**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 the end of the fiscal year OR the dates listed in the end of year 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. **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 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:** <https://www.eiu.edu/busofc/yearend.php>**.**

**Number of Proposals Submitted**

Applicants may submit only one proposal in which he or she is the principal investigator. The budget request cannot exceed a total of $4,000. Also, the proposal should be easily understood and free from 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 Proposal**

The proposal is to be submitted online by **12:00 noon on Wednesday, September 6, 2023**.

**Previous Grant Reports**

Researchers who have received CFR grants in the past should make sure a progress/final report for that award is 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**

The awardee will be required to submit a final report detailing the results of the research/creative activity project by **September 15, 2024***.* Not completing this requirement may prohibit the researcher from future funding. Please contact the Office of Research and Sponsored Programs regarding the format of this report.

**Please direct any questions to the Office of Research and Sponsored Programs (**[**mamattingly@eiu.edu**](mailto:mamattingly@eiu.edu)**).**

**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 (11-point type) 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 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 answer each question using language as free of jargon as possible. Do not answer a question simply by referring to a previous answer. Some questions may seem redundant, but please respond to all items. **NOTE: Your responses to items 1-10 cannot exceed five (5) single-sided pages. The font should be 11 point Arial, Helvetica, or Times New Roman and using 1 inch margins.**

**Questions**

1. Summarize the research project: (1) State the research question, problem, or argument. (2) State your working hypotheses/predictions or your projected possible findings, discoveries, or pieces of evidence. (3) Briefly mention the methodology or approach to achieving the research goal.

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. Explain how you’ll answer the research questions. (1) Describe your methodology or research plan (e.g., information/data gathering and analysis plans). (2) Present an anticipated schedule for completing the research project. Provide a timeline indicating the approximate dates during which you will carry out the different activities of the project.
4. How will the results of this research be disseminated in your field or delivered to the general public? 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

Sample

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. (1) State the research question, problem, or argument.  
(2) State your working hypotheses/predictions or your projected possible findings,  
discoveries, or pieces of evidence. (3) Briefly mention the methodology or approach  
to achieving the research goal. 1 2 3 4 5

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

Sample

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. Explain how you’ll answer the research questions. (1) Describe your methodology or  
 research plan (e.g., information/data gathering and analysis plans). (2) Present an  
anticipated schedule for completing the research project. Provide a timeline indicating   
 the approximate dates during which you will carry out the different activities of the project. 1 2 3 4 5

Q5. How will the results of this research be disseminated in your field or delivered to the  
general public? 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 \_\_\_\_\_\_**