

## **CREATIVE SCHOLARSHIP GRANT (CSG)**

### **Guidelines 2020-2021**

**APPLICATION DEADLINE: Monday, February 1, 2021, at 5:00 PM**

**AWARD NOTIFICATIONS: Friday, April 9, 2021**

### **PURPOSE and OVERVIEW**

The Creative Scholarship Grants are intended for USF faculty who are in good standing, in disciplines in which outside research support structure is scarce. It is expected that an award will result in research scholarship, creation of new work, exhibition or performance that will enhance the profile and prestige of USF, and possibly result in securing external funding. This program is for faculty pursuing a career at USF. Consequently, researchers who are serving in a temporary or post-doctoral capacity with short-term goals for employment at USF are not eligible for this grant.

The applicant should include a detailed publication/exhibition/performance plan (including names and Web addresses of journals/venues, and submission deadlines, when appropriate) as part of the application for the Creative Scholarship Grant.

**GRANT AMOUNT:** Maximum \$10,000 for a 12-month grant period

**GRANT PERIOD:** The grant start date will be May 1, 2021. Any remaining balance on the grant will be relinquished at the end of the grant period unless a one-time "no cost extension" is granted. Extension requests must be requested through the Internals Awards Program Coordinator prior to the grant end date.

Detailed award set-up instructions will be provided at the time of award notification, including requirements of the final report (due three months following the grant end date).

The Research Council relies on faculty each year to assist in the review of grant proposals and recipients of the CSG agree to participate in this important endeavor.

ALL FUNDING DECISIONS ARE FINAL.

### **ELIGIBILITY CRITERIA - To be eligible applicants must:**

Be current USF faculty who are in good, standing, pursuing research that fits the concept of "creative scholarship" and are minimally supported by the Federal government or other outside sources,

- Be tenured, tenure-earning, or in regularly renewable positions that contractually require independent research or scholarship.
- Have not received a Creative Scholarship/New Researcher grant **within the last Academic Year 2019 – 2020.**
- Not have an active Creative Scholarship/New Researcher grant (prior accounts must be closed).
- Have submitted final reports for all previous USF Internal Awards.
- Be employed by USF in their current capacity during the entire term of the Internal Award.
- Have not applied for more than one Creative Scholarship/New Researcher grant **in the current funding cycle, AY2020-2021.**
- Not have submitted the same scope of work for any other Internal Award in the current cycle.

### **Notes:**

- (1) Non tenure-track faculty must submit a letter from their department head or dean confirming that the applicant is employed in a regularly renewable position, is paid as a USF faculty member, is required to conduct independent research, and it is anticipated that the applicant will be regularly renewed upon satisfactory performance in terms of independent scholarly accomplishment and other contractual obligations.
- (2) Faculty who leave the University or accept a position elsewhere during the term of the grant will forfeit the unspent portion of their grant.

### **Eligible projects:**

- Eligible projects should not have overlapping funding for the scope of work described in this proposal from any other source before or during the term of the grant.
- All other grants and pending proposals and other funding sources for this project must be listed on the History of Grants and Support Forms (Form #9).
- If funding is obtained for another pending proposal for this scope of work, the applicant must notify the Internal Awards Coordinator to discuss a management plan.
- Provide the basis for publications, exhibitions, performances or external grant proposals. The Internal Awards Program will not fund: the delivery or evaluation of services or courses as ends in themselves; training; or the development/preparation of curricula, courses, textbooks, or course materials.

### **EVALUATION CRITERIA (as communicated to reviewers)**

- Potential to contribute to the stature and prestige of the applicant's academic unit and USF
- Potential importance of the results to the applicant's discipline
- Potential to contribute to the applicant's professional development
- Project that is original and innovative in concept and/or approach
- Clarity and soundness of objectives/hypotheses, methods, and budget justification
- Significant publications, exhibitions, performances or writings, especially resulting from prior Internal Awards
- Adherence to the application guidelines
- Demonstrated limited availability of alternative funding for this project

**The Research Council may take into consideration the number of grants received by an applicant in the recent past or the current cycle when determining if a project will get funded.**

**The Research Council relies on faculty each year to assist in the review of grant proposals and recipients of the CSG agree to participate in this important endeavor.**

### **Writing Recommendations**

Please limit the introduction/background section of your project description to no more than one page to allow more space for a fuller discussion of the core of the project.

- What are you trying to accomplish?
- How is it done now, and what are the limitations?
- What is truly new in your approach that will remove those limitations?
- If successful, what difference will it make?
- Are your data collection and data analysis methods appropriate and will they lead to publishable and/or fundable results?

### **Additional Writing Recommendations for Composers/Artists/Writers**

The results of your project should add to the body of music/art/literature in a way that specifically documents its dissemination into the field and justifies its impact on the field.

Your project description should be clear about:

- What you wish to accomplish through this project
- In what ways is it original, innovative and “cutting edge”
- How and where the results of your project will be disseminated (Identify venue, contract with recording label, agreement with publisher, performances, etc.)
- What specific impact the completed project will have on your field
- What effects will this have on your reputation and future creative research

### **ALLOWABLE COSTS**

- Funds must be used during the 12-month grant period. Any remaining balance on the grant will not be available to the recipient unless a “no-cost extension” is granted.
- Supplies required for the project that are unavailable to the applicant. Expenditure Guide Software & equipment that is significantly more powerful than required for the project will not be fully funded.
- Projects needing heavy Equipment will need strong justification.
- Travel for the applicant, only if necessary to conduct the project (justification and documentation are required).
- Operating expenses related specifically to the project.
- Student stipends to work on the applicant’s project (must include fringe benefits; health insurance is also required for graduate students.).
- Salaries/release time for PIs typically has lower funding priority than other research expenses. Requests for such must include fringe benefits and have a full and compelling justification.

### **UNALLOWABLE COSTS**

- Training & consultation for equipment and software are not allowable costs.
- Travel to attend conferences or to present the results of the work WILL NOT be funded from this grant.
- Graduate Tuition is not allowed.
- Funding from this grant cannot be used to supplement regular salary over 100%.
- Extra compensation is not allowed.

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### **APPLICATION SUBMISSION PROCEDURES**

**IF YOU DO NOT RECEIVE CONFIRMATION OF RECEIPT OF YOUR APPLICATION WITHIN ONE WEEK OF SENDING IT TO DSR VIA THE EMAIL ADDRESS: [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)**

**CONTACT Melody Spencer at [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu)**

Follow the specified application requirements and submission procedures closely and provide **ALL** the requested information. Failure to do so may result in the rejection of the application.

Questions regarding the forms or procedures should be directed to Melody Spencer, Internal Awards Coordinator, [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu).

**Submit the application electronically:** upload the MSWord application to your computer, fill it out, print it, obtain all signatures, scan the document and allowable supporting documents as a PDF file, and e-mail it to [rsch-internal-awards-program@usf.edu](mailto:rsch-internal-awards-program@usf.edu) by the deadline.

**DEADLINE FOR RECEIPT - 5:00 p.m.** on Monday, February 1, 2021. Documents sent after 5:00 p.m. **WILL NOT BE ACCEPTED.**