

Request for Proposals: Faculty/Librarian Special Projects Grants 2023-2024

DESCRIPTION, PURPOSE and PRIORITIES

The Faculty/Librarian Special Projects Grants support faculty/librarian scholarly impact by contributing to faculty professional development. The source of the funding is from the office of the Provost. **Scholarly impact** is a measure of what others will learn or how they will benefit from the work. In thinking of a program of work, proposers should answer the following: How much will others learn or will benefit from the project in one way or another? **Research** means a systematic investigation, including research development, testing and evaluation designed to develop or contribute to generalized knowledge.

- **Applied research** is broadly defined as problem-oriented research that has application beyond the scholarly community. Applied research includes assessment and pedagogical research.
- The **Creative and Performing Arts** classification refers to activities and projects in the creative and performing arts with demonstrated relevance for professional development and impact in the faculty member's field.

Faculty/Librarian Special Projects Grants are not to be used for activities that are for academic programming (such as a speaker series or campus conferences), or for activities that are purely professional development in nature (attending conference or workshop). Please remember the grants and projects awarded this year will be for activities and expenditures for July 1, 2023 to June 30, 2024.

GRANT CATEGORIES and AMOUNTS

Category 1 Faculty/Librarian Research and/or Creative and Performing Arts and Course Reductions — Funding in this category is for long-term projects that will result in scholarly publications, an appropriate presentation, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies. Creative and Performing Arts projects are expected to result in juried presentations or exhibitions, public performances, publications, or other recognized output appropriate to the field. Major grants can include research-related travel expenses. Course releases are intended to allow faculty time to start, progress, or complete research projects.

- ✓ *At least 3 awards of one semester¹/ one course release, plus \$500 of research support funds will be awarded.*
- ✓ *At least 5 major grants of \$2,000 to \$2,500 each will be awarded.*

Applications will be assessed on (1) benefit to the faculty member, (2) contribution to the field, (3) demonstrated preparedness of the faculty member to conduct such research, (4) potential for broader impact and/or later external grant funding.

Category 2 Mini Grants— Funding in this category allows faculty time to start, progress with, or complete research projects or provide financial support for smaller projects, material needs, or projects that do not yet have clearly defined paths to specific publications or presentations. Mini grants can include research-related travel expenses.

✓ *At least 6 mini grants of \$500 to \$1,500 each will be awarded.*

Applications will be assessed on (1) benefit to the faculty member, (2) contribution to the field, (3) demonstrated preparedness of the faculty member to conduct such research.

Category 3 The Undergraduate Research Assistant fund—Faculty who are in need of assistance on their own research projects can hire Research Assistants, students who will gain first-hand mentored knowledge of research practices in their discipline. Faculty can apply with or without a particular student(s) in mind. The program is open to students and faculty/librarian from any discipline. The application must be submitted by the faculty mentors, not by students. Funds go toward hourly wages (\$15/hour) and are paid directly to the student through the university's payroll and time-keeping system.

✓ *A total of \$5,000 dollars will be awarded. You may request funding for up to two students with a collective total of no more than 80 hours a semester.*

Applications will be assessed on (1) demonstrated value of the work to the student's betterment, (2) significance of the research to the faculty member's field of study, and (3) demonstrated preparedness for the faculty member to conduct such research with a student.

Category 4 Anti-Racism Research — While a wide range of eligible projects and topics will be accepted, the proposals should be led by a faculty member and involve students and/or a community-based organization. The proposals should explore issues of racism, including systemic racism, racial injustice, or anti-racism. The projects are intended to generate immediate and initial areas of scholarship and exploration. Proposals should seek to build, test, or increase understanding of programs, policies, or practices to reduce inequality and racism in the academic, social, behavioral, or economic lives of people. Proposals should pursue studies about reducing inequality on the basis of race, ethnicity, economic standing, language minority status, or immigrant origins. Proposals from all disciplines and methodologies are eligible, there is no disciplinary or methodological preference. Proposals will be evaluated based on their potential to inform change; and their contribution to a more inclusive community. Examples of projects could include how public policy can address systemic racism, the effects of race on poverty levels, or an art project representing racial injustice.

✓ *A total of \$5000 dollars will be awarded and Grants will range from \$500 to \$2000.*

STRATEGIC INITIATIVES TO CONSIDER

All proposals are reviewed and evaluated on their adherence to the purpose and assessment criteria of the Special Projects Grants, the grant categories, and the proposal narrative guidelines. Proposals that address any of the following strategic initiatives are welcome, but applications do *not* need to include such types or topics of research in order to be successful.

- 1) **Student research**—Projects that promote faculty and student involvement in research projects in all disciplines where that research will contribute to not only faculty development but student engagement as well.

