

Research and Creative Endeavors Program 2011-2012

Proposal Checklist (To be submitted with proposal)

Name: _____

Required:

10 copies of application _____

10 copies of vita (2 pages max.) _____

1 copy of proposal checklist _____

If applicable:

1 copy of most recent final report
(if previous internal support has been received) _____

1 copy of justification for student assistant salaries _____

Signatures of departmental computer contact
person and distributed computing for computer
software, hardware, accessories, etc. requested
in budget _____

Research and Creative Endeavors Program Application Guidelines and Instructions

The purposes of this program are;

- 1) to encourage new faculty to initiate their own program of research or creative work.
- 2) to encourage faculty members who are not now actively engaged in research and creative endeavors, to begin such activities.
- 3) to support faculty members with established programs, who wish to continue or expand their research or creative work, or to pursue new research programs which are a significant departure from their previous work.

The Review and Evaluation Process

After each of the categories listed in the application, there is a number given in brackets. This number is the relative number of points (out of 100) given to that particular category, and is an indication of the value of that category in the Committee members' evaluation of the proposal. The total number of points awarded to a proposal is a major factor in the Committee's approval of the proposal and recommendations in favor, or not in favor, of funding.

Applications may be typed directly on these forms in the spaces provided or may be reproduced electronically, but all categories on the forms must be included in the order given and completed using the headings provided [as "D. Significance to your field"]. The entire application may not exceed **seven** pages (the faculty résumé, final reports of previous research, and appendices etc. are not counted as part of these seven pages).

Explanations

In the past a great many questions and some misunderstandings have arisen concerning the subject of travel, such as what is allowed and what is not allowed as budget items in these proposals. After a great deal of discussion the Research and Creative Endeavors Committee has decided that since there already are other sources of funds for travel to meetings, conferences, symposia, workshops, etc., travel as requested in these proposals, shall be limited to such travel as is vital to the project for the actual collection of data specifically related to the project. While it may be argued that even at conferences, meetings, etc., mere conversation with one's colleagues is in fact an act of information acquisition, funds for attendance at conferences and meetings, etc., must be requested from sources other than this program.

Funds may be requested for travel only as defined above, but may not exceed \$500 (these travel limits include costs for room and board).

Please provide an itemized budget with reasonable estimated costs of items.

Final Report

At the end of the project, a final report should be filed with the Research and Sponsored Programs Office.

The final report form can be found on our website: <http://www.potsdam.edu/RSPO>

Do not submit this page with your application.

**Research and Creative Endeavors Program Application
2011-2012**

Name _____ Tel. # _____

Department _____

Department Chair (signature) _____ Date _____

Title of Proposal (limit to two lines)

Total amount requested (may not exceed \$1,000.00) \$ _____

Project design or description

Describe your proposed project in detail, bearing in mind that most of the members of the Review Committee will not be very familiar with your discipline nor are they likely to understand the jargon used in your area of specialty. Answer each of the following sections.

A. Narrative Explaining the Basic Premise [25]

If this is an investigation, as in the natural or social sciences, what hypothesis is being tested? If this is a more creative effort, what "message" is to be conveyed by this work? What is your goal? **Please limit your narrative to the page and 1/2 provided. Any graphs and/or drawings etc., are to be included as a separate appendix.**

Narrative continued...

B. Methodology [15]

How do you propose achieving your goal? What new techniques if any, will you need to master?

C. Significance to your field [10]

What is the significance of this proposed work to your colleagues in your professional field? For example, how will this discovery in chemistry be of significant value to other chemists, or how will this composition be of value to other writers, etc.?

D. Significance to your professional growth [10]

How will this work advance your career at SUNY Potsdam and in the larger circle of your colleagues elsewhere?

E. Evaluation plan [10]

How do you plan to determine whether you have reached your goals? How can others determine whether this project was successful in light of the goals you have outlined in Section A above?

F. Time frame [10]

When do you propose to begin this project and when do you propose to have it completed? Is it reasonable to expect that you can complete this project, as described in Section A, in the time that you have allotted? The Committee is skeptical of "open-ended" time schedules, as these are often never completed.

G. Dissemination of results [10]

The Committee is very eager to see the results of your efforts and this investment of your time and college resources disseminated as widely as possible. Explain in detail how you propose to meet this expectation.

H. External Funding [5]

Have you sought external funding for this project? If yes, from what source and in what amounts. If not, explain why you have not done so. This is not intended to be a punitive question, but merely to inform the Committee as to the general availability of funds for your particular kind of project. For example, there are many sources of funds for curriculum development in the sciences, but funds to support a study of Civil War poets are less easily identified.

I. Budget [5]

What will you need in the way of supplies, special equipment, books, telephone, duplicating, travel, etc. **Please give adequate justification of the items that you request in your budget, and make every effort to give realistic budget figures.** Upon grant completion all purchased books will be donated to SUNY Potsdam.

- The total amount requested may not exceed \$1,000. Of this amount, up to \$500 can be requested travel for field work (data gathering) as described in the guidelines. These travel limits include costs for room and board.

- Although requests to pay student assistants are discouraged, if such a request is made it will require a justification stating: 1) what the student will be doing and why their work is essential to your project and 2) why you are unable to receive student support through other avenues (i.e. workstudy, P.A.C.E.S. assistantships, internships etc.).

- All requests for computer software, upgrades, accessories etc. must be approved by your departmental computer contact person and distributed computing.

Departmental Computer Contact

Comments:

Distributed Computing

Comments:

J. Literature Cited

K. Utilization of Human or Animal Subjects

If this project requires human subjects, approval is required by the Human Subjects Committee: Chair, Dr. Maureen McCarthy, Community Health (mcartma@potdam.edu , extension 3713). If the project requires animal subjects, approval is required by the Institutional Animal Care and Use Committee: Chair, Dr. Jan Trybula, Biology Department (trybulj@potdam.edu, extension 3186). If this project involves Health and Safety issues, please contact Calvin Smith, Health and Safety Officer, at extension 2596 (smithc@potdam.edu). Such approval must be obtained before the project may begin.

L. Inclusions

- Include 10 copies of a 2 page résumé with pertinent information regarding recent scholarship, publications, presentations and grant applications etc.
- Include 1 copy of your most recent final report **or** a copy of a final report from a past project related to the current submission.

Signed _____

Date _____