Faculty Grants for Research/Scholarship/Creative Activity

The College of Humanities, Arts and Sciences is pleased to be able to provide grants to support faculty development in the areas of research, scholarship, or creative/artistic activity. These grants are intended to support expenses directly related to the faculty member’s scholarly activity, not student research, conference travel or general expenses related to teaching. Faculty are encouraged to use these funds as seed money or matching funds for additional support through internal or external grants. Significant changes to the scope of the proposed project (as compared to the submitted and reviewed proposal) require prior approval from the Dean’s Office and may not be approved.

Faculty grants:

- may be awarded to any tenured or tenure-track faculty member once a year, in an amount not to exceed $1,250.
- are awarded on a competitive basis, after review of submitted proposals by a faculty panel.
- may be submitted annually, during the two annual grant submission and review periods (applications are due Friday, October 18, 2019 and Friday, February 7, 2020).
- may be used for a wide range of efforts (for example, consumable supplies, personnel expenses directly related to project, travel if necessary to conduct research/scholarship/creative activity).
- cannot be used for travel related to dissemination of completed projects (e.g. attendance at a professional conference), purchase of faculty computers, or purchase of consumables not directly related to the proposed and funded project.
- must be spent and accounted for by May 31.
- do not carry forward to the following fiscal year and cannot be redirected without prior approval.
- require recipients to submit a one page follow up report to the Dean’s Office by June 30, summarizing the work accomplished during the project and describing how the results will be disseminated. Failure to submit the follow-up report will make the recipient ineligible for consideration for subsequent CHAS faculty grants.

Submission process:

- Application materials include the application form (with your electronic signature), a project narrative, and a budget sheet (with budget justification).
- An electronic copy of the completed application should be submitted to the Office of the Dean of the College of Humanities, Arts and Sciences (ami.roeding@uni.edu) by the deadline, with a copy to your department head.
- The two-page project narrative should be well-written and understandable to colleagues outside of your field of study, and should focus on the project goals and objectives while describing how this project fits into your ongoing research/scholarship/creative activity agenda. Please include a detailed, realistic timeline for completion of the project.
College of Humanities, Arts and Sciences
Faculty Grants for Research/Scholarship/Creative Activity

Application Form

Completed applications should be submitted to the Office of the Dean of the College of Humanities, Arts and Sciences (ami.roeding@uni.edu), with a copy to your department head, by the appropriate deadline: Friday, October 18, 2019 or Friday, February 7, 2020

Name:
Department:
Phone:
Email:

CHAS grants received within the past 3 years (note year received):

Project title:
Project description (one sentence):

Dollar amount requested for this project:

Applicant (electronic) signature:
Date:
College of Humanities, Arts and Sciences
Faculty Grants for Research/Scholarship/Creative Activity

Project Narrative

Completed applications should be submitted to the Office of the Dean of the College of Humanities, Arts and Sciences (ami.roeding@uni.edu), with a copy to your department head, by the appropriate deadline: Friday, October 18, 2019 or Friday, February 7, 2020

The project narrative should:

- be well written and understandable to people outside of your field.
- describe project goals and objectives clearly, including how funds will be spent.
- describe how the project fits into your ongoing research/scholarship/creative activity agenda.
- provide a detailed, realistic timeline for project completion.
- be no more than two pages in length.
Budget and Budget Justification

Completed applications should be submitted to the Office of the Dean of the College of Humanities, Arts and Sciences (ami.roeding@uni.edu), with a copy to your department head, by the appropriate deadline: Friday, October 18, 2019 or Friday, February 7, 2020

Please use the form provided and request specific amounts. Note that the total budget should be provided, even if the amount requested is only part of the project funding. If requesting equipment, please explain why it is not currently available. Note that the purchase of software or computer hardware requires consultation with and prior approval from Neal Pruess. Items with a useful life of one year or more become UNI property. UNI guidelines for purchasing and/or reimbursement must be followed.

Budget categories

Consumable supplies (please itemize):

Subtotal: $

Personnel (salaries and/or wages; show how computed):

Subtotal: $

Permanent Equipment (please itemize):

Subtotal: $

Travel (please note that travel to disseminate research results (e.g. attending an annual professional conference) is NOT supported; please itemize):

Subtotal: $

Software and computer hardware (please itemize; note that this category requires approval from Neal Pruess prior to purchase):

Subtotal: $
Equipment (permanent; please itemize):

Subtotal: $

Other expenses (please itemize):

Subtotal: $

Total amount requested from CHAS faculty grant

(not to exceed $1,250)

Total: $

Amount self-funded or provided by another source (if any)

Total: $

If you plan to use CHAS Faculty Research/Scholarship/Creative Activity Grant funding to apply for additional grants, please describe below.

Total Project Budget (include all expenses)

Total: $

Please provide below a brief narrative (not to exceed one page) describing the project expenses, including a description of how these items will be used to complete the proposed project. If you are requesting any equipment, please indicate why this item is not currently available for use.