- 2) Interdisciplinary collaboration—Defined as projects that involve at least two faculty from more than one discipline that develop a proposal that will frame the research and or creative process in a way that integrates more than one discipline.
- 3) External funding leverage—This proposal would be for those projects that are seed funding for new, larger projects, or to provide resources for planning major grants. Faculty should indicate how they will leverage external money from the funding they receive from the provost funding.
- 4) Junior faculty development²—Projects that provide an opportunity for junior faculty that will support them with funding for the development of a line of scholarship at Fitchburg State.
- 5) Community Anchoring—Community anchoring is focused on supporting projects that advance the role of the institution as a community anchor that enhances civic and cultural engagement, inclusion, and supports economic vitality.
- 6) Digital Humanities (DH) —Scholarly activity at the intersection of computing or digital technologies and the disciplines of the humanities. DH has been described as new ways of doing scholarship that involve collaborative, transdisciplinary, and computationally engaged research, teaching, and publishing. It brings digital tools and methods to the study of the humanities.³

PROCESS

To be considered, proposals must use the correct proposal cover and budget sheets for each of the categories and must include the appropriate narrative.

The corresponding proposal format and accompanying materials must be submitted electronically to: ProvostGrants@fitchburgstate.edu no later than 5 p.m. on Friday, **April 28, 2023**. Awards will be announced no later than Monday, May 29.

Proposals will be reviewed by the Center for Faculty Scholarship Advisory Board. Faculty may submit to more than one category, but each submission must be on separate applications and use the correct form. Instructions are included below:

[Category 1 – Pages 4-7](#)

[Category 2 & 4 –Pages 8-12](#)

[Category 3 – Pages 13-15](#)

² Non-tenured faculty and tenured faculty not yet promoted to full professor level.

³ Examples include digital archives, quantitative analyses, and tool-building projects, visualizations of large image sets, 3D modeling of historical artifacts, alternate reality games and more.

Category 1

Instructions

Faculty Research, and Creative and Performing Arts Proposals and Course Reductions

The project narrative must include the following components and provide citations to literature as appropriate (**5-page maximum, not including budget page and cover sheet**). The narrative should be concise, but include sufficient information to permit effective review by a multi-disciplinary group. Language should be non-technical in nature. Be specific and informative; avoid redundancy. All narratives must include the following sections:

1. Cover Page with Title and Abstract (not included in 5-page limit, see *next page*).
2. Background and Significance (approximately 1 page) –
 - Briefly sketch the background of the present proposal.
 - Evaluate existing knowledge or practice (what others have found or done).
 - Specifically identify the gaps or needs which the project intends to fill.
 - If you have performed previous work related to the proposal, describe previous findings or outcomes.
 - Clearly state your view of the proposed project’s significance.
2. Goals and Objectives (approximately 1/2 page) –
 - List your broad long-term goals (including professional development goals), and
 - Provide a point-by-point listing of the specific objectives to be addressed in the proposed project.
3. Description of Project (approximately 1 page) –
 - Describe your project and the procedures to be used or activities to be engaged in to accomplish your specific objectives.
 - If appropriate, include the means by which data will be collected, analyzed, and interpreted.
 - Provide a tentative sequence or timeline for the work.
 - Include at least one paragraph on dates/timelines of critical events and discrete phases of the project.
 - Your description might be divided into further sub-sections for clarity.
4. Expected Outcomes (approximately 1 page) –
 - List expected outcomes, including what you expect to learn and what others will learn.
 - Explain how the grant will enhance your professional development.
 - Describe means of evaluation, application, and/or dissemination of findings or results.
 - Explain any plans for continuing the project beyond the grant period.
5. Project budget page (not included in 5-page limit, see *page 6*)—
 - The final page of the narrative must include the budget presented in the required table format (below).
 - Budget Notes that explain exactly how budget figures were calculated and how grant funds will be used.
 - The project budget must include all anticipated expenses. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. All amounts should be rounded to the nearest dollar.

- **NOTE: For Release Time Proposals** In addition to a budget for the \$500 proposal support funds, please include department chair signature (on the cover page) indicating release time would be supported. The release time may be taken in any semester.

Category 1

Proposal Cover Page

Faculty/Librarian Research and/or Creative and Performing Arts and Course Reductions

Name of Principal Investigator: _____

Co-Principal Investigator(s): _____

Department(s): _____

Main Contact Information:

Email: _____

Telephone: _____

Type of Proposal:

- **Major Grant** (\$2,000 to \$2,500)
- **Course Release - Chair Signature** (required for release time request only) _____

Proposal Title:

Abstract (No more than 150 words that concisely summarize the proposal).

