

# SUMMER RESEARCH AND CREATIVE PRODUCTION FELLOWSHIPS

(Project Dates: Summer, May-August)

## Introduction

The primary objective of the MSU research and creative production summer fellowship program is to encourage and support the scholarly and creative work of faculty. Specifically, these funds are provided to allow faculty scholars to devote time during the summer break to their research/creative production projects without distraction. As with the research and creative production grants program, a secondary objective is to enhance the competitiveness of faculty in pursuing external funds to support their work.

Faculty awarded summer fellowships may not teach any summer courses on-campus, off-campus, web-based, or via distance learning during the fellowship summer.

Fellowships at \$5,000 each will be awarded on a basis of competitive proposals. Fellowships will be considered as supplemental salary by the Office of Payroll with mandatory payroll deductions.

## Eligibility for Funding

1. All tenured and tenure-track faculty, professional librarians, and Pac-34 instructors are eligible to apply for RCPC summer fellowships provided they have enrolled in the Sponsored Programs Information Network (SPIN) to receive external grant opportunity announcements (For enrollment, contact Krys Lynam at 3-2181). Members of the Research and Creative Productions Committee and faculty/librarians on 12 month contracts are not eligible to apply.
2. If an applicant has been previously funded by the Research and Creative Productions Committee a new proposal will be considered only if the final report for the previously funded proposal has been received.
3. If an applicant has been funded two or more times by the committee (including research grants and summer fellowships), a new proposal will be considered provided the applicant can demonstrate the following accomplishments:
  - a. Applicant has applied for EXTERNAL FUNDING to support their research program during the past year (external proposals submitted related to instruction and/or service are not applicable).

### and

- b. Applicant has presented or published a MINIMUM of TWO papers and/or posters that were generated from one or more of their Research and Creative Productions funded projects. The papers must have been presented at a state, regional, national, or international meeting. ***Although paper presentations and published abstracts are acceptable, priority will be given to applicants who have published their research in refereed national journals within their field.*** The lack of publications for recipients of two or more previous research grants will significantly impact their priority score, and may result in a decision not to fund (see [Review of Applicant Funding and Past Productivity Form](#)). Publications must acknowledge MSU support.
4. Maximum Yearly Award. There is no limit to the number or kind of internal grants [*i.e.*,

*University-Funded grants, Summer Fellowships, or Regional Engagement grants*] that a faculty member may apply for in a given year, but the total allowable amount that any faculty member may receive through all internal university grant sources in a given year is \$6,000. Whether a faculty member is listed as the Principal Investigator or as a Co-Principal Investigator for a funded project, the full amount of the award for that project will be counted in determining that individual's total yearly award (e.g., if two faculty members together apply for and receive a \$5,000 grant, each one is considered to have been awarded \$5,000 and neither one can receive a second award in excess of \$1,000).

**Project Overlap.** Proposals submitted for a summer fellowship, however, must be different from any internal grant proposals (RCP or Regional Engagement) in that same year.

## **Application Procedures**

All proposals must include the components listed below (in order). Specific proposal forms are linked here and available in Word or PDF online via Sharepoint (Office 365) in the myMoreheadState portal. The Research and Sponsored Programs group is public and available to all. **Download each document to your laptop or desktop and open from Adobe to edit the form.** All pages, including forms, should be numbered consecutively (upper right corner).

To apply, e-mail the completed application as a **pdf file attachment to Dr. Michael Henson ([m.henson@moreheadstate.edu](mailto:m.henson@moreheadstate.edu)) or submit a single hardcopy of the proposal to Dr. Henson in 901 Ginger Hall no later than 4:30 pm on the deadline date.**

**Item 1**      **[COVER PAGE FORM](#)**

**Item 2**      **[REVIEW OF APPLICANT FUNDING AND PAST PRODUCTIVITY FORM](#)**

**Item 3**      **VITA** (one per applicant, CURRENT, not to exceed two pages, font no smaller than 12 point, may be single spaced)

**Item 4**      **NARRATIVE** (15 pages maximum including bibliography, double spaced, font no smaller than 12 point)

The narrative constitutes the principal basis for judging the merit of the proposed project. Therefore, care should be taken to present clearly and concisely the information requested under the following subheadings, which should be clearly labeled (see Proposal Evaluation Form, pages 8-9). Although proposals inevitably involve the use of technical language and/or specialized terminology, the researcher should make the project understandable to a layperson unfamiliar with her or his particular field of research.

**Formatting and organizational guidelines must be followed. Failure to do so may result in the return of your proposal without review. Similarly, problems with grammar, spelling, punctuation, etc. will result in a significantly reduced evaluation.**

The narrative must include, in order, all the sections below.

