The Interdisciplinary Collaborations Program is intended to support collaborative projects among SHSU faculty. The proposed collaboration should be synergistic with each faculty member bringing a unique skillset needed to meet the goals/deliverables of the proposed work. The collaboration should enhance the scholarly experience for each investigator, increasing the skillset of all participants. Moreover, the quality and broader impacts of the work should be enhanced through this collaboration. These funds can be used to purchase most any item needed to execute the proposed project, but faculty must clearly justify how these funds are needed to foster the proposed collaboration.

**General Instructions**

**Eligibility:** All faculty and staff at Sam Houston State University who have no ongoing internal grant support through the ORSP. All previous internal grants for all investigators must be closed-out and in good standing per the contractual requirement of the award.

**Proposal Format:** The proposal will consist of 10 individual sections - cover sheet, project summary, table of contents, project description, significance of the collaboration, results from previous ORSP support, biographical sketches, 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 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 $60,000. Although funding requests will vary by need, the typical award size is expected to range from $7,000 to $15,000 per proposal. The maximum a PI may request is $20,000. Only one proposal may be submitted per applicant.

**Proposal Instructions**

**I. 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 Cluster, New Faculty Category,
II. Project Summary (1 page; 10 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; 25 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, and, where appropriate, a clear description of experimental methods and procedures. 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 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. Significance of the Collaboration (2 pages; 25 points)
Identify the collaborators and describe their unique scholarly interests. Clearly outline how each collaborator will contribute a unique expertise to the proposed project. Justify the need for the collaboration in order to meet the deliverables stated in the project description and explain how this collaboration enhances the broader impacts of the work. Explain how the collaborations are synergistic and not redundant.
VI. Results from previous ORSP support (1 page; 5 points)
List all previous support from ORSP by project title for all senior personnel named on this proposal. Provided a brief description, dollar amount provided and any major products of that resulted from that ORSP funding.

VII. Biographical Sketches (2 pages per senior personnel; 5 points)
Provide a short, 2-page biographical sketch for PI and all CoPIs. The biographical sketches should include: (1) Name and affiliation; (2) Professional Preparation; (3) Appointments; (4) Five most relevant publications/works; (5) Additional publications/works; (6) Professional and synergistic activities; (7) Collaborators; (7) Students supported.

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

IX. Budget Justification (1 page; 15 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.

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

Review Criteria
Proposals will be 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 below). Successful proposals will clearly state the products and/or deliverables of the project, outline a clear need for collaboration, and justify how the requested funding will allow the applicant to meet the goals of the project through the proposed collaboration.

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. Awardees will be contacted after this final list is approved by the SHSU Provost and President. Awardees will meet with the ORSP to review and sign the contractual agreement for the funds.