

Charles L. Cahill Grant for Faculty Scholarship

Proposal submission due October 15th each year

Purpose

Charles L. Cahill Grants for Faculty Scholarship are awarded to full-time faculty to promote scholarship broadly across the University. Faculty members from all academic disciplines are encouraged to apply for funds to support their scholarship efforts. Funding is awarded to: (a) provide seed money for the initiation of projects that subsequently may attract funding from other sources; (b) encourage the pursuit of new areas of research, scholarship or artistic endeavors; (c) fund travel in support of research; or (d) encourage the development of specific professional skills within one's discipline.

Examples of eligible projects include but are not limited to:

- Initial investigations of relevant literature or field research
- Development or preparation of a body of creative work
- Development of pilot or collaborative projects
- Gaining access to specialized equipment, computer time, studio or research facilities
- Work with a noted scholar, artist, or researcher to enhance professional skills which will facilitate the applicant's own research, scholarship, or instruction
- Enrollment as a learner/participant in courses, seminars or workshops to master an identifiable body of new material

Allowable Costs and Activities

- The maximum award is \$5,000.
- Allowable costs may include travel and equipment when inextricably bound to the project, supplies, survey costs, and student wages.
- Unallowable costs include secretarial support, faculty salary, expenses associated with completing degree requirements or meeting licensing/certification requirements, and attendance at conferences, meetings, or symposia (unless these activities are intended for collaboration and inextricably bound to the proposed effort).
- All requested costs are to be detailed and justified in the budget form.

Eligibility

- All full-time faculty members are eligible to apply.
- A faculty member, as principal or co-principal investigator, may submit only one proposal per year.
- Faculty members receiving an award (either as a principal or a co-principal investigator) in the preceding year, or two awards in the last five years, are ineligible.

Application Information

Deadline

- An electronic copy (PDF) should be submitted via email to the Director of Sponsored Programs and Research Compliance (powellp@uncw.edu) by October 15, 5:00 p.m. No paper copy is required. If this date falls on a weekend, the next business day will be the deadline.

Award Announcement

- Awards will be announced prior to the end of the Fall Semester.

Length of Award

- Awards will begin upon notice of funding with *funds terminating in May of the same fiscal year*, however project may continue until December of next fiscal year. Requests for no-cost extensions must be made in writing via email to Director, Sponsored Programs and Research Compliance by May 31st of the same fiscal year and approved by the Director of SPARC.

Proposal Format

The application must include the following:

- **Cover page.** The required cover page with signatures (included at the end of this document).
- **Main application**

The length of the proposal may not exceed four (4) double-spaced pages, 12 pt. font (excluding budget, literature cited, curriculum vitae, and letters). The applicant must address each of the following in their proposal:

- 1. Project Description:**
 - a. Briefly summarize the project's overall purpose and objectives.
 - b. Explain the steps of your project. You are encouraged to include bibliographic resources, where appropriate.
 - c. Describe the expected outcomes and how they will be assessed.
- 2. Evidence of Scholarly Activity:** Provide evidence of previous scholarly activity that demonstrates your ability to succeed at the proposed project. This can include exhibitions, performances, papers, presentations, grants, awards, etc. This should not be a copy/paste from your curriculum vitae; rather it should be a brief description of how you have been successful in similar projects or scholarship.
- 3. Project Relationship to Professional Experiences and Goals:** Explain how the project relates to your professional experiences and how it will enhance your professional development and career goals.

4. **Value to Home Department/College/University/Region/Discipline:** What is the value of your project to your home department/college/university/region/discipline?

Additionally, these four sections should be appended to the main application. Budget and budget justification on form provided is required:

1. A detailed **budget** for the project using budget form.
 - a. The budget must be itemized and include justification for the funds requested, for example, student hours/rates; number of interviews; itemized travel costs (including airfare quotes from travel agencies), etc. A proposal including international travel should reference the Department of State travel rates for that country http://aoprals.state.gov/web920/per_diem.asp. If the proposed project and budget is larger than the maximum Cahill Grant, include the source(s) of other funds (obtained or proposed).
2. A brief **curriculum vitae** that is focused on past scholarship, not to exceed four (4) pages.
3. **Literature cited.**
4. **Other materials.** Other materials such as workshop announcements, letter of invitation, one letter of support (up to one page), and bids for major equipment may be included. This section may not be used to circumvent the page limitation of the application. If the proposed project/activity will lead to a request for external research support, information about potential sponsor(s) may be included in this section.