### **NARRATIVE FOR RESEARCH PROPOSALS:**

#### **A. Background and Significance.**

1) **Major Objectives.** This section should include a brief rationale and statement of the project goals (general intent) with the specific objectives individually listed. The objectives should be clearly measurable, and stated in performance format.

- 2) **Literature Review and Rationale, or Background.** A comprehensive, but concise, description of the current state of scholarship related to the specific research project should be provided. This review should provide the rationale or justification of need for the proposed research project.
- 3) **Significance.** Describe the significance of the project in the applicant's field on a local/regional, national, and/or international level (i.e., new applications or ways project will extend knowledge in the field). The significance of the research must be clear to a lay reader.

**B. Research Design and Methods.**

- 1) **Project Description.** (a) Detailed description of the design methodology (e.g., experimental design, procedures, equipment, subjects, survey instruments, etc.); (b) explanation of strength of the research design and its relationship to the objectives
- 2) **Evaluation.** Describe how the PI will evaluate the success of the project including how the collected data will be statistically analyzed.
- 3) **Management.** Describe how the project will be managed, with regard to available time, subjects, facilities, equipment, and other support. The proposal **MUST** include a timeline that provides a detailed breakdown, scope, and sequence of the project. Faculty requesting funding to support release time to complete the project should provide justification as well as a letter of support and approval from their Department Chair.
- 4) **Utilization of Project Findings.** Describe a plan for the dissemination of findings (presentation and/or publication) in scholarly journals, professional meetings, etc. (e.g., project findings used to seek external grants to expand/continue research in area). Be specific: For example, list representative journals where results might be published.
- 5) **Principal Investigator and Staff Expertise.** Identify ALL faculty and students who will be conducting and/or assisting in the research. Describe the expertise of the applicant, involvement of students, other assistants, and/or co-researchers, and indicate pertinent skills and accomplishments including publications and papers.

If the submitted project is similar to or follows up on an earlier funded project (e.g., analysis of data already collected, additional follow-up experiments, etc) the researcher must make clear the difference in the objectives and/or design of the proposed research project and must attach a final report for the previously funded proposal(s).

- Item 5.       **REFERENCES** (complete information for materials cited in narrative only)
- Item 6.       **APPENDICES (Maximum 3 pages).** May include supporting information and/or other documentation (e.g., survey instruments)
- Item 7.       **APPROVED REPORT OF REVIEW FORM** from the Institutional Review Board for the Protection of Human Subjects AND/OR Institutional Animal Care and Use Committee, (or notification of IRB or IACUC exemption), if project involves human or animal subjects.

- Item 8. A **letter of support** from the academic department chair is required for all Pac-34 faculty, and recommended for all faculty.

### **NARRATIVE FOR CREATIVE PRODUCTION PROPOSALS:**

#### **A. Background and Significance.**

- 1) **Major Objectives.** This section should include a brief rationale and statement of the project goals (general intent) with the specific objectives individually listed. The objectives should be clearly measurable, and stated in performance format.
- 2) **Literature Review and Rationale, or Background.** A comprehensive, but concise, description of the current state of scholarship related to the specific project area. Applicant should relate the proposed project to works/productions in the same or similar medium and to works/productions with similar content or themes. This review should provide the rationale or justification of need for the proposed creative project.
- 4) **Significance.** Describe the significance of the project in the applicant's field on a local/regional, national, and/or international level. The significance of the research must be clear to a lay reader. An important objective of University-funding is to enhance the competitiveness of faculty to better pursue external funding, to support their scholarly endeavors. Therefore, information should also be presented in this section defining how receipt of this award will better position the applicant to pursue external funding in the future and briefly outlining a plan to accomplish this goal.

#### **B. Project Design and Methods.**

- 1) **Project Description.** (a) Detailed description of the creative/original design methodology; and (b) explanation of strength of the creative project design and its relationship to the objectives. If possible, include material that would concretely illustrate the creative production being proposed, such as samples of related work that is completed or preliminary samples of the work being proposed. If the submitted project is similar to or follows up on an earlier funded project, the researcher must make clear the difference in the goals and/or design of the proposed project and must attach a final report for the previously funded proposal(s).
- 2) **Evaluation.** Describe how the PI will evaluate the success of the project. How will the project be critiqued?
- 3) **Management.** Describe how the project will be managed, with regard to available time, subjects, facilities, equipment, and other support. The proposal **MUST** include a timeline that provides a detailed breakdown, scope, and sequence of the project. Faculty requesting funding to support release time to complete the project should provide justification as well as a letter of support and approval from their Department Chair.
- 4) **Utilization of Project Findings.** Describe a plan for the dissemination of the creative production results including exhibitions, performances, broadcasts, publications, productions, and presentations. Be specific: For example, list a representative venue where work might be presented.

- 5) **Principal Investigator and Staff Expertise.** Identify ALL faculty and students who will be conducting and/or assisting in the project. Describe the expertise of the applicant, involvement of students, other assistants, and/or collaborators, and indicate pertinent skills and accomplishments including publications and papers.

