

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 \$6000. 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 with continuing nine-month academic appointments. Research projects must be new endeavors, with priority given to inter-disciplinary projects.

Qualifying expenses: Funds may be used to purchase equipment, software licenses, and database information, provide support for research personnel, payment to research participants, summer salary ($\leq 50\%$ of the total award) 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 $\frac{1}{2}$ page for each)
4. Anticipated outcomes – include information about how you intend to disseminate your results through publications, creative works, presentations, or grant proposals
5. Budget and justification – indicate company, model, and cost of each piece of equipment. Utilize the budget template provided with supplementary materials.
6. Timeline - outline when research activities will be conducted, and anticipated outcomes will be completed
7. References - AMA or APA (7th edition) format accepted
8. Supporting documents (when applicable) – IRB approval, IACUC approval, or letters of support

Formatting guidelines:

Use Arial, 11-point font

Single space, with 1" margins

Insert page numbers at the bottom of the page

Submit as one PDF document

Deadlines and submission: Submit all materials to Rachel Bubela (rel016@SHSU.EDU) by 11:59 pm (CST) on the following dates:

- Fall: October 1 (project to be completed by October 31 of the following year)

- Spring: March 1 (project to be completed by March 31 of the following year)

Please indicate COHS Internal Research Grant in the subject line of the email. Applicants will receive a confirmation email within two business days of receiving the submission.

Decision criteria:

1. Does the project address COHS mission?
2. Overall methodological soundness
3. Likelihood of achieving outcomes within 12 months of project completion. Order of preference is: 1) refereed publication(s)/exhibitions; 2) grant proposal; 3) presentation(s)
4. Multi-disciplinary – integrates information, techniques, data, theories, and/or concepts for two or more areas of specialized knowledge.

Disbursement of funds: Awardees will receive funds through their respective department. Original bills and paid receipts are required. Please refer to your respective department to manage reimbursement.

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 Rachel Bubela by October 31 of the following year for Fall awardees and by March 31 of the following year for Spring awardees.