Category 1
Proposal Budget Page

Faculty/Librarian Research and/or Creative and Performing Arts and Course Reductions

The project budget must include all anticipated expenses. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. All amounts should be rounded to the nearest dollar. Reference your use of continuing scholarship funds and any department funds.

| EXPENDITURE CATEGORIES ⁴ | Requested Funds | Other Funds(Cash or in-kind) | TOTAL |
|-------------------------------------|-----------------|------------------------------|-------|
| PERSONNEL | | | |
| STIPENDS | | | |
| FACULTY STIPENDS | | | |
| STUDENT STIPENDS | | | |
| FRINGE BENEFITS | | | |
| FACULTY | | | |
| STUDENT | | | |
| SUBTOTAL PERSONNEL | | | |
| NON-PERSONNEL | | | |
| TRAVEL (for project) | | | |
| PROJECT SUPPLIES | | | |
| EQUIPMENT | | | |
| OPERATIONS | | | |
| Other (specify) | | | |
| SUBTOTAL NON PERSONNEL | | | |
| TOTAL BUDGET | | | |

Include Budget Notes here. These should provide supporting details for all budget items. Show how particular amounts were calculated. Reference your use of continuing scholarship funds and any department funds.

⁴ Faculty Stipends—Summer stipends are intended to provide faculty with resources to support their time during the summer.
Student Stipends—The exact nature of work to be performed by students should be indicated either in the proposal narrative or the Budget Notes.
Fringe Benefits—Funds to cover fringe benefits for summer stipends, student stipends, or any other compensation to individuals
Supplies—These are consumable items required to carry out the project.
Equipment—Requests for equipment, books, computer software, or similar items.
Operating Expenses—These include expenses for surveys (including paper and postage), off-site facility costs, housing and other items typically treated as direct costs, as well as refreshments or other costs associated with meetings that may be part of the project.
Research Travel—Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered from the departmental or university budget.

Category 1
Assessment Rubric

Category 1 Faculty/Librarian Research and/or Creative and Performing Arts and Course Reductions

Applications will be assessed on (1) benefit to the faculty member, (2) contribution to the field, (3) demonstrated preparedness of the faculty member to conduct such research, (4) potential for broader impact and/or later external grant funding.

| | Exemplary +10 | Sufficient +5 | Lacking +0 |
|---|------------------|------------------|------------|
| 1. Clearly charts how the project advances the faculty member's research agenda. | | | |
| 2. Thoroughly contextualizes how the proposed research contributes to knowledge in the relevant field(s). | | | |
| 3. Articulates preparedness to conduct the work through previous projects or sufficient background or preparatory work as well as reasonable timelines. | | | |
| 4. Explicitly describes outputs of the proposed research and outlines potential long-term goals for further research. | | | |

Category 2
Proposal Instructions
Mini Grant

The project narrative must include the following information (2- page **maximum**). The narrative should be concise, but include sufficient information to permit effective review by a multi-disciplinary group. Language should be non-technical in nature. Be specific and informative; avoid redundancy. All narratives must include the following sections:

1. Cover Page with Title and Abstract (not included in 2-page limit, *see next page*).
2. Background and Significance (approximately 1/2 page) –
 - Clearly state your view of the proposed project’s significance.
 - Briefly sketch the background of the present proposal including any previously performed related research and its outcomes or findings.
 - Evaluate existing knowledge or practice and identify the gaps or needs which the project intends to fill.
3. Goals and Objectives (approximately 1/2 page) –
 - List your broad long-term goals (including professional development goals), and
 - Explain how the grant will enhance your research or professional development.
4. Description of Project (approximately 1 page) –
 - Describe the design of your project (methodologies and procedures to be used or activities to be engaged in to accomplish your specific objectives).
 - Provide a tentative sequence or timeline with critical events and discrete phases of the project, if possible.
5. Project budget page (not included in 2-page limit, *see page 10*)—
 - The final page of the narrative must include the budget presented in the required table format (below).
 - Budget Notes that explain the budget figures were calculated and how grant funds will be used.
 - The project budget must include all anticipated expenses. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. All amounts should be rounded to the nearest dollar.

Category 2 & 4
Proposal Cover Page
Mini Grant and Anti-Racism Scholarship

NOTE: For Release Time Proposals, please include department chair signature (on the cover page) indicating release time would be supported. The release time may be taken in any semester.

