**FY 2016 COUNCIL ON FACULTY RESEARCH AWARD CHECKLIST**

Please be sure to read all the instructions carefully. If you have any questions, please contact the Office of Research and Sponsored Programs at 581-2125. The CFR competition is subject to the availability of annual funding.

**Beginning with awards made during the Fall 2005 (FY 06) competition, any individual may receive only two consecutive fall awards, after which the individual will be ineligible for an award in the third fall competition. If you have any questions regarding this rule, please call our office for clarification at 581-2125.**

Prior to submitting your application, please check the following:

The deadline of **Wednesday, September 9, 2015 - 12:00 noon**, is met.

\_\_\_ The proposal is hand-delivered to the Office of Research and Sponsored Programs, 1102 Blair Hall, prior to the deadline.

Your complete application package includes:

* checklist (packet page 1)
* grant contract (packet page 2)
* departmental project evaluation (packet page 3)
* proposal (all questions retyped, answered fully, and **does not exceed the page limitation of five single-sided pages**)
  + **Margins must not be smaller than one inch.**
  + **The font should be at least 11 point Arial, Helvetica, or Times New Roman.**
* budget
* vita (with an asterisk on relevant items, and **does not exceed the page limitation of five single-sided pages**)
* supportive materials (if applicable, and **does not exceed the page limitation of three single-sided pages**)
* bibliography (Attached as Appendix D)

Past grant reports are on file in the Office of Research and Sponsored Programs.

\_\_\_ (Yes or No) Will this project involve Human Subjects?

Circle One

\_\_\_\_ (Yes or No) Will this project involve Vertebrate Animals?

Circle One

All other application guidelines have been followed.

**Late proposals and/or proposals exceeding the established page limits will not be reviewed.**

\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_**

Principal Investigator/Project Director’s Signature Date

**FACULTY RESEARCH AND CREATIVE ACTIVITY GRANT CONTRACT**

I. PROPOSAL SUMMARY (To be completed by principal investigator and submitted with

proposal.)

TITLE OF PROJECT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PI/PD\*\* Co-PI/PD (if any):

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EIU Title or Rank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***This proposal is: RESEARCH CREATIVE ACTIVITY (please check one)***

***If Creative Activity, please list Creative Discipline: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***and Type of Activity (see list on page 8): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Budget Summary

Approved

(Do Not Fill In)

$\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_

$\_\_\_\_\_\_\_\_\_\_\_

Priority of Line Item Funding:\*

Example Your Ranking Requested

3 A. Contractual Services $\_\_\_\_\_\_\_\_\_\_

1 B. Travel $\_\_\_\_\_\_\_\_\_\_

2 C. Commodities $\_\_\_\_\_\_\_\_\_\_

5 D. Equipment $\_\_\_\_\_\_\_\_\_\_

4 E. Student Help $\_\_\_\_\_\_\_\_\_\_

TOTAL AMOUNTS $\_\_\_\_\_\_\_\_\_\_

II. APPROVAL SUMMARY (To be signed only after proposal is approved.)

Proposal Approved by CFR \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date) (CFR Chair)

Proposal Approved by Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date) (ORSP Director)

III. ACCEPTANCE OF CONTRACT BY PRINCIPAL INVESTIGATOR

**(To be signed only after award is offered.)**

I accept this grant and its provisions and understand that all monetary transactions will be coordinated through the Office of Research and Sponsored Programs and will be handled according to the regulations specified for the disbursement of State allocated funds. I understand that I am expected to submit a final report of this project to the Office of Research and Sponsored Programs.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature, PI/PD) (Date)

\*CFR requests that PI’s/PD’s rank, in priority order, the line items they feel are most important to the successful completion of their project. An example is shown in the above budget. One (1) is the highest priority, five (5) is the lowest.

\*\*PI – Principal Investigator/PD – Project Director

DEPARTMENTAL PROJECT EVALUATION

Name of PI/PD\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_

Title of Project \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To the Supervisor:**

Please provide an administrative review of the feasibility of the proposed project in respect to the following:

a. PI/PD’s teaching load -

b. Space and facilities available -

c. Available equipment -

d. Other than the above items, what will the department be able to provide toward the

successful completion of the project?

e. Additional comments bearing on the successful completion of the project -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Supervisor’s Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Department)

It is preferred that this form be returned to the applicant for inclusion with the proposal. If this is not possible, it may be sent directly to the Office of Research and Sponsored Programs **prior to the deadline** for receiving proposals.

