Research and Creative Endeavors Program
2022-2023

Deadlines: October 21, 2022 at 4:00pm
January 23, 2023 at 4:00pm
April 17, 2023 at 4:00pm

Submission Instructions:

1) See attached checklist for required items. Please submit checklist with your proposal.
2) Submit materials via email to mcguirjp@potsdam.edu.

Research and Creative Endeavors Program
2022-2023

Proposal Checklist
(Please submit this with your proposal)

Name:

Required:

1 copy of application	☐
1 copy 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(R&CE)
Application Instructions

This program is designed to:
1) serve as a "seed program" encouraging the submission of a funded grant project or sponsored program.
2) encourage new faculty to initiate their own program of research or creative work.
3) encourage faculty members who are not now actively engaged in research and creative endeavors, to begin such activities.
4) 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.

Eligibility
1. This program is limited to tenured and tenure track faculty.
2. R&CE awardees that have not submitted an external sponsored funding proposal within 1 year of a prior R&CE award are ineligible.
3. Applicants must have "closed-out" any other prior RSPO internal awards (completed the work, submitted all expenses, submitted final report, etc).

The Review and Evaluation Process

Applications are scored out of 100 points with each category given a number indicating its value in brackets. Review Committee members will score each proposal according to these values. 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 reproduced electronically, but all categories on the forms must be included in the order given and completed using the headings provided. The entire application may not exceed **seven** pages (the faculty CV, final reports of previous research, appendices, and cover pages are not counted as part of these seven pages).

Explanations

In the past questions have arisen concerning the subject of travel (e.g. what are allowed and what are not allowed as budget items in proposals). The R&CE funding is 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 $1000 (these travel limits include costs for room and board).

Please provide an itemized/ line item budget with reasonable estimated costs.

Final Report

At the end of the project, a final report should be filed with the RSPO. The final report form can be found on our website: http://www.potsdam.edu/RSPO
Do not submit this page with your application.

Name:

Email Address: **Phone Number:**

Department:

Date of application submission:

Title of Proposal (limit to two lines):

Total amount requested (may not exceed $2,000.00) $

Project design or description
Describe your proposed project in detail, keep 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 jargon used in your area of specialty. Please provide answers for each of the following sections.

A. Narrative explaining the project [20pts]
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 [10pts]

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

C. Significance to your field [10pts]

What is the significance of this proposed work 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.? Indicate the likely effects of your proposed work beyond this campus?

D. Significance to your career [10pts]

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

E. Evaluation plan [10 pts]

How will you measure success? 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 [5pts]

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.

G. Dissemination of results [10pts]

Please explain in detail how you propose to disseminate the results of your work.

H. External Funding [20pts]

Have you sought external funding for this project? If yes, from what source(s) and in what amounts. If not, explain why you have not done so. This is not 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 fewer sources of funds to support a study of Civil War poets. Since this program is designed to encourage outside grant proposal submissions, please provide information on potential future funding sources and a likely grant or sponsored program submission date.

I. Budget [5]

Supply a line-item budget for what you need in the way of supplies, special equipment, books, telephone, duplicating, travel, etc.? **Provide justification of the items that you request and make every effort to give realistic budget figures.** Upon grant completion all purchased books will be donated to SUNY Potsdam.

•NOTE: The total amount requested may not exceed $2,000. Of this amount, up to $1000 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, Lougheed funds, etc.).

Project Budget Template				
Expenses				
	Description	Quantity	Cost	Total
Personnel:				
Non-personnel:				
Total Expenditures				

•All requests for computer software, upgrades, accessories etc. must be approved by your departmental computer contact person and the CTS.

_____   _____
Departmental Computer Contact   CTS representative

Comments: Comments:

J. Literature Cited

K. Utilization of Human or Animal Subjects

If your project involves the use of human subjects or animal subject. You will be required to obtain protocol approval from IRB or IACUC prior to the start of your project.

If this project involves health and safety issues (chemical, biological, or radiological hazards), please call extension 2516.

L. Inclusions

•Include 1copy of a 2 page CV 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 _____