

To: Full-time faculty in the College of Arts & Sciences, the Heider College of Business, and the School of Law

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

**SUMMER FACULTY RESEARCH FELLOWSHIP
PROGRAM
Summer of 2021**

The purpose of the Summer Faculty Research Fellowship Award is to foster scholarship among the full-time tenure-track faculty of the College of Arts and Sciences, the Heider College of Business, and the School of 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 and Requirements. The Summer Faculty 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 budget justification of the direct costs requested to conduct the proposed activity. **The awards for summer 2021 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 for research (NOT for conference travel), supplies, undergraduate research student stipend/pay, etc.). 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.

Faculty fellows will be expected to submit a final report to Dr. Juliane Strauss-Soukup by **December 1, 2021**. The final report should demonstrate the impact of the project and evidence of outcomes such as faculty/student presentations, faculty/student posters, faculty/student publications, faculty/student grant proposals/awards and any other scholarly output resulting from this award. Faculty should also list any undergraduates who were involved in the research project, highlighting successful outcomes. In addition, grantees (faculty and undergraduate students) are required to publicly share results of the funded projects at the 2022 University Research Day/St. Albert's Day (date TBD). Faculty grantees are also highly encouraged to participate at the 2022 CURAS Research and Scholarship Fair with their departments.

Location of Work. Summer Faculty 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 quality and promise of the research plan as evidenced by the strength of the proposal. The involvement of undergraduate/graduate research students, the degree to which a proposed project is likely to contribute to the mission of Creighton University, 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 a 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 according to the standard format provided by the CURAS Director (see attached document: Procedures for 2021 Applicants). The proposal should then be uploaded and submitted via the InfoEd online submission system at: Creighton.infoedglobal.com. The deadline for uploading summer 2021 proposals to InfoEd is **4:00 PM on NOVEMBER 17, 2020**.

Instructions on navigating the InfoEd system to upload Summer Faculty Research Fellowship proposals can be found on the CURAS website: <https://www.creighton.edu/curas/faculty/>

If you have questions about using InfoEd, please contact Sponsored Programs Administration at 402-280-2064

TIMELINE for Proposal Submission and Review:

November 17, 2020	Deadline for final proposal uploaded to Creighton.infoedglobal.com
November 24, 2020	Deadline for proposal to be approved in InfoEd by Department Chair and appropriate Dean
November-December	Peer review of proposals
mid-January 2021	Notification of funded proposals

Summer Faculty Research Fellowship Program Procedures for 2021 Applicants

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 a merit evaluation. Please take into consideration that your proposal will be read and rated by a broader audience of faculty.

The proposal should be single-spaced, written in 11-pt Arial font, and arranged as follows:

Page 1	<u>Abstract</u>
Page 2	<p>I. <u>Statement of the Problem/Purpose</u> Applicant should clearly identify the research problem and carefully articulate the purpose of the scholarly project.</p> <p>II. <u>Significance of the Problem</u> Applicant should explain the significance of the proposed work to their field of study. This section may also include information about how the project contributes to Creighton's Catholic, Jesuit mission.</p>
Pages 3-6	<p>III. <u>Summary of Pertinent Literature</u> The related research, theoretical and background literature should be summarized and presented in a logical, synthesized manner. Previous work of the applicant should be included in this section so the logical link between previous and the proposed work is clear.</p> <p>IV. <u>Research questions/hypotheses</u> when appropriate</p> <p>V. <u>Design and Methods**</u></p> <ul style="list-style-type: none">A. Design of studyB. ProceduresC. Data analysisD. Roles undergraduate/graduate students will play in research projectE. Timeline for completing the project<ul style="list-style-type: none">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 write a manuscript and submit this work 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).
Page 7	<p>VI. <u>References</u> Presented in citation style that is consistent with scholarship in the applicant's discipline.</p>
Page 8+	<p><u>Appendices</u></p> <p>Biographical sketch of principal investigator (4 pages maximum) ‡</p> <p>Budget (form provided) & budget justification</p> <p>Supporting materials (only if absolutely necessary and as limited as possible)</p>

** Section V.A.; V.B.; and V.C. may not be appropriate for the types of projects that are undertaken by humanities faculty members. Humanities faculty 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 timeline for the project.

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