**2019 SUMMER RESEARCH/CREATIVE ACTIVITY AWARD**APPLICATION CHECKLIST

In accordance with the 2018-2022 EIU-UPI Unit A agreement, Summer Research/Creative Activity Awards are available again this year. Please be sure to read everything in the application packet carefully. If you have any questions, please contact the Office of Research and Sponsored Programs at 581-2125.

Prior to submitting your application, please check the following:

 The deadline of **Wednesday, February 6, 2019 - 12:00 noon**, is met.

 Your complete application package includes:

* checklist (packet page 1)
* cover sheet (packet page 2)
* narrative portion of the proposal (questions 1-10 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.**
* vita (with an asterisk on relevant items, and **does not exceed the page limitation of five single-sided pages**)
* bibliography
* supportive materials (if applicable, and **does not exceed the page limitation of three single-sided pages**)

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

\_\_\_ Will this project involve Human Subjects? (check one)

 \_\_ Yes IRB approval # (or pending) \_\_\_\_\_\_\_\_\_

 \_\_ No

\_\_\_ Does this project propose using live Vertebrate Animals? (check one)

 \_\_ Yes IACUC approval # (or pending) \_\_\_\_\_\_\_\_\_

 \_\_ No

 All other application guidelines have been followed.

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

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

 Applicant’s Signature Date

 **SUMMER RESEARCH/CREATIVE ACTIVITY AWARD APPLICATION**

 **COVER SHEET**

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

Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title of Proposal:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

 ***and Type of Activity (see list on page 6): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

\_\_\_\_\_\_ Please check if you will be teaching during Summer 2018, and list the ***number of semester hours*** below that you will be teaching each session.

Summer 4-Week Session: \_\_\_ hours; 6-Week Session: \_\_\_ hours; 8-Week Session: \_\_\_ hours.

\_\_\_\_\_\_ Please check if you will be doing a sponsored research/creative activity project in the Summer, and list the number of months you will be sponsored: months. (Please do not include the Summer Research/Creative Activity project for which you are currently applying.)

**PLEASE NOTE:**

* **If you are being paid for doing a sponsored research/creative activity project from outside sources for two or more summer months, you are ineligible to apply for a Summer Research/Creative Activity Award.**
* **If you are teaching or doing sponsored research/creative activity in both 4-Week Session and the 6-Week Session, please explain below how you will manage your time to conduct research/creative activity prior to the August 31 deadline.**

EXPLANATION:

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**GUIDELINES FOR SUMMER RESEARCH/CREATIVE ACTIVITY AWARDS**

***You may submit your proposal as Research or Creative Activity. The Guidelines are the same for both. Depending on which you choose, please answer either the Questions on page 6 (Creative Activity) or on page 7 (Research). Choosing Research or Creative Activity WILL NOT affect your chances of being funded. Please be sure to check your choice on the application Cover Sheet.***

The Summer Research/Creative Activity Awards are for research and creative activity projects done by faculty during the summer months. The awards are made available in accordance with the 2018-2022 EIU-UPI Unit A agreement.

The University will 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.

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

**Eligibility**

All tenured/tenure track University faculty in Bargaining Unit A are eligible. Members of the Council on Faculty Research are not eligible for the awards.

**Potential applicants who are being paid for doing sponsored research from outside sources for two or more summer months are ineligible to apply for a Summer Research/Creative Activity Award.**

**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.**

**Size Limitations**

The narrative portion of the proposal (answers to the questions on pages 6 or 7) **must not exceed five single-sided pages (11-point type).** This limitation does **not** include attachments (cover page, vita, and supportive materials.)

**Budget**

Funds for this award will be paid as a Personal Services payment to the researcher. The money is scheduled to be paid by the end of June. Budgets are not required to be submitted for this competition.

**Number of Proposals Submitted**

A researcher may submit only one proposal in which he or she is the principal investigator. An individual may receive approximately $4,000 in total University Summer Research/Creative Activity Awards funds per year.

