



*MSU College of Arts & Letters*

# **2017 FACULTY SUMMER FELLOWSHIP PROGRAM**

GUIDELINES

# PROGRAM DESCRIPTION

The College of Arts & Letters invites proposals from full-time, tenure-system faculty members to assist with efforts to be engaged in research, scholarly activities, and creative artistic projects. The goal of this program is to foster the intellectual development of faculty, increase sponsored research activity in CAL, and to facilitate faculty efforts to achieve national and international prominence in their disciplines.

## PROGRAM PRIORITIES

- Preference will be given to pre-tenured junior faculty and to mid-career faculty who are interested in taking their research in a new direction. Senior faculty are encouraged to submit projects with significant promise to attract external funding.
- The program will fund projects involving original research, scholarly activities, and creative artistic/performance projects. It will not fund editing collections, anthologies, essays, course development, textbook preparation, residencies, workshops, or travel to conferences.
- Support for projects that are likely to be competitive for external funding.

## ELIGIBILITY

This program is limited to full-time, tenured and tenure-system faculty with a majority appointment in MSU's College of Arts & Letters. Faculty may receive this award no more frequently than every other year. Faculty who receive the award are not permitted to teach a course during the summer they receive the award.

## PROPOSAL FORMAT & PROJECT REQUIREMENTS

- **Cover Page** (*form attached*)
- **Abstract** (*100 words max, include separate pages as needed.*)
- **Narrative** (*4 pages max, single-spaced, 1-inch margins, 12 point font*)
  - Proposals should clearly discuss the following:
    - o The nature and significance of the research project
    - o The project's current status
    - o An account of how this funding will enable the proposed research
    - o How the activity fits into the applicant's future research plans, including the possibility of external funding
    - o Specific expected outcomes for the project over the summer and in the longer term
    - o References - Not required, but they may be included as part of the narrative.
- **Budget** (*Include separate pages as needed.*)
  - o Summer Salary - CAL faculty members may request up to one month of summer salary, the lesser of 1/9 of academic year salary or \$10,000. Please consult MSU's Salary Budget Builder (<https://osp.msu.edu/>), your fiscal officer, or Barbara Miller for the correct amount. Fringe benefits may not be included.
  - o Research Project Costs - Up to \$4,000 may be requested to cover costs including hourly student wages (excluding fringe benefits), consultant costs, travel (excluding conference travel), project supplies, equipment, services, human subject incentives, etc. Please include details showing how amounts are calculated and a brief justification for each budget item.
  - o Collaborative proposals - Two CAL faculty members may jointly request funding if the goal of the project is to submit a sponsored research proposal. Teams may request summer salary for both faculty members and shared research project costs up to \$4,000. It is expected that faculty will do an equal amount of work.
  - o Unallowable Activities - The program will not fund editing collections, anthologies, essays, course development, textbook preparation, residencies, workshops, or travel to conferences.
  - o Note - In order to make the best use of limited funding, the review committee may recommend partial funding, such as funding research project costs only.

- **CVs** (2 pages max, Include for CAL lead PI, and for CAL Co-PI for collaborative proposals.)
- **Current and Pending Support** (template attached, Include information about MSU and external funding for CAL lead PI, and for CAL Co-PI for collaborative proposals.)

## TIMELINE

- Proposals are due Monday, October 10, 2016, at 5:00 PM.
- Department Chairs should convene a department review committee and submit a ranked list of proposals to David Prestel ([prestel@msu.edu](mailto:prestel@msu.edu)) by October 24, 2016.
- Applicants will receive email notifications of award decisions by November 30, 2016.
- Project period to spend research funds: May 1, 2017 - August 31, 2017. Extensions will not be granted.
- Final reports should be sent to Barbara Miller ([bmiller@msu.edu](mailto:bmiller@msu.edu)) by September 29, 2017.

## PROPOSAL SUBMISSION

Please submit one PDF file containing all combined documents by email to your department chair **AND** to [bmiller@msu.edu](mailto:bmiller@msu.edu) by the deadline listed in the Timeline.

## PROPOSAL EVALUATION AND REVIEW CRITERIA

A review committee will make award recommendations based on the following criteria:

- Rankings provided by departments.
- The proposal reflects the program priorities listed on page 1.
- The potential of the project to advance the field of study in which it is proposed and to make an original and significant scholarly contribution.
- The quality of the proposal with regard to its clarity, methodology, scope, theoretical framework, and grounding in the relevant scholarly literature.
- The likelihood that the project will attract external funding.
- The feasibility of the project and the likelihood that the applicant will execute the work within the proposed timeframe.
- The scholarly record and career trajectory of the applicant.

## REPORTING REQUIREMENTS

Award recipients will be required to submit a brief report (no more than two pages) that includes the significant outcomes resulting from the award. Reports should be submitted to [bmiller@msu.edu](mailto:bmiller@msu.edu) by the deadline listed in the Timeline. Failure to submit a final report will preclude future funding in this program.

## QUESTIONS

If you have technical questions about the program, please contact:

**DAVID PRESTEL**  
[PRESTEL@MSU.EDU](mailto:PRESTEL@MSU.EDU)

**BILL HART-DAVIDSON**  
[HARTDAV2@MSU.EDU](mailto:HARTDAV2@MSU.EDU)

Administrative questions can be directed to:

**BARBARA MILLER**  
[BMILLER@MSU.EDU](mailto:BMILLER@MSU.EDU)  
517-353-4939

To learn more visit:  
[go.cal.msu.edu/FundingOpportunities](http://go.cal.msu.edu/FundingOpportunities)



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