

## **Student Engagement in Scholarship, including Research, Creative Production, and Service**

### **Proposal Preparation Guidelines**

#### **Introduction and Purpose:**

The Student Engagement Panel invites proposals from full-time (tenure/non-tenure track), adjunct, and temporary faculty as well as staff. Funds are provided to support opportunities for students to engage in research, creative works and service projects with faculty and/or staff. Applicants will be notified of the outcome of the review process within two to three weeks of proposal submission.

#### **Eligibility:**

**Faculty and Staff:** Special Emphasis proposals may be submitted by any faculty or staff member, regardless of rank or tenure. Those faculty or staff who are less than full-time, including those with Adjunct Faculty or temporary appointments, must have a full-time faculty or staff member designated as a co-director of the project. Eligible applicants may submit a proposal as an individual or as a member of a project team. All questions concerning eligibility should be referred to Kim Willis (otefd@bradley.edu).

**Student:** Projects with undergraduate and/or graduate students are eligible for funding. Projects that impact more than one student are encouraged. Be aware that Special Emphasis funding cannot be used to provide graduate assistantship support.

#### **Format:**

The application should be single-spaced, single-sided, and written using 12-point font. Applicants may include preliminary information related to the engagement effort. Figures/Tables in the proposal must be clearly legible and understandable. Please note that the proposal should be comprehensible to the review committee which is comprised of academic professionals from a variety of disciplines.

#### **Required Components:**

**1) A letter of support from the Department Chairperson or Director AND the appropriate College Dean.**

**2) Abstract-**The abstract (250 word maximum) should be written to allow the reader to determine the nature of the project and the role of the student participants. The abstracts will be posted on the OTEFD web site; in some cases this will require the authors to be cognizant of disclosure issues.

**3) Engagement Plan-**Maximum 5 pages (excluding citations). The focus here is to provide the specifics of the research, creative production, or service. It is imperative that the role of the student participants and the associated pedagogical benefits be clearly articulated. **The plan must include the following criteria (these headings are required):**

- Describe what you intend to do.
- Describe the role of the student(s).
- Explain why the work is important.
- Describe prior work done in this area by you and/or by others in the field
- Explain how this work will be carried out.
- State the project timeline.
- Explain how you will measure the progress or success of the project (i.e. external grant proposals, presentations, papers, etc.).
- Identify the number of student associates that will be involved (provide names and e-mail addresses if known).

Applicants should avoid duplicate submissions to in-house granting programs.

**4) Faculty who have received Special Emphasis funding are eligible to apply within 3 years of receiving a previous award if any of the following apply:**

- a. The faculty member has made significant, documented efforts to secure external funding to support their work.
- b. The faculty member has met with the Dean of the Graduate School and Associate Provost for Research and discussed the need for funding in a climate where external funding is not available.
- c. The faculty member has secured external funding for their research and internal supplements are necessary to complete the research project(s).

If you have been awarded SE funding within the past 3 years based on the above 3 criteria, explain why your current project is eligible for consideration under the Special Emphasis program. Additionally, briefly summarize outcomes from projects funded within the past 3 years. Proposal funding, may be based in part, on the amount of prior funding and outcomes from these previously funded projects.

**5) Budget** - Proposals must include a budget with appropriate justification. **The awards will provide up to \$10,000 from the Special Emphasis Fund. Matching funds from the grantee's department and college are strongly encouraged.** The monies are available to provide semester reassign time for faculty (requires departmental and dean approval) and/or for supplies/equipment required in the project. Travel expenses related to the proposed effort, provided the money is used for data collection, are allowable. Funding is no longer available through this grant program for student travel expenses related to dissemination (i.e. travel to present at a conference). For this type of student travel support, please see the Student Travel Fund program. Also allowable are funds to employ students during interim, spring break, or summer. The remuneration rate is \$360 per week per student for full-time participation, up to a maximum of \$3,600 per proposal. Non-allowable expenses include tuition and computers.

**6) Human/Animal Research Subjects** - The proposal must include appropriate approval from use of human subjects for research and use of animal subjects in research committees. For additional information related to approval for human subjects research, go to: <http://cuhsr.bradley.edu/>. For animal research, contact Dr. Erich Stabenau (ext: 3012; [eks@bradley.edu](mailto:eks@bradley.edu)).

**7) Additional Requirements** - Student participants must present their work in oral or written form to an appropriate academic audience. Students are **REQUIRED** to present at the Annual Student Scholarship Exposition. A final report, written with student participation, must be submitted within 30 days after the contract expiration date. The final project report must address the results of the proposed effort and also the benefits of the faculty/student engagement. Failure to submit a final report may adversely affect a grantee's ability to receive future in-house funds from Bradley University. Questions about potential proposals or the application process may be addressed by contacting Kim Willis ([otefd@bradley.edu](mailto:otefd@bradley.edu)).

Submit all materials electronically using the DocSoup section of your MyBU portal, located at <https://carta.bradley.edu/docsoup/portal>. Special Emphasis proposal deadlines are on the 2nd Monday in February and April in the spring, and the 2nd Monday in September and November in the fall. Proposals will be reviewed and recommended for support by the Student Engagement Panel.