

INTEROFFICE MEMO: Graduate School/Creighton University

October 1, 2014

To: Full-time faculties in Arts & Sciences, Business, and Law

From: Juliane Strauss-Soukup, Director, Center for Undergraduate Research And Scholarship (CURAS)

FACULTY SUMMER RESEARCH FELLOWSHIP PROGRAM Summer of 2015

The purpose of the Faculty Summer Research Fellowship Award is to foster scholarship among the full-time teaching faculties of the Colleges of Arts and Sciences, Business, and Law. The award is intended to relieve a faculty member from his/her summer teaching and other obligations in order to afford the opportunity to conduct research and pursue scholarly goals during the summer months. Recipients of these awards are expected to pursue their research plans on a full-time basis during the summer; faculty **CANNOT teach any summer courses (this includes all online courses)**. In addition, recipients must continue employment at Creighton for at least one year after the award or return the entire monetary award to the University. **Faculty may not apply for a Summer Fellowship that would be contiguous with a sabbatical leave.**

Eligibility. The Faculty Summer Research Fellowship will be offered only to full-time, tenure-track faculty holding a terminal degree in their field. Each applicant for the fellowship award must present an acceptable plan of research/scholarship which outlines the relationship of the plan to his/her field, the significance of the plan to his/her development as a teacher-scholar, the methods and procedures to be used in the research plan, his/her biographical sketch, and a justification of the direct costs allowance requested to aid the conduct of the proposed activity. **The awards for summer 2015 will be \$10,000.** This award can be taken as a faculty stipend and/or can be used for direct costs (direct costs could include such things as books, travel expenses, supplies, etc.). Faculty fellows will be expected to submit a final report to Dr. Juliane Strauss-Soukup by December 1, 2015. Faculty who have received a summer fellowship the previous year are not eligible for summer fellowship funding in the following year. These awards are not intended for the support of course work or work toward an advanced degree. Under ordinary circumstances, this grant is not intended to support the writing of manuscripts as a singular activity.

Location of Work. Faculty Summer Research Fellows may conduct the proposed research either within the facilities of Creighton University or at another institution that provides an appropriate environment for the conduct of the proposed research activity. All arrangements for affiliation with other institutions are the responsibility of the Fellow.

Evaluation and Selection of Fellows. The evaluation of applicants will be based upon the promise of the research plan as evidenced by the strength of the proposal, as well as the degree to which a proposed project is likely to contribute to the Catholic and Jesuit mission of Creighton University. The quality of the proposed research plan, the involvement of undergraduate/graduate research students, and supporting documents will also be considered. Review and final ranking of proposals will be made by a review committee comprised of representatives from the CURAS Advisory Board, the Academic Affairs Research Advisory Committee, and former Fellows. When several proposals of comparable strength are being considered for this finite number of fellowships, other circumstances may be considered (i.e. access to other sources of funding, time since most recent sabbatical leave, etc.).

Application Materials. Proposals must be completed and submitted according to standard format as provided by the CURAS Director (see attached document: Procedures for Application). The deadline for filing the completed Summer 2015 proposal is 4:00 PM on **NOVEMBER 14th, 2014**. Proposals should be submitted by email to Dr. Juliane Strauss-Soukup, jksoukup@creighton.edu.

TIMELINE for Proposal Submission and Reviews:

November 14, 2014	Deadline for final proposal submitted to CURAS Director
November-December	Peer review of proposals
December 31, 2014	Notification of funded proposals

Faculty Research Fellowship Program

Procedures for Application 2015

A critical evaluation of the merits of the proposed project will be undertaken by referees from within the academic community. Aspects which enter into such an evaluation are: relative importance, feasibility, conceptual capacity of the investigator to conduct the study as evidenced by knowledge of developments in the field, ability to synthesize and summarize and articulate background literature, presentation of the research plan, and involvement of undergraduate/graduate research students. A Committee of former fellows and senior faculty scholars will rank proposals according to the merit evaluation. Please take into consideration that your proposal will be read and rated by a broader audience of faculty. The format of the proposal should be arranged as follows:

Page 1 Cover Page: Title of the Proposal
Principal Investigator
Undergraduate/graduate Research Students
Abstract

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- I. Statement of the Problem/Purpose
A documented presentation that clearly identifies the research problem and its context or carefully articulates the purpose of the project.
- II. Significance of the Problem
This section should substantiate that the problem is significant enough to warrant the time, energy, and money needed to complete the project. It should clearly demonstrate how this knowledge would contribute to the development of this field of inquiry. This section should also include information about how the project fits with Creighton University's Catholic, Jesuit mission.

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- III. Summary of Pertinent Literature
The related research, theoretical and background literature should be summarized and presented in logical, synthesized manner. Previous work of the author should be included in this so the logical link between previous and the proposed work is clear.
- IV. Research questions/hypotheses when appropriate
- V. Design and Methods**
 - A. Design of study
 - B. Procedures
 - C. Data analysis
 - D. Roles undergraduate/graduate students will play in research project
 - E. Schedule for completing the project
 - 1) Schedule for completing proposed project. If the proposal is part of an ongoing project, the schedule should include what part of the project will be done during the summer
 - 2) Anticipated time to finish manuscript and submit for publication
 - 3) Future avenues for support of this line of scholarly work (agencies or foundations that might support this work or other plans for continuing support of research)

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- VI. References
Presented in citation style that is consistent with scholarship in the applicant's discipline.

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- Appendices
 - Biographical sketch of principal investigator (4 pages maximum)
 - Budget justification[‡]
 - Supporting materials (only if absolutely necessary and as limited as possible)

****** Section V. A; V. B.; and V. C. may not be appropriate for the types of projects that are undertaken by humanities faculty members. They may use this section to elaborate on what activities are proposed in order to achieve the project's purpose/goal and how they will evaluate the successes and failures of the project in meeting the objectives. Please note that EVERYONE must submit a schedule for the project.

[‡] Please note that EVERYONE must submit a detailed budget with justification.