

COHS Faculty Research and Creative Scholarship Grant

Purpose: To encourage and provide support for COHS faculty to develop and implement research or creative projects.

Award: Maximum award is \$7500. If collaborating with colleagues outside of COHS, please note that some colleges or departments may provide matching funds.

Eligibility: All full-time COHS faculty members holding continuing 9-month or 12-month academic appointments are eligible. Proposed research projects must represent new initiatives, with priority given to those that aim to submit grant proposals to pursue external funding and/or involve interdisciplinary collaboration.

Qualifying expenses: Funds may be used to purchase equipment, software licenses, database information, provide support for research personnel, payment to research participants, and travel costs directly related to the project for training or conducting the research. This grant does not cover publication costs or travel costs for presenting results of the research.

Proposal: Include the following sections

1. Cover page (see supplementary materials)
2. Project summary (2-pages maximum)
 - a. Introduction and purpose
 - b. Methodology – include the following when applicable: study design, independent and dependent variables, eligibility criteria, testing procedures and equipment, qualitative assessment, and how statistical analyses will be conducted
 - c. Alignment with COHS mission
3. Research personnel – provide a brief biosketch for the PI, collaborators, and research assistants (see supplementary materials, not to exceed one page for each)
4. Anticipated outcomes – include information about how you intend to disseminate your results through publications, grant proposals, creative works, or presentations.
5. Budget and justification – indicate company, model, and cost of each piece of equipment. Use the budget template provided with supplementary materials.
6. Timeline - outline when research activities will be conducted, and anticipated outcomes will be completed
7. Information about previous COHS internal grants. Which year did you receive it? What is the status of deliverables (e.g., publications, grants, and presentations) that were outlined in that previously funded grant proposal?
8. References - AMA or APA (7th edition) format accepted
9. Supporting documents (when applicable) – IRB approval, IACUC approval, or letters of support

Formatting guidelines:

Use Arial, 11-point font,

Single space, with 1-inch margins

Insert page numbers at the bottom of the page

Use the budget template provided on the webpage, submit as one PDF document

*To be eligible for review, submission must follow all proposal and formatting requirements.

Deadlines and submission: Submit all materials to Harsh Buddhadev (hbb005@shsu.edu) by 11:59 pm (CST) on September 15 (project to be completed by December 31 of the following year). Note, funding allocated for the project must be expended by May 31st of the following year. Note, extension of funding will not be permitted if the funding is not used by this deadline.

Please use "COHS Internal Research Grant" in the subject line of your submission email. Applicants will receive a confirmation email acknowledging receipt of their proposal within two business days of submission. Funding decisions will be communicated within 5–7 business days following September 15.

Decision criteria:

1. Does the project address COHS mission?
2. Overall methodological soundness
3. Likelihood of achieving outcomes within 15 months of project completion. Order of preference is: 1) grant proposal; 2) refereed publications/exhibitions; 3) presentations
4. Multi-disciplinary – integrates information, techniques, data, theories, and/or concepts for two or more areas of specialized knowledge.
5. Performance on previous grants. Did the researcher deliver on the outcomes that were outlined in the previously funded grant proposals?

Disbursement of funds: Awardees will receive funds and work with the COHS Grants Coordinator to spend their funds. Original bills and paid receipts are required.

Post-award obligations: Awardees will provide a summary (maximum of 1 single-spaced page) of the status of the project specific to the anticipated outcomes and a financial update. It is preferred to include documents supporting dissemination of results when applicable. Post award summaries are due to Harsh Buddhadev by December 31 of the following year.