\*PI – Principal Investigator/PD – Project Director

**EASTERN ILLINOIS UNIVERSITY**

**Council on Faculty Research Guidelines for Proposals**

***You may submit your proposal as Research or Creative Activity. The Guidelines (pp. 4-7) are the same for both. Depending on which you choose, please answer either the Questions on pages 8 and 9 (Creative Activity) or on pages 9 and 10 (Research). Choosing Research or Creative Activity WILL NOT affect your chances of being funded. Please be sure to check your choice on the application grant contract.***

**The CFR Competition is subject to the availability of annual funding.**

**Purpose**

A. CFR’s goal is to fund the best quality research and creative activity at EIU regardless of discipline.

1. To qualify as research, the proposed activity must have the potential to generate knowledge. The proposed activity may be either (a) theoretical or empirical research or (b) applied research which relates to specific discipline(s).

2. To qualify as creative activity, the proposed activity need not fit the traditional mold (art, music, dance, theater, education, or creative writing) but must involve a new medium or concept and must result in an observable outcome.

B. CFR will consider grant proposals whose primary purpose is research or creative activity, regardless of their potential for eventual profit.

C. CFR funds may be used for:

1. travel that is necessary to conduct research or creative activity. (The applicant must show that the proposed activity requires travel to the destination specified.)

2. student help at wages appropriate to the task, as defined by EIU classifications. CFR does not fund graduate assistantships, and students are not eligible for pay from student help funds during any term in which they are being paid a graduate assistant stipend.

3. equipment if the applicant can show it is needed for the proposed activity and is otherwise unavailable. Equipment purchased with CFR funds is the property of the university.

4. commodities and contractual services related to the proposed project.

**NOTE: Funds must be spent by June 30, 2016 OR the dates listed in the FY16 financial closure procedures.**

**Eligibility**

All tenured/tenure track University faculty in Bargaining Unit A and department chairs and associate chairs are eligible to submit a CFR proposal. **Beginning with awards made during the Fall 2005 (FY 06) competition, any individual may receive only two consecutive fall awards, after which the individual will be ineligible for an award in the third fall competition.**  If you have any questions regarding this rule, please call our office for clarification at 581-2125.

Members of CFR may apply for funding, but may neither deliberate upon nor vote for any proposals during a funding round in which they have a proposal under consideration. Any CFR member who applies for such funding will be replaced by an alternate from the same college. Alternates will be selected from among applicants who turn in petitions. If no applicants are available, alternates from the appropriate college will be recruited by the Faculty Senate or the VPAA according to established selection procedures.

**A faculty member who has failed to fulfill all obligations of a completed grant in any other internal funding program administered by the Office of Research and Sponsored Programs is not eligible to apply for a CFR grant.**

**Exclusions**

Excluded from funding are the following:

* Expenses for curriculum development solely for one’s own classes;
* Completing a dissertation;
* Classroom/office equipment;
* Typing and copying of finished manuscripts;
* Publishing expenses, e.g., page charges assessed by journals and publishing subventions;
* Travel to present results of research;
* Shipment of property for the purpose of performance, exhibit, etc.

**Size Limitations**

The narrative portion of the proposal (answers to the questions on pages 8 - 11) **must not exceed five single-sided pages (11-point type).** This limitation does **not** include attachments (cover page, supervisor’s recommendation, budget, vita, supportive materials, and bibliography).

* **Margins must not be smaller than one inch.**
* **The font should be at least 11-point Arial, Helvetica, or Times New Roman.**

**Budget**

* **Itemize** all expenses that comprise the total in each line item (commodities, contractual services, travel, equipment and student help).
* Include justification for determining these figures.
* The total of each line item and the grand total should also be shown on the cover sheet. Also, line items must be prioritized on the cover sheet.
* Verify with the Office of Research and Sponsored Programs, if necessary, classification of line items.
* **No funding will be awarded for pre-award expenses.**

**NOTE: The official year-end dates for CFR travel applications and vouchers will be available on the EIU business office website:** [**www.eiu.edu/~busofc/fy16.php**](http://www.eiu.edu/~busofc/fy16.php)**.**

**Number of Proposals Submitted**

A researcher may submit only one proposal in which he or she is the principal investigator.

**Jargon**

Proposals will be reviewed by CFR members from diverse backgrounds. Therefore, proposals should be free of unnecessary jargon.

**Research Instruments**

Proposals involving written or printed research instruments (such as surveys or tests) must include (a) identification of the population or groups to be studied and (b) copies of the instruments. A research instrument does not count as a proposal page.

