2015 FACULTY-STUDENT SUMMER CARS GRANTS

REQUEST FOR PROPOSALS

PURPOSE OF THE SUMMER CARS GRANTS:

The Summer CARS Grants are meant to serve as a catalyst for faculty-student creative activity, research, and/or scholarship.

A maximum of 5 projects will be funded up to $5,500 total for the project, with a $2,000 maximum stipend for faculty, an additional $3,000 available for student stipends and an optional $500 for supplies/materials. To receive full funding, projects must involve 5 or more students. Funding for faculty and student stipends may be augmented by departmental funds depending on the magnitude of the project, number of students, and time commitments involved. Each faculty member may apply for only one summer grant in 2015 (either SIS or CARS). In addition to one summer grant, a faculty member may apply for a Faculty Grant Development Fellowship. However, if the applicant is awarded the Fellowship, the summer grant proposal will not be considered for funding.

Priority will be given to new initiatives and to those projects that show the greatest potential to serve as a pilot for subsequent external funding.

Funding for a second year will be considered if all previous assessment reports and vignettes have been submitted and the request is accompanied by a progress report that clearly documents: 1) progress that has been made; 2) what will be accomplished in the next phase of the project; and 3) what the benefit would be of additional funding.

APPLICATION/SELECTION/REVIEW PROCESS:

All grants must be submitted on the appropriate Proposal Application Form that should be saved and submitted electronically as a Word document in an email attachment to your department chair by January 16, 2015. The subject line must include SUMMER CARS-your name (i.e., SUMMER CARS-Joe Smith).

All grants must have the approval of the department chair, who will then forward the approved proposal to their Dean by January 21, 2015. Deans will forward the approved proposals to SPFR (dmathew4@naz.edu) by January 26, 2015. Complete proposals with Chair and Dean approvals will be compiled and
reviewed by the CARS advisory team (comprised of faculty members and the Director of Sponsored Programs and Faculty Research). The comments from the CARS advisory team will be forwarded to the VPAA, who in consultation with Deans, will make final decisions about funding.

The following general criteria will be used in judging the proposals.

- Significance of the project
- Project seems doable in the timeframe available
- Plans for peer review and presentation are specific and achievable
- Previously funded projects have been fruitful and assessment/vignettes completed
- Proposal is well written, contains a clearly articulated outline for a project (1000 word maximum) accessible to a non-specialist about:
  - The goals of the project and nature of the work being done
  - The value of the project for participants (faculty and students)
  - Number of students involved
  - The role of the students in the project and the anticipated outcomes for students
  - Timetable for project
- Application is complete and all conditions of application have been met.

**TIMELINE FOR CARS SUMMER FUNDING:**

- Call for proposals: Early December 2014
- Proposals due to Chairs: January 16, 2015
- Proposals to Deans from Chairs: January 21, 2015
- Proposals to SPFR (Debbie Mathewson) from Deans: January 26, 2015
- Full packet of proposals to CARS advisory team and Deans: January 28, 2015
- CARS advisory team returns comments to Debbie Mathewson: February 9, 2015
- Final review by VPAA and Deans: March 2015
- Notification letters sent: Early April 2015
- Project vignettes due to SPFR: October 19, 2015