

Summer Research/Creative Activity Award Guidelines

(for applications due on October 31, 2023)

Purpose and Nature of the Award

The Summer Research/Creative Activity Award (SRA) is intended to encourage and support the research, creative, artistic, and scholarly endeavors of full-time tenured or tenure-track EMU faculty during the summer months (May-August) by providing stipends of \$12,000 for outstanding proposals in lieu of summer teaching assignments. Faculty may apply in teams. Each team member is allowed to request a full award, but each benefiting member must submit a full electronic application. Each team member must describe their contributions to the project. A single SRA stipend may not be split among team faculty members.

Timeline

Applicants must adhere to internal deadlines. After submission, proposals may not be altered in any way.

Deadlines are as follows (if any of the dates below are on a weekend, the following Monday date is used):

October 31st:

Submission of proposals via EMU's proposal submission portal (<https://emich.infoready4.com>); login with your EMU NetID credentials. **(Please allow yourself adequate time to answer our application questions in InfoReady and to upload your proposal)**

January 15th: Applicants will be notified of award decisions by the Provost and Executive Vice President.

Submission Procedure

- Login to InfoReady, *EMU's CompetitionSpace* proposal submission portal, with your EMU NetID credentials (<https://emich.infoready4.com/>).
- Enter your application information in the required fields.
- Upload your proposal. *All proposal elements must be combined into one pdf file.* The name of the pdf must be applicant's last name, first name, award and year. Example: *Smith_John_SRA_2024*
- To qualify for Committee review, all application information and the uploaded pdf version of the proposal must be accepted and repositied by InfoReady no later than 23:59:59 (11:59:59 pm) on the deadline date.
- Proposals may not be altered in any way after they are uploaded to InfoReady.
- Only one proposal per applicant.

Proposal Elements

The Review Committee will assign heavy scoring deductions to proposals that do not comply with these technical requirements.

The single proposal pdf file must contain the following proposal elements:

- Title page (1 page): include project title; name, rank, and home department of applicant(s); and brief abstract (double space, 1" margin, 12-point Times New Roman font).
- Project narrative (4 pages maximum): project description, project implementation plan, time justification, and benefits. The narrative must be double-spaced on numbered pages in 12-point Times New Roman font with one-inch margins (timelines, figures, captions, tables can be single spaced). *Proposals are read by faculty from many different disciplines. It is essential that all sections of the proposal be understandable to non-specialists. Reviewers are not obligated to follow hyperlinks.*

- Capability Statement/Likelihood of Success: One page detailing the applicant's likelihood of completing the project. The page can take the form of a narrative (1 page maximum) addressing the applicant's qualifications and capability of successfully completing the project or a CV (1 page maximum) of applicant's disseminated scholarly/creative activities over the past five years, or a combination of narrative and CV (1 page maximum). Any narrative must be double-spaced in 12-point Times New Roman font with one-inch margins; any CV portion may be single-spaced in 12-point Times New Roman font with one-inch margins.
- A separate page (1 page) listing: 1) internal awards (Summer, FRF, Sabbatical) **pending or secured** during the last five years, including final outcomes (a list of relevant presentations, publications, grant applications, etc.) or your current stage in the process of dissemination. If no outcome is listed, the committee will assume there was NO outcome to report. 2) external grant applications in the previous 5 years (funding decisions and outcomes are not required). The list of internal/external awards may be single spaced but must be in 12-pt. Times New Roman font with one-inch margins.

Optional:

Appendices as appropriate (may include references, contracts, letters of permission/access, tables of contents, survey instruments, etc.). Appendices may be single spaced. Note that reviewers are not obliged to read appended material. If (a) Human Subjects or (b) Animal Care & Use or (c) Institutional Biosafety approval is needed and has been granted, please submit a copy of approval at this time. If not yet granted, a copy of your approval must be placed on file by April 15.