**Delivery of Proposals**

One copy of the proposal is to be submitted online or delivered to the Office of Research and Sponsored Programs, 1102 Blair Hall, by **12:00 noon on Wednesday, September 9, 2015**.

The Council will *refuse to review any proposal that is not received on time* regardless of submission method.

**Previous Grant Reports**

Researchers who have received CFR grants in the past should make sure all progress/final reports are on file in the Office of Research and Sponsored Programs prior to their current application being reviewed.

**Following Guidelines**

On behalf of CFR, the Office of Research and Sponsored Programs will return any proposal without review if

* it is submitted late;
* it is submitted by ineligible personnel;
* its narrative exceeds five single-sided pages excluding attachments;
* it lacks any of the following: a cover page, supervisor’s recommendation, vita, budget, bibliography, and if required, copies of the research instrument;
* it is the second proposal listing the same principal investigator during a given funding round.

**Review Criteria**

Proposals will be reviewed based on responses to the questions, budget, and credentials of the applicant. Please see pages 12 (Creative Activity) and 13 (Research) for a sample of the Proposal Review Forms.

**Required Reporting**

Researchers will be required to file a report detailing the results of the research/creative activity project by **September 15, 2016***.* Not completing this requirement may disqualify the researcher for consideration of future funding. Please contact the Office of Research and Sponsored Programs regarding the format of this report.

**Award Amounts**

In preparing a proposal budget, applicants should be guided by the amounts of recent awards. Average award amounts for five recent years are listed below.

Year No. of Awards Average Award Amount

FY11 10 $ 3,062.74

FY12 10 $ 3,524.49

FY13 10 $ 3.517.46

FY14 10 $ 3,521.30

FY15 10 $ 3,518.90

**Questions should be directed to the Office of Research and Sponsored Programs.**

**GUIDELINES FOR CREATIVE ACTIVITY PROPOSALS**

**Please choose the Creative Discipline and the Type of Activity for your project from the list below. Fill in your choices in the box on the application Cover Sheet (page 6).**

**CREATIVE DISCIPLINE TYPE OF ACTIVITY**

Dance: Ballet, Ethnic, Jazz, Modern Creation of a work of art

Design Arts: Graphic, Fashion, Interior Concert/performance/reading

Education Exhibition

Folk Arts Pre-Activity planning/research

Literature: Fiction, Non-Fiction, Playwriting, Poetry Publication

Media Arts: Film, Audio, Video Recording/filming/taping

Music: Band, Chamber, Choral, New, Ethnic, Jazz, Popular, Solo/recital, Other (PLEASE LIST ON COVER SHEET)

Orchestral, Opera, Music Theater

Photography

Theater: General, Mime, Puppet, Theater for Young Audiences

Visual Arts: Printmaking, Painting, Sculpture, Ceramics, Fiber/Textile,

Jewelry/Metalsmithing, Drawing

Other (PLEASE LIST ON COVER SHEET)

Please retype and answer each question using language as free of jargon as possible. Do not answer a question by simply saying, for example, “refer to question 2.” Some questions may seem redundant. However, you are required to respond to all items. **NOTE:** **Your responses to items 1-10 cannot exceed five (5) single-sided pages. The font should be at least 11 point Arial, Helvetica, or Times New Roman and using 1 inch margins.**

**Questions**

1. Summarize your intentions in this creative activity. Include a brief statement of what artistic or other type of ‘discoveries’ are expected from this project.
2. Describe how this creative activity is situated in the context of current and historical trends within the creative discipline. Indicate the value of the completed project as a contribution to the creative discipline. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.
3. Describe what is innovative or novel about the proposed creative activity. Also describe how the proposed project will be similar to or different from your creative activity that has been previously funded by EIU. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.
4. What steps will you take to implement and complete this project? What is the anticipated schedule for completing the project? Please indicate the approximate dates during which you will carry out the separate parts of the project.
5. How will the results of this creative activity be delivered to the general public or disseminated in your field? Please be specific. List names of publications, exhibitions, or other places where you might submit, display, or distribute the works.
6. Describe how the proposed project will develop or strengthen your professional goals. Examples include, but are not limited to (1) an improvement in your professional, technical, and analytic skills; (2) enrichment of your teaching and/or mentoring of students; or (3) strengthening a future application for external funding.
7. Have you received support from the EIU Council on Faculty Research in the last five (5) years? If yes, indicate the years you were supported. If yes, how has the creative activity been disseminated?
8. If you have received funding for this project in the past, whether internal Eastern sources or external sources, please identify these sources of funding, and explain how additional funding will be used.
9. Will you be trying to obtain external funding for this creative activity? If so, where? Please be specific. For example, rather than listing “NEA” or “NEH,” please list the specific programs for which you plan to apply or have already applied.
10. Do you anticipate being on sabbatical leave anytime within the next year? If so, how long (one semester, all academic year)?

