

**UNIVERSITY OF ILLINOIS  
AT SPRINGFIELD**

Office of the Provost and Vice Chancellor  
Division of Academic Affairs  
Public Affairs Center, Room 528  
One University Plaza, MS PAC 525  
Springfield, Illinois 62703-5407

**TO:** All Faculty

**FROM:** Lynn Pardie  
Interim Vice Chancellor for Academic Affairs and Provost

**DATE:** February 22, 2011

**SUBJECT:** Summer Competitive Scholarly Research Grants

Thanks to the generosity of donors, the Provost's Office is able to offer support for faculty research through the Summer Competitive Scholarly Research Grants program. The deadline for submitting these proposals is **March 23, 2011**. Please review the attached guidelines for particulars.

The maximum amount that can be requested is \$5,000, and may include funding for equipment and contractual expenses. A budget outlining expenses in each area must be included in your proposal. Applicants are encouraged to contact Donald Long, Grants and Contracts Coordinator, for assistance in preparing the proposal budget or any other aspect of the proposal. He can be reached at 206-7409, [dlong7@uis.edu](mailto:dlong7@uis.edu).

Please forward your proposal to your Dean by 5:00 p.m. **March 23, 2011** for transmittal to the Research Board. Proposals may be submitted via email or hardcopy, please see the attached document for details. After review by the Research Board, notification of grants will be made by **April 25, 2011**.

Scholarly research plays a critical role in the development of faculty. I am pleased to make these grants available in support of faculty research efforts.

cc: Deans  
Executive Director, CSPL

FY 2011  
COMPETITIVE SCHOLARLY RESEARCH GRANT PROGRAM  
GUIDELINES

I. Purpose

Scholarly inquiry is central to the intellectual life of an academic community. At the heart of scholarly inquiry is the process of disciplined research through which authentic insights are generated. Disciplined research is an integral part of the teaching-learning process, without which the learning process fails to progress beyond introductory levels of knowledge. Further, the academic credibility of the institution as a whole is established in part with reference to the scholarly achievements of its faculty.

The Competitive Scholarly Research Grants Program provides support to faculty engaging in scholarly/creative activity. Grants of up to \$5,000 will be made in support of scholarly research activities. The number of grants and the amounts awarded will be dependent on the availability of funds. The following are examples of the types of activities that could be funded:

1. Scholarly Growth of Faculty -- disciplinary and creative activity that keeps the faculty member abreast of developments in relevant fields of knowledge, generates scholarly knowledge of relevance to the academic assignments of the faculty member, aids in the development of new areas of scholarly competence needed within the campus, and/or generates knowledge to inform public policy.
2. Scholarly Growth of Students -- faculty led research and creative activity involving student groups. The research/activity must focus on students' scholarly development and participation in discipline level inquiry and must foster their achievement of advanced levels of competence in particular disciplinary areas.

Priority will be given to the support of projects involving complex and careful research that are not currently receiving campus support. A secondary priority is the support of projects that hold the promise of attracting external support to the campus. **Proposals for curriculum development will not be considered.**

II. Grant Request Format and Schedule for Submission

Faculty members requesting support under this program should submit a proposal to the Dean of their college by **5:00 pm on March 23, 2011**. Proposals may be submitted via email or hardcopy.

- For hardcopy proposals, **six** complete copies of the proposal are required.
- For electronic submissions, proposals should be sent as a single document in an email attachment (either Word or PDF) to the appropriate dean, who will forward it on to the Research Board.

Proposals must include the following information:

- A. Basic Information. Project title, the name of the faculty member, the faculty member's college, contact information, and the date of submission.
- B. Project Description. The project description should be limited to three to five pages in length and should include:
  - ❖ a short description of the project and its relationship to the literature in the field
  - ❖ a statement of the need for the particular project or description of the problem to be researched
  - ❖ the objectives or goals of the project (Clearly distinguish between the objectives to be accomplished this summer and any future goals.)
  - ❖ explanation as to how this project fits into one's overall research and/or scholarship agenda, and how this award would advance that agenda at this point in time
  - ❖ the involvement of students (if applicable)
  - ❖ identification of the products that can be expected to be produced (journal article, curriculum materials, etc.)
  - ❖ a discussion of the possibilities, or lack of possibilities, for subsequent external funding to continue or expand the project
  - ❖ a listing of previous NIAs and/or other campus support the faculty member has received for research activities with the past four years and progress made

Note that the Research Board is composed of individuals from various disciplines. Proposals must present information in terms that are understandable by colleagues from other disciplines/areas of specialization. Also, do not assume that the Research Board is familiar with the scholarly history of an applicant. One's scholarly accomplishments should be documented.

- C. A detailed budget of up to \$5000. Funds can be requested in any or all of three categories:
  - Contractual (e.g. travel, commodities, student support).
    - Student support should include the rate of pay and number of hours worked. Base pay for student workers is \$8.25 per hour. Requests to pay more than this amount must include a justification and may need departmental and/or college approval.

- Travel must be itemized and based on current state rates, please refer to the travel section of the OBFS home page, <http://www.obfs.uillinois.edu/>
- Commodities or supplies must be detailed with costs identified
- Equipment – provide an itemized list with accurate prices

*Funds must be spent by August 19, 2011.*

- D. Research references (if applicable)
- E. A **two-page vita** listing recent publications and activities most relevant to the proposed project.

Note: Applicants may contact Donald Long, Grants and Contracts Coordinator, for assistance with any aspect of proposal preparation. Contact information is 206-7409, [dlong7@uis.edu](mailto:dlong7@uis.edu).

### III. Award Procedures

By April 4, 2011, the Dean of the College will forward proposals with the Dean's comments to Donald Long, staff to the Research Board (MS PAC 525, [dlong7@uis.edu](mailto:dlong7@uis.edu)). After review by the Board, notification of grant recipients will be made by April 25, 2011. Awardees will be required to submit a report on their activity according to guidelines provided by the Research Board no later than September 2, 2011.

The Research Board focuses on the following criteria when making award selections:

- Clear goals, methods, and results.
- Clear explanation of the project's fit with one's scholarly agenda, particularly for a new or critical step being proposed.
- Limited opportunities for funding elsewhere (at this stage of the project).
- Funding for expenses which would otherwise prohibit an activity from taking place or come out of the researcher's pocket.
- Probability of successful completion of proposed summer activities.