dean for Research and/or the chair of the RCHSS funding committee are always available to answer any questions and provide basic feedback as to the overall review process.

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

* Keep Chair/Director updated as to research progress/plan including any potential impact to workload and outcomes (Please note that jointly appointed faculty should update both Chair(s)/Director(s) in a timely manner);
* Participate in RCHSS research/scholarship support funding participant check-in meetings with the ARD (1-2 times per year);
* Provide information about research to the Chair(s)/Director(s) to be posted on RCHSS website and on KSU social media;
* Keep Assistant to the Dean for Research updated as to any changes or challenges impacting research (including research goals, budget, timeline, outcomes, etc.) throughout the funding period;
* Present research results at an event sponsored by the college during the 2022-23 academic year; and
* Complete a final report (2-3 pages) including project summary, accomplishments, and future plans at the conclusion of the funding period that will be shared with Dean and Chair(s)/Director(s).

# PROPOSAL INSTRUCTIONS

## Proposal Format Guidelines:

* Line spacing: single-spaced
* Font: Times New Roman
* Font-size: 12 point
* Margins: 1 inch on all sides

### COVER PAGE (1 page)

Please use the [Fillable Form Cover Page](https://radow.kennesaw.edu/grants/docs/RCHSS_Scholarship-Support_Fillable-Cover-Page.docx) to complete this portion. To use the document, click the link, fill out your information, then **save as PDF** to your computer.

### NARRATIVE (2-3 pages)

1. Please develop your proposal using these guidelines. Please be clear and specific with your responses within the narrative.
2. Overall research/scholarship question or goal for this specific proposed project
3. Intellectual Merit and Significance of Proposed Research/Scholarship:
	1. Why is this research/scholarship important?
	2. How will this research add to the existing literature? What gap is it filling?
	3. How is this research innovative?
4. Approach:
	1. Project Plan and/or Research Design. Describe research goals/objectives, research question,
	2. design, and methods.
	3. What do you plan to do? Please be as detailed as possible.
5. Feasibility:
	1. How does this research/scholarship build on preliminary, pilot, or previous/prior work? How does it relate to your overall research trajectory?
	2. 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.
	3. How will you know that this project was successful? What are your measurable objectives?
6. Impact:
	1. What will be the ultimate outcome/result of this project?
	2. What is the overall impact of this research on your teaching, KSU, your own professional development, the community/society, and/or your field/discipline?
	3. What are your plans for this research, including presentations, publications, additional funding, etc.?
7. PI Experience/Qualifications:
	1. Please explain your specific qualifications for working on this project, including expertise, publications, previous work, experience, contacts, etc.
	2. 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?

#### Chair/Director Letter

Letter signed by Chair(s)/Director(s) stating that the project aligns with FPA goals, workload and fits with the faculty member’s research trajectory. Chair(s)/Director(s) should assure that there is a process for accountability including expected outcomes especially if a course reassignment is part of the budget. Jointly appointed faculty should consult with both the home and sharing unit Chair(s)/Director(s).

#### Bibliographical 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

Please use the [Fillable Budget Template](https://radow.kennesaw.edu/grants/docs/RCHSS_Scholarship-Support_Budget-Template.xlsx) to complete this portion. To use the document, click the link, fill out your information, then **save** to your computer.

### 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 $7,500 in funding. 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 only (no conference or professional development travel will be approved). Please include purpose of travel (types of data/sources to be consulted/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: $3,230) AND/OR summer salary (up to $5,000—which includes 23.85% fringe —either paid out in July in the first summer AND/OR May/June in the second summer. Note that deduction for fringes will reduce the net award). *If a course reassignment is requested, please describe why this additional compensated research/scholarship time is needed for this project and how additional compensated time will further enhance research productivity beyond the normal 30% time (or more if already receiving a reduced teaching load) required by RCHSS for research/scholarship expectations.*

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 (5 page limit).

Please include an up-to-date CV for all faculty PIs. Please highlight 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. Clarify tasks to be completed individually in the narrative. For the budget, please include a single TOTAL budget that includes all faculty PIs. Identify PI associated with specific budget items. 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. Alice Pate, Assistant to the Dean for Research, apate9@kennesaw.edu

Dr. Alice Gooding, Chair of the RCHSS Support Funding Committee, afazloll@kennesaw.edu