**Attachments**

A. Proposed Budget: As stated previously on page 3, separately list expenditures for commodities, contractual services, travel, equipment, and student help. **Itemize** specific expenditures within each category.

1. Vita: Please attach a current vita and indicate ***with an asterisk*** any publications, papers, performances or exhibitions that relate to the proposed project or which provide evidence of your ability to complete the proposed research and that the proposed research is consistent with your professional development. The vita may not exceed five (5) single-sided pages. Joint applicants must **each** include a vita not to exceed (5) single-sided pages.
2. Supportive Materials: Please include any supportive materials which can be photocopied for distribution to reviewers (diagrams, photographs, illustrations, plans, etc.) that help explain your creative activity. Include no more than three pages of the supportive materials. Explanation of the relationship of these materials should be included in the text describing the project (see above) and must fit within the five page limit on that material.
3. Bibliography: Citations should be in complete bibliographic format.

**GUIDELINES FOR RESEARCH PROPOSALS**

Please retype and answer each question using language as free of jargon as possible. Do not answer a question by simply saying, for example, “refer to question 2.” Some questions may seem redundant. However, you are required to respond to all items. **NOTE: Your responses to items 1-10 cannot exceed five (5) single-sided pages. The font should be at least 11 point Arial, Helvetica, or Times New Roman and using 1 inch margins.**

**Questions**

1. Summarize the research project. Include the primary hypothesis/research question/ research objective governing your research project.

1. Describe how this proposed research is situated in the context of existing information on this topic; indicate the anticipated value of the completed project as it will contribute to our knowledge and understanding of this topic. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.
2. Indicate what is innovative or novel about the proposed research. Also describe how the proposed research will be similar to or different from your research that has been previously funded by EIU. Credit appropriate references using either parenthetical or superscript text insertions that refer to citations in an attached bibliography; citations should be in complete bibliographic format.
3. What steps will you take to implement and complete the project? What is the anticipated schedule for completing the project? Please indicate the approximate dates during which you will carry out the separate parts of the project.
4. How will you disseminate the results of your project? Please be specific. List names of the journals or conferences to which you might submit the results.
5. Describe how the proposed project will develop or strengthen your professional goals. Examples include, but are not limited to (1) an improvement in your professional, technical, and analytic skills; (2) enrichment of your teaching and/or mentoring of students; or (3) strengthening a future application for external funding.
6. Have you received support from the EIU Council on Faculty Research in the last 5 years? If yes, indicate the years you were supported. If yes, how has the research been disseminated?
7. If you have received funding for this project in the past, whether from internal Eastern sources or external sources, please identify these sources of funding, and explain how additional funding will be used.
8. Will you try to obtain external funding for this research? If so, where? Please be specific. For example, rather than listing “NSF” or “NEH,” please list the specific programs for which you plan to apply or have already applied.
9. Do you anticipate being on sabbatical leave anytime within the next year? If so, how long (one semester, all academic year)?

**Attachments**

1. Proposed Budget: As stated previously on page 3, separately list expenditures for commodities, contractual services, travel, equipment, and student help. **Itemize** specific expenditures within each category.
2. Vita: Please attach a current vita and indicate ***with an asterisk*** any publications or papers that relate to the proposed project or which provide evidence of your ability to complete the proposed research and that the proposed research is consistent with your professional development. The vita may not exceed five (5) single-sided pages. Joint applicants must **each** include a vita not to exceed (5) single-sided pages.
3. Supportive Materials: Please include any supportive materials which can be photocopied for distribution to reviewers (survey questionnaires, diagrams, etc.) that help explain your research. Include no more than three pages of the supportive materials. Explanation of the relationship of these materials should be included in the text describing the project (see above) and must fit within the five page limit on that material.
4. Bibliography: Citations should be in complete bibliographic format.

