Funding Request for Creative Activity, Performance or Research

College of Arts and Sciences
2021-22

Introduction

Each year the Office of Sponsored Programs provides funds to the College of Arts and Sciences to support the creative activity, performance and research of faculty. Collectively, these activities will be referred to as scholarship. Faculty in all seven departments are encouraged to apply for these funds.

Traditionally the college receives $20,000 - 25,000 each year in support of scholarship. This fiscal year we have been awarded $19,580.

The priority for scholarly funding will be the following:

1. new faculty in tenure-track or continuing positions
2. faculty in continuing (less than 5 years) or tenure-track positions who do not yet have tenure
3. continuing (5 or more years) or tenured faculty.

Note that this opportunity and priority system applies equally to Sayre- and Weatherford-based faculty.

Directions to Request Funding

General Information

One proposal may be submitted per person. Format: typed, 12 point font, single spacing, 1" margins.

Assemble the proposal in this order:

1. Cover Page (page provided)
2. Explanation of Scholarship (one page)
3. Proposed Budget (page provided)
4. Budget Justification.

Electronic copies of the proposals are due in the Dean's office by 3 September 2021, 5:00 PM.

All expenditures must be requisitioned by 1 June 2022. Expenditures should be processed throughout the year in continuing support of scholarship, rather than offset toward the end of the fiscal year. For example, the mid-point of the semester should correspond to the consumption of roughly half of your allocated funds.

Travel vouchers not submitted by 17 June 2022 will not be covered by the grant and will be the responsibility of the individual faculty member.

A final report is due to the Dean's Office by 15 July 2022.

Please contact the Dean's office at (580) 774-7152 if you have questions.

Explanation of Scholarship

The explanation is limited to one typed page. It should be written in a manner that any college graduate, university administrator, or legislator could understand and appreciate. (This is not a trivial matter. How well the applicant communicates the scholarship will be taken into account when funding is awarded.) Include the following:

- appropriate background information
- purpose/hypothesis/question
- methods, including how undergraduates* will be involved in this scholarship
- anticipated outcomes
- future presentation of results.

*Involvement of undergraduates is not necessary to receive funding. However, faculty are strongly encouraged to involve students as collaborators in their scholarship.

Budget

Maximum award is $2,000. Departments are expected to provide additional financial support.

Operating Expenses include costs for items such as supplies, postage, literature searches, repairs, printing, rental, software, etc.

Equipment includes costs for technology equipment greater than $500. Computers and tablets may not be purchased with these funds.

Unspent funds do not roll over to the next fiscal year.

Additional Budget Information

Include a budget justification.

List sources of additional funding (other than from your department) and the amount.

If these funds (from the Dean) are to be used as matching funds, please attach the RFP for the external source requiring those matching funds.

Additional Sources of Funding

In addition to these funds, funding is available from two other sources on campus:

1. Department – e.g., travel, activity enhancement fee, foundation, endowment

2. Sponsored Programs

   Request for Financial Assistance - up to $500 to defray travel expenses to present one's scholarship at a professional meeting. Assistance is given to an applicant once per fiscal year. The form for requesting these funds is on the Office of Sponsored Programs' web site. Students may request funding for these same activities from Sponsored Programs using the same form. CAS does not have funds to support student travel.

   Proposal Development Awards - The intent of this award is to provide faculty and staff with financial resources to draft proposals for external funding. Each award provides funds up to $6,000.

There are four important sources of information for faculty seeking extramural funds:

1. The SWOSU Office of Sponsored Programs can assist faculty with the preparation of proposals for extramural funding. Contact the director, Dr. Lori Gwyn, (lori.gwyn@swosu.edu), #7010, for more information.

2. "Grant Opportunities for Oklahoma Higher Education" is edited by Dr. Linda Mason at the Oklahoma State Regents for Higher Education. Subscriptions to this newsletter are free by simply sending an email to Dr. Mason at lmason@osrhe.edu. Past issues of the newsletter are online. Frequency of publication is once or twice a year.

3. The Foundation Directory:

   "90% of U.S. Foundations don't have websites. With Foundation Directory Online, you can put Foundation Center's extraordinary database and fundraising expertise to work for your organization, project, or client, while uncovering information on all 140,000 U.S. Foundations."

   In the past, an abbreviated version of this directory was available online at no charge. There is now a charge for access. However, the Foundation Center at Oklahoma City University provides access to this database at no cost. Contact Ms. Susan Small (ssmall@okcu.edu), database supervisor, for details.

4. Grants.gov is a great place to look for federal funding (https://www.grants.gov/).

   "…the office was chartered to deliver a system that provides a centralized location for grant seekers to find and apply for federal funding opportunities. Today, the Grants.gov system houses information on over 1,000 grant programs and vets grant applications for federal grant-making agencies."

COVER PAGE

Name of Project Director: _____

Date submitted: _____

Department: _____

Phone: _____

Email: _____

Year joined SWOSU : _____

Tenure-track position? Yes No

Tenured (year): _____

Title of Project:

By signing below, the Project Director agrees that

1. the project as described is likely to be completed during the fiscal year,
2. requested funds are appropriate,
3. CAS and University guidelines for spending these funds will be followed, and
4. requested information for CAS or other university offices will be provided in a timely manner.

_____

Signature of Project Director Date

By signing below, the Chair agrees that

1. he/she approves the project,
2. the project as described is likely to be completed during the fiscal year, and
3. the requested budget is reasonable.

_____

Signature of Chair Date

PROPOSED BUDGET

Name of Project Director: _____

Title of Project:

The total requested budget should not exceed the maximum award of $2,000.

Item	A&S Funds Requested	Funds Provided by Department	Total
Student Wages			$ 0.00
Operating Expenses			$ 0.00
Equipment			$ 0.00
Travel			$ 0.00
Professional Services			$ 0.00
Other (specify)			$ 0.00
			$ 0.00
Total	$ $ 0.00	$ $ 0.00	$ $ 0.00