If the submitted project is similar to or follows up on an earlier funded project, the applicant must make clear the difference in the objectives and/or design of the proposed project and must attach a final report for the previously funded proposal(s).

- Item 5.       **REFERENCES** (complete information for materials cited in narrative only).
- Item 6.       **APPENDICES (Maximum 3 pages)** May include supporting information and/or other documentation.
- Item 7.       **APPROVED REPORT OF REVIEW FORM** from the Institutional Review Board for the Protection of Human Subjects AND/OR Institutional Animal Care and Use Committee, (or notification of IRB or IACUC exemption), if project involves human or animal subjects.
- Item 8.       A **letter of support** from the academic department chair is required for all Pac-34 faculty, and recommended for faculty.

### **Nature of Proposals**

1. Research of any nature within an applicant's academic specialty may be proposed. Research is expected to lead to publications in refereed journals, presentations at regional and national disciplinary conferences and to form the basis for future external grant proposals.
2. Proposals for creative productions should reflect faculty training and interests related to visual arts, applied arts, performing arts, musical compositions, creative writing, and media composition/production. It is accordingly expected that creative projects will be exhibited, performed, broadcast, published, presented, or produced.
3. Neither academic degree work, institutional research (research that represents a self-study of a department, college or an academic program), curriculum development, nor proposals which emphasize recruiting as a primary focus will be supported.
4. Any proposal that involves the collection of data from human subjects must be cleared by the Institutional Review Board for Protection of Human Subjects in Research. **An approved IRB Report of Review form or formal notification of exemption must be included with the research proposal before review by the Research and Creative Productions Committee (contact Janet Cline 3-2541).**
5. Any proposal that involves the collection of data from animal subjects must be evaluated by the Institutional Animal Care and Use Committee (IACUC). **An approved IACUC Notification of Protocol Review form or formal notification of exemption must be included with the research proposal at the time of proposal submission. (contact Janet Cline 3-2541).**
6. **A proposal will be considered only if:**
  - a. the applicant meets eligibility requirements.

- b. the following forms are completed:
    - [Cover Page](#)
    - [Review of Applicant Funding and Past Productivity](#)
  - c. proposals involving human or animal subjects have been approved by the appropriate committee prior to proposal submission.
  - d. the proposal is submitted to the Research and Creative Productions Committee before 4:30 pm on the announced closing date.
  - e. the proposal follows all application procedures and formatting guidelines.
7. During the review process, the committee may request additional information from the researcher to enhance the review or may seek advice from other scholars in the applicant's field.
  8. The ownership of inventions, discoveries, and copyright materials shall be determined in accordance with the MSU Intellectual Property Policy (PG-18).

**Proposals are due the first Monday in November.** The proposals will be reviewed by the Research and Creative Productions Committee.

Proposals will be evaluated by the review committee using the criteria described on pages 8 and 9 below.

Following committee review, the Associate Vice President for Research will make award announcements prior to the end of the Fall Semester. All applicants will receive a summary of the committee's evaluation and funding recommendation.

### **Project Reporting:**

By **September 30**, awardees must file a final report and abstract ([Abstract Form](#)) with the Research and Creative Productions Committee detailing how the objectives stated in the proposal were met. **Requests for extensions will not be approved.**

**PROPOSAL EVALUATION FORM**

**Summer Fellowship Proposal**

**Research and Creative Productions Committee**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**EVALUATION CRITERIA\***

**POINTS SCORED**

**I. Background and Significance (30 points):** \_\_\_\_\_

Major objectives – specific, objective, measurable  
Literature review - current, complete, concise; includes PIs prior work  
Rationale and significance – important problem identified; plan for future pursuit of external funding.

**II. Research Design and Methods (50 points):** \_\_\_\_\_

Detailed description of research design/creative project including subjects, facilities, equipment/instrumentation, methods and procedures, timeline, evaluation plan, anticipated dissemination and/or utilization of findings

**III. Investigator and Staff (20 points):** \_\_\_\_\_

Junior or senior investigator  
Expertise (education and training)  
Past productivity (publications, national exhibits/performances, external grants submitted/awarded)  
Student involvement

**Total (100 points)** \_\_\_\_\_

**\*Note:** Formatting and organizational guidelines must be followed. Failure to do so may result in the return of your proposal without review. Similarly, problems with grammar, spelling, punctuation, etc. will result in a significantly reduced evaluation score.

**PROPOSAL EVALUATION FORM**

**Summer Fellowship Proposal**

**Research and Creative Productions Committee**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Reviewer Critique:**

**I. Background and Significance:**

**II. Research Design and Methods:**

**III. Investigator and Staff:**

**IV. Overall Evaluation:**