Name of Principal Investigator: _____

Co-Principal Investigator(s): _____

Department(s): _____

Main Contact Information:

Email: _____

Telephone: _____

Proposal Title:

Category 2 & 4
Proposal Budget Page
Mini Grant and Anti-Racism Scholarship

The project budget must include all anticipated expenses. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. All amounts should be rounded to the nearest dollar. *Budgets required only for mini grant applicants, NOT for course releases.*

| EXPENDITURE CATEGORIES ⁵ | Requested Funds | Other Funds (Cash or in-kind) | TOTAL |
|-------------------------------------|-----------------|-------------------------------|-------|
| PERSONNEL | | | |
| STIPENDS | | | |
| FACULTY STIPENDS | | | |
| STUDENT STIPENDS | | | |
| FRINGE BENEFITS | | | |
| FACULTY | | | |
| STUDENT | | | |
| SUBTOTAL PERSONNEL | | | |
| NON-PERSONNEL | | | |
| TRAVEL (for project) | | | |
| PROJECT SUPPLIES | | | |
| EQUIPMENT | | | |
| OPERATIONS | | | |
| Other (specify) | | | |
| SUBTOTAL NON PERSONNEL | | | |
| TOTAL BUDGET | | | |

Include Budget Notes here. These should provide supporting details for all budget items. Show how particular amounts were calculated. Reference your use of continuing scholarship funds and any department funds.

⁵ Faculty Stipends—Summer stipends are intended to provide faculty with resources to support their time during the summer.
Student Stipends—The exact nature of work to be performed by students should be indicated either in the proposal narrative or the Budget Notes.
Fringe Benefits—Funds to cover fringe benefits for summer stipends, student stipends, or any other compensation to individuals
Supplies—These are consumable items required to carry out the project.
Equipment—Requests for equipment, books, computer software, or similar items.
Operating Expenses—These include expenses for surveys (including paper and postage), off-site facility costs, housing and other items typically treated as direct costs, as well as refreshments or other costs associated with meetings that may be part of the project.
Research Travel—Travel monies should be requested only for travel that is directly related to the proposed project and that would not ordinarily be covered from the departmental or university budget.

Category 2 & 4
Assessment Rubric
Mini Grant and Anti-Racism Scholarship

Applications will be assessed on (1) benefit to the faculty member, (2) contribution to the field, (3) demonstrated preparedness of the faculty member to conduct such research.

| | Exemplary +10 | Sufficient +5 | Lacking +0 |
|---|---------------|---------------|------------|
| 1. Clearly charts how the project advances the faculty member's research agenda. | | | |
| 2. Thoroughly contextualizes how the proposed research contributes to knowledge in the relevant field(s). | | | |
| 3. Articulates preparedness to conduct the work through previous projects or sufficient background or preparatory work as well as reasonable timelines. | | | |

Category 3
Proposal Instructions
The Undergraduate Research Assistant Fund

The project narrative must include the following components and provide citations to literature as appropriate

(2- page **maximum**). The narrative should be concise but include sufficient information to permit effective review by a multidisciplinary group. Language should be non-technical in nature. Be specific and informative; avoid redundancy. All narratives must include the following sections:

1. Cover Page with Title and Abstract (not included in 2-page limit, *see next page*).
2. Background of the scholarly activity (approximately 1/2 page) –
 - Briefly sketch the background of the activity for each assistant being sought.
 - Clearly state your view of the work’s significance.
3. Expected Outcomes (approximately 1/2 page) –
 - List expected outcomes of the scholarly activity for the overall project.
 - List expected learning outcomes for the student(s) as a result of serving in this capacity and/or explain how the grant will enhance the student’s academic development.
4. Description of work to be performed by student project (approximately 1 page) –
 - Describe procedures and activities that students will be engaged in to accomplish the research objectives.
 - Describe methodological approaches of the study and, if appropriate, a tentative timeline for the work.

Category 3
Proposal Cover Page
The Undergraduate Research Assistant Fund

Name of Faculty Investigator: _____

Co-Faculty Investigator(s): _____

Department(s): _____

Main Contact Information:

Email: _____

Telephone: _____

For how many students is funding being requested?

Fall 21: _____ (Have student(s) already been identified? __Yes __No*)

Spring 22: _____ (Have student(s) already been identified? __Yes __No*)

***If students(s) have not been identified, please describe how and when you will identify students.**

Proposal title:

Category 3

Assessment Rubric

The Undergraduate Research Assistant Fund

Applications will be assessed on (1) demonstrated value of the work to the student's betterment, (2) significance of the research to the faculty member's field of study, and (3) demonstrated preparedness for the faculty member to conduct such research with a student.

| | Exemplary +10 | Sufficient +5 | Lacking +0 |
|---|---------------|---------------|------------|
| 1. Clearly describes the nature of the work students will embark upon and the value it offers them academically and/or professionally. | | | |
| 2. Thoroughly contextualizes how the proposed research contributes to knowledge in the relevant field(s). | | | |
| 3. Articulates preparedness to conduct the work through previous projects or sufficient background or preparatory work as well as reasonable timelines. | | | |