**EASTERN ILLINOIS UNIVERSITY**

**Council on Faculty Research**

***SAMPLE* Proposal Review Form for CREATIVE ACTIVITY Projects**

**Proposal Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please rank the proposal on a scale of one (worst) to five (best). Do not use fractions.***

**Question (Q)/Attachment (A) Worst…………….…Best**

Q1. Summarize your intentions in this creative activity. Include a brief statement

of what artistic or other type of “discoveries” are expected from this project. 1 2 3 4 5

Q2. Describe how this creative activity is situated in the context of current and

historical trends within the creative discipline. Indicate the value of the completed

project as a contribution to the creative discipline. Credit appropriate references

using either parenthetical or superscript text insertions that refer to citations in

an attached bibliography; citations should be in complete bibliographic format. 1 2 3 4 5

Q3. Describe what is innovative or novel about the proposed creative activity. Also

describe how the proposed project will be similar to or different from your creative

activity that has been previously funded by EIU. Credit appropriate references using

either parenthetical or superscript text insertions that refer to citations in an attached

bibliography; citations should be in complete bibliographic format. 1 2 3 4 5

Q4. What steps will you take to implement and complete this project? What is the

anticipated schedule for completing the project? Please indicate the approximate

dates during which you will carry out the separate parts of the project. 1 2 3 4 5

Q5. How will the results of this creative activity be delivered to the general public or

disseminated in your field? Please be specific. List names of publications,

exhibitions, or other places where you might submit, display, or distribute the works. 1 2

Q6. Describe how the proposed project will develop or strengthen your professional goals.

Examples include, but are not limited to (1) an improvement in your professional,

technical, and analytic skills; (2) enrichment of your teaching and/or mentoring of

students; or (3) strengthening a future application for external funding. 1 2

1. Budget: Separately list expenditures for commodities, contractual services, travel,

equipment, and student help. Itemize specific expenditures within each category. 1 2

B. Vita: Please attach a current vita and indicate with an asterisk any publications or

papers that relate to the proposed project or which provide evidence of your ability to

complete the proposed research and that the proposed research is consistent with your

professional development. The vita may not exceed five (5) single-sided pages. 1 2

**Strengths:**

**Weaknesses:**

**Additional Comments:**

**Pre-discussion Proposal Rating \_\_\_\_\_\_\_\_\_**

**Post-discussion Proposal Rating\_\_\_\_\_\_\_\_\_ FINAL BOX SCORE\_\_\_\_\_\_**

**EASTERN ILLINOIS UNIVERSITY**

**Council on Faculty Research**

**SAMPLE Proposal Review Form for RESEARCH Projects**

**Proposal Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Submitted By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Please rank the proposal on a scale of one (worst) to five (best). Do not use fractions.***

**Question (Q)/Attachment (A) Worst……………...…Best**

Q1. Summarize the research project. Include the primary hypothesis/research question/

research objective governing your research project. 1 2 3 4 5

Q2. Describe how this creative activity is situated in the context of current and historical

trends within the creative discipline. Indicate the value of the completed project as a

contribution to the creative discipline. Credit appropriate references using either

parenthetical or superscript text insertions that refer to citations in an attached

bibliography; citations should be in complete bibliographic format. 1 2 3 4 5

Q3. Describe what is innovative or novel about the proposed creative activity. Also describe

how the proposed project will be similar to or different from your creative activity that

has been previously funded by EIU. Credit appropriate references using either parenthetical

or superscript text insertions that refer to citations in the attached bibliography; citations

should be in complete bibliographic format. 1 2 3 4 5

Q4. What steps will you take to implement and complete this project? What is the anticipated

schedule for completing the project? Please indicate the approximate dates during

which you will carry out the separate parts of the project. 1 2 3 4 5

Q5. How will you disseminate the results of your project? Please be specific. List names

of the journals or conferences to which you might submit the results. 1 2

Q6. Describe how the proposed project will develop or strengthen your professional goals.

Examples include, but are not limited to (1) an improvement in your professional,

technical, and analytic skills; (2) enrichment of your teaching and/or mentoring of students; or   
(3) strengthening a future application for external funding. (If external funding is available,

please list the specific agencies and programs for which you plan to apply.) 1 2

A. Budget: Separately list expenditures for commodities, contractual services, travel,

equipment, and student help. Itemize specific expenditures within each category. 1 2

B. Vita: Please attach a current vita and indicate with an asterisk any publications or

papers that relate to the proposed project or which provide evidence of your ability

to complete the proposed research and that the proposed research is consistent with your

professional development. The vita may not exceed five (5) single-sided pages. 1 2

**Strengths:**

**Weaknesses:**

**Additional Comments:**

**Pre-discussion Proposal Rating \_\_\_\_\_\_\_\_\_**

**Post-discussion Proposal Rating\_\_\_\_\_\_\_\_\_ FINAL BOX SCORE \_\_\_\_\_\_**