The *Individual Scholarship Program* is intended to support creative activities and/or research for tenured/tenure track faculty across all academic disciplines. These funds are meant to fund a single project with clear deliverables/products that will enhance the academic scholarship portfolio/CV of the applicant. The funds requested can be used to pay for any item required to execute the proposed project such as materials, supplies, consumables, travel, faculty salary and/or funds for student assistants. Eligible faculty interested in applying for these funds should closely follow the instructions below.

**General Instructions**

*Eligibility:* All tenured/tenure track faculty at Sam Houston State University who have no ongoing internal grant support through the ORSP. All previous internal grants must be closed-out and in good standing per the contractual requirement of each specific award.

*Proposal Format:* The proposal will consist of nine individual sections - cover sheet, project summary, table of contents, project description, results from previous ORSP support, biographical sketch, budget, budget justification, and literature cited. All sections, from cover to last page, should be continuously paginated; however, the cover page, project summary and table of contents should have no page number displayed. Each section must begin on a new page and must be listed in the table of contents.

*Allowable Typefaces:* Courier New at a font size of 10 points or larger, Calibri or Times New Roman at a font size of 11 points or larger.

*Spacing and Margins:* No more than six lines of text within a vertical space of one inch. Margins, in all directions, must be at least an inch. While line spacing (single-spaced, double-spaced, etc.) is at the discretion of the proposer, established page limits must be followed.

- PIs are advised that readability be of paramount importance and should take precedence in selection of an appropriate font/spacing in the proposal.

*Submission:* Submit this document as a single PDF via email to Kathy Allen (kathyallen@shsu.edu) by posted the due date.

*Due Date:* 15 December 2018 at 12:00pm. Late proposals or proposals that do not adhere to the published guidelines will be disqualified.

*Funding:* The anticipated funding level for this program in FY19 is $40,000. Although funding requests will vary by need, the typical award size is expected to range from $1,500 to $3,000 per proposal. The maximum a PI may request is $5,000. Only one proposal may be submitted per applicant.

**Proposal Instructions**

1. **Cover Sheet (1 page; 3 points)**
The coversheet must include the following information: (1) A project title. (2) The name of the specific internal grant type to which the PI is applying (Individual Scholarship Program, New Faculty Program,
etc.). (3) Names and affiliation of the PI and CoPI(s). (4) Names and academic rank of any students that will participate in the project. (5) The academic discipline (single word) that defines this research project. (6) A statement as to whether the project requires approval through the compliance unit in ORSP (e.g., IRB, IACUC, Export Controls, etc.). (7) The total requested funding from ORSP to complete this project.

II. Project Summary (1 page; 15 points)
A summary of the proposed activity suitable for publication, not more than one page in length. The summary should be a self-contained description of the activity that would result if the proposal were funded. The summary should be written in the third person and include a statement of objectives and methods to be employed. It should be informative to and understandable to a lay reader.

III. Table of Contents (2 points)
Indicate page numbers for each major section. List and indicate page numbers for all figures and tables.

IV. Project Description (5 pages max; 30 points)
The Project Description should be divided into a number of supporting subsections that together justify the need for funding. Generally, these subsections would include a historical background or theoretical context for the project, the question/problem/goal of the project, a list of deliverables or products that will result from funding, and a general plan of work including the broad design of activities to be undertaken, where appropriate, a clear description of experimental methods and procedures, and a timeline. Finally, the project description should include broader impacts to the community, discipline, department, college and/or SHSU students resulting from the proposed activities.

Background - The background discussion provides a theoretical framework or historical context of the for your work. This section helps reviewers understand the relevance of the stated questions/goals and the contribution of the deliverables/products to the discipline.

Question/Problem/Goal - Specifically state the question, problem, or goal of the project.

Deliverables/Products - List each deliverable/product that will result from this work. The deliverables/products should clearly relate to the question/problem/goal, and should include all scholarly products such as publications, presentations, performances, exhibits, etc.

Plan of Work - Describe in detail the method and/or processes that you will employ to meet each deliverable, and a timeline for completion. This will allow the reviewers to evaluate the feasibility of completing the project and determine if the method/process is sufficient to address the stated goal.

Broader Impacts - Describe the impact project will have on the academic discipline, on your college, department and students at SHSU, and/or on the general community.

V. Results from previous ORSP support (1 page; 10 points)
List all support received from ORSP over the past 5 years. In this list, please provided a title of the project, a brief description of the project, the dollar amount provided by ORSP and any major scholarly products of that resulted from that ORSP funding (e.g., publications, presentations, performances, exhibits, etc.).
VI. Biographical Sketches (2 pages per senior personnel; 5 points)
Provide a short, 2-page biographical sketch. The biographical sketches should include: (1) Name and affiliations; (2) Professional Preparation; (3) Appointments; (4) Five most relevant publications/works; (5) Additional publications/presentations/works (5 max); (6) Professional and synergistic activities; (7) Collaborators; (7) Students supported.

VII. Budget (1 page; 10 points)
Complete the excel budget form on the internal grant webpage and provided at the end of this RFP.

VIII. Budget Justification (1 page; 25 points)
To award the greatest number of proposals across campus, the FRC reserves the right to recommend proposals for partial funding. Thus, to help prioritize funding needs, it is imperative to clearly explain how each budgetary line item will be used to meet deliverables identified in the proposed project description. Moreover, the PI should identify the impact to the project if each line item were not to be funded.

IX. Literature Cited (2 pages)
List any references cited in this proposal.

Review Criteria
Proposals will be grouped by academic discipline and awarded through a competitive selection process. The Faculty Research Council (FRC), an interdisciplinary committee composed of faculty from each college, will evaluate each proposal on clarity, brevity, adherence to the general guidelines, and quality/thoughtfulness of each section (relative weights per section are indicated in the Proposal Instructions section above). Successful proposals will clearly state the products and/or deliverables of the project and justify how the requested funding will allow the applicant to complete the project.

Award Notification
Proposals will be reviewed and awardees selected by the FRC. Awardees will be presented to the Academic Affairs Council for approval during the first Spring meeting, and will be contacted after this final list is approved by the SHSU Provost and President. Awardees will meet with the ORSP and Office of Research Administration to review and sign the contractual agreement for the funds.