

# How to Write a Proposal for the Council on Faculty Research

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Office of Research and Sponsored  
Programs

# Council for Faculty Research

- Composed entirely of nine faculty
  - two from each college
  - one from the library
- Reviews proposals and recommends funding
- Coordinated by ORSP

# CFR Funding

- Available:
  - Summer: 20 grants of \$4,000 each
  - Fall: no fixed numbers
- What the grants support:
  - research or creative activity
- Grant money spent on:
  - Summer: your salary
  - Fall: not your salary

# General Suggestions

- Answer the right questions.  
research vs. creative activity
- Follow the instructions.
- Write for the *New York Times*.

Q1: ***What*** do you propose to do?

- Research: Describe hypothesis or goal.
- Creative Activity: Describe activity.

# Q1: Suggestions

- Do
  - write for the *New York Times*
  - make it interesting
  - propose research or creative activity
- Don't
  - announce vague plans to do 40 things
  - use technical words that are not defined
  - answer Q2 and Q3

## Q2: *Why* is the work significant?

- Research and Creative Activity

What has already been done?

How will your work be valuable to your discipline?

## Q2: Suggestions

- Do
  - make a convincing case
  - cite references
- Don't
  - exaggerate
  - start re-answering Q1

# Q3: How is the work **novel**?

- Research and Creative Activity

What is different from precedent?

What is different from your own previous work?

# Q3 Suggestions

- Do

Use “new,” “novel,” or “innovative.”

- Don't

forget a comparison to precedent

Q4: ***How*** will you accomplish the work?

- Research and Creative Activity

What actions must be completed?

How will time be budgeted?

# Q4: Suggestions

- Do

- include enough detail to be credible
  - mention whether students are involved

- Don't

- schedule project work past the end of the summer

# Q5: How will you disseminate results?

- Research

journals, meetings, books

- Creative Activity

journals, exhibitions, concerts, etc.

# Q5: Suggestions

- Do

explain how the venue is appropriate

- Don't

just say “conferences and papers”

# Q6: How will you grow professionally?

- Research and Creative Activity

## Goals

What professional goals drive this work?

# Q6: Suggestions

- Do

be specific and realistic about goals

address at least one example supplied in the question

- Don't

neglect all of the examples supplied in the question

# Q7 – Q10

- Self explanatory

# Vita

- Do  
mark all relevant items with a \*

# Contacts

- **CFR Current Members**

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**Good luck!**