Selection of Recipients

The Associate Provost for Research and Dean of the Graduate School will convene the Faculty Senate Research Committee to evaluate the applications and make funding recommendations.

Scoring Criteria

In evaluating proposals, the committee will score each proposal based on the following four criteria. Each of these criteria will be scored either 0, 2, 4, or 6 points based on the following designations: 0 – none, 2 – moderate, 4 – good, 6 – exceptional.

Scholarly Merit

1. **Project Description:** How well does the applicant summarize the project's overall purpose, objectives, and expected outcomes? How appropriate are the methods and means the applicant proposes to implement the project? Does the applicant provide relevant bibliographic resources? How well does the applicant provide a clear and well-thought out plan for how the applicant will apply what is learned from the project and assess the project impact? How well does the applicant explain the budget for the project?
2. **Evidence of Scholarly Activity:** To what extent does the applicant demonstrate prior evidence of scholarly activity? (Items can include exhibitions, performances, papers,

presentations, grants, awards, etc.)

Impact

- 3. Project Relationship to Professional Experiences and Goals:** How well does the applicant explain how the project relates to his/her professional experiences and how it will enhance his/her professional development and career goals? This could include information about connection to the department, university, impact on students and courses taught, etc.
- 4. Value to Home Department/College/University/Region/Discipline:** What is the value of the proposed work to the applicant's home department, college, university, region, or discipline? What is the potential to attract external funding?

For each criterion, the scores for individual committee members will be averaged to generate a single score. These will then be summed to determine the total score.

Applications not following the guidelines may be returned without review. Faculty submitting proposals are strongly encouraged to seek the advice of colleagues who have previously received Cahill Grants and other experienced faculty within their Departments. The committee seeks to engender a diverse applicant pool drawing from as many departments as possible. During the review process, when applications receive an equal rank, the committee will consider academic rank (favoring junior faculty), how many previous Cahill grants the applicant has received, and will seek to balance awards among academic disciplines.

Subsequent Responsibilities

Reporting Requirements

All recipients must:

- Provide a final report to the Director of Sponsored Programs and Research Compliance within three months following the completion date of the project/activity.
- Acknowledge Cahill Grant support in all publications resulting from the award.
- Provide the Office of Sponsored Programs and Research Compliance with a copy of each publication and grant application resulting from the award.
- Applicants who have not fulfilled subsequent responsibilities for previous awards will not be considered for future awards.

For additional information, please contact:

Dr. Ron Vetter
Associate Provost for Research and Dean of the Graduate School
Email: vetterr@uncw.edu

910-962-3224

and/or

Panda Powell
Director of Sponsored Programs and Research Compliance
Email: powellp@uncw.edu

910-962-3167

SPARC website:

<http://uncw.edu/research/osp/>

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Proposal Cover Sheet

Name: _____

Department: _____

College/School/Center: _____

Title of Proposed Project/Activity:

Proposed start date: _____ Proposed end date: _____

Total funds requested: _____ (*\$5,000 maximum – to be expended by May 31st each fiscal year*)

Indicate the primary purpose of the proposed work: (*choose only one*)

- To provide seed money for the initiation of projects that subsequently may attract funding from other sources
- To pursue a new area of research, scholarship, or artistic endeavor
- To support travel related to research
- To develop specific professional skills within one's discipline
- Other, please explain below

Please list **all** previous Cahill Grants received, by year, with a brief description (1-2 sentences for each) explaining the outcomes. (Use additional pages if necessary. If none, indicate N/A.)

Signature of applicant: _____ Date: _____

Signature of department chair: _____ Date: _____ (or appropriate supervisor)