Evaluation Criteria

Applications are evaluated on:

- a) Title Page & Abstract: Abstract is understandable and addresses specific purposes of the award (double space, 1" margin, 12-point Times New Roman font).
- b) Project Description: Need/significance within the discipline is addressed. Goals and objectives are worthwhile, clearly stated, and feasible (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, tables can be single spaced).
- c) Project Implementation: Well-conceived work plan, methodology and timeline for the summer months. Outcomes assessment is included (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, captions, tables can be single spaced).
- d) Time Justification: Scope of work is appropriate for requested time. Project requires four summer months (double space, 1" margin, 12-point Times New Roman font; any timelines, figures, captions, tables can be single spaced).
- e) Benefits: Proposal discusses the overall benefit(s) to the applicant, to students, to the discipline, to EMU, and/or to the wider community. Benefits can include collaborative relationships, external funding, patents or copyrights, publications, artistic works or performances, and learning opportunities for EMU students (double space, 1" margin, 12-point Times New Roman font).
- f) Capability Statement/Likelihood of Success: Applicant's previous scholarly/creative activities suggest they can successfully achieve the project goals in the stated time. Titles of internal awards (Summer, FRF or Sabbatical) received during the last five years, including final outcomes (presentations, publications, grant proposals, and other disseminations). Applications submitted for external funding during the past five years (external funding decisions and outcomes are not required). (Double spaced narrative; CV can be single spaced, 1" margin, 12-point Times New Roman font).
- g) New lines of research/creative activity, particularly from tenure-track (probationary) faculty, will be given higher preference over established programs.

Please see the University Research and Sabbatical Leave Committee (URSLC) Summer Research/Creative Activity Award Evaluation Form for the detailed scoring rubric.

<http://www.emich.edu/research/development/funding/summerresearch.php>

Allowable Items

Although a wide range of proposals is sought, the following items and activities (in no particular order) are allowable and consistent with the goals of the award program.

- a) Preliminary data collection or initial, experimental stages of research that will likely result in proposals for external funding
- b) Time to initiate (higher preference) or complete (lower preference) a major scholarly or creative work
- c) Interdisciplinary faculty teams to write major institutional or interdisciplinary proposals

Non-Allowable Items

- a) Predominantly commercial ventures
- b) Institutionally directed research (“work for hire”)
- c) Faculty development
- d) Service projects
- e) Curriculum/course development

Additional Restrictions and Allowances

- a) Faculty members shall not be assigned a teaching load during the award period (May – August).
- b) Unfunded proposals may be revised and resubmitted for consideration in a future funding cycle.
- c) Unfunded proposals may be revised and submitted for consideration for a Faculty Research Fellowship Award, so long as the revised application adheres to the FRF guidelines.
- d) Recipients remain eligible for other awards in the same year. However, duplicate funding from any source for the same scope of work is not permitted.

Feedback to Applicants

If requested, the URSLC chair will share with applicants the strengths and weaknesses of their proposal as perceived by reviewers, as well as its score and ranking. The committee chair will not disclose the scoring forms, written comments, or identities of individual reviewers.

Requirements of Award Recipients

- a) If Human Subjects or IACUC approval is needed, a copy of approval should be placed on file before April 15th so that Summer Award stipends can be released.
- b) If applicable, your approval or notification letter from the Institutional Biosafety Committee must be placed on file by April 15th so that the Summer Award stipends can be released.
- c) Funds cannot be released to award recipients until the [EMU Outside Interest Disclosure Form](#) has been completed for this project.
- d) Any revision or alteration of an awarded proposal requires prior written approval by the Associate Provost and Associate Vice President for Graduate Studies and Research (AVP-GSR). If an award recipient fails to abide by this policy, the AVP-GSR will document that fact with the URSLC at the time of the person’s next submission for an internal award.
- e) In accepting funding for a proposal, the recipient agrees to submit (during the upcoming fall semester after the award period) a final report (maximum two pages) to the AVP-GSR with copies to the awardee’s department head/school director and dean. Faculty with overdue reports are ineligible for internal funding and, as stated in the EMU-AAUP collective bargaining agreement, may have their pay withheld. Your report is due August 31 if you should choose not to return to faculty service in September.

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