**Joint Proposals**

A proposal may be submitted jointly by two or more eligible faculty members. However, the amount of the total award will always be approximately $4,000. The funding will be divided equally amongst the joint applicants. (i.e., two joint applicants = $2,000 each, etc.)

**Jargon**

Proposals will be reviewed by CFR members from diverse backgrounds. Therefore, proposals should be free of 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 counts as supportive material.

**Delivery of Proposals**

One copy of the proposal is to be either submitted electronically (<https://www.eiu.edu/grants/login.php>) or hand-delivered to the Office of Research and Sponsored Programs, 1102 Blair Hall, by **12:00 Noon on Wednesday, February 6, 2019.**

**LATE PROPOSALS WILL NOT BE REVIEWED.**

**Previous Grant Reports**

Researchers who have received CFR grants in the past (not including this year) 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**

A proposal will not be reviewed if

- it is submitted late,

- it is submitted by an ineligible person,

- it exceeds the size limitations (see page 4),

- it is the second proposal listing the same principal investigator,

- the researcher’s vita is not included.

**Review Criteria**

Based on responses to the questions and credentials of the applicant. Please see pages 8 (Creative Activity) and 9 (Research) for a sample of the Proposal Review Forms.

**Compliance Requirements for Release of Funds**

If a proposal is selected for funding, and the project involves human subjects or vertebrate animals, funds may not be released for use by the researcher until the appropriate compliance committee (IRB or IACUC) has reviewed and approved the project.

**Required Reporting for Summer Research Awards**

The researcher will be required to file a report detailing the results of the research/creative activity by **OCTOBER 15, 2019.** Not completing this requirement may result in denial of future funding. Please contact the Office of Research and Sponsored Programs regarding the format of this report.

**SPECIAL NOTE: Faculty receiving a Summer Research/Creative Activity Award from the Council on Faculty Research must be employed by Eastern Illinois University for at least one academic year following the summer in which the grant is awarded. Faculty whose resignations are effective before the end of the academic year following the receipt of a Summer Research/Creative Activity Award will be required to repay the full amount of the grant.**

Any questions regarding Summer Research/Creative Activity Awards should be directed to the Office of Research and Sponsored Programs.

**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 1).**

**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)

QUESTIONS FOR CREATIVE ACTIVITY PROPOSALS

**Directions**

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.**

**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. 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. For joint proposals, each applicant may submit a five-page vita.

B. Supportive Materials: Please include any supportive materials that 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.

C. Bibliography: Citations should be in complete bibliographic format.

**QUESTIONS FOR RESEARCH PROPOSALS**

**Directions**

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.**

**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 the 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 the 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**

A. 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. For joint proposals, each applicant may submit a five-page vita.

B. Supportive Materials: Please include any supportive materials that 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.

C. Bibliography: Citations should be in complete bibliographic format.

 FINAL BOX SCORE\_\_\_\_\_\_

**EASTERN ILLINOIS UNIVERSITY**

**Summer Research/Creative Activity Awards**

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

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

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

 ***Please rank the proposal on a scale of one (minimum) to five (maximum). 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

Sample

Q2. 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 the bibliography;

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

Q3. 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 the bibliography; citations

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

Q3. What steps will you take to implement and complete this project? What is the

anticipated schedule for completing the summer project? Please indicate the

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

Q4. 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

Q5. 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

AA. 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. 1 2

**Strengths:**

**Weaknesses:**

**Additional Comments:**

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

 **FINAL BOX SCORE \_\_\_\_\_\_\_**

**EASTERN ILLINOIS UNIVERSITY**

**Summer Research/Creative Activity Awards**

***SAMPLE*****Proposal Review Form for RESEARCH Projects**

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

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

***Please rank the proposal on a scale of one (minimum) to five (maximum). 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 proposed research is situated in the context of existing information

Sample

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 the bibliography;

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

Q3. 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 the 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 summer project? Please indicate the

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

Q4. 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

Q5. 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

AA. 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\_\_\_\_\_\_\_\_\_**