

# Faculty & Student Research/Creative Activity Grants (FSRCAG)

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## Request for Proposals 2025-2026

### **I. GENERAL INFORMATION AND GUIDELINES**

#### ***PURPOSE***

The purpose of this initiative is to provide support for faculty proposals that directly involve undergraduate or graduate students in research or creative activity directed toward a joint presentation, publication, demonstration, and/or performance. The Office of the Provost and Vice President for Academic Affairs has provided funding for this initiative.

#### ***GOALS of the PROGRAM***

- Promote undergraduate and graduate research, scholarship, and creative activity.
- Enrich teaching and learning by providing opportunities for students to experience the process of scholarly exploration, discovery, and creative activity under the guidance/mentorship of faculty.
- Support both students and faculty to pursue advanced academic research, scholarship, and creative activity, beyond the scope of existing course projects.

#### ***ELIGIBILITY***

**A proposal may not be considered or may receive lower scores if it fails to comply with *the guidelines*, or if the information provided is incomplete.**

1. One faculty member must be named as the project director; other faculty members working on the project are to be listed as co-directors. To be eligible to apply for this grant program, faculty must be a full-time, regular employee at SRU. Temporary and adjunct faculty members are not eligible to serve as the Project Director but may serve as a Co-Project Director. Please see the policy at: <https://www.sru.edu/offices/grants-research-and-sponsored-programs/forms-and-policies>.
2. One or more undergraduate or graduate student(s) must participate in the proposed project. The student(s) may not be the project director but must work in partnership with the faculty member(s), not merely for or under the faculty.
3. Students are required to submit an abstract to present the results of the project at the Symposium for Student Research, Scholarship and Creative Achievement, which is held during the Spring semester. Faculty recipients are also encouraged to present their projects at a professional conference/workshop/performance and/or to publish the results of the research/creative activity.
4. Due to the number of proposals received and the limited amount of funding available, only one proposal per faculty member as the project director is permitted to be submitted. Also, where multiple proposals include the same team of faculty director and co-directors, funding for one grant will be shared equally among the proposals.
5. Proposals will not be reviewed if one of the following occurred:
  - a. Additional documentation (appendices, letters of support, etc.) beyond the instructions was submitted.
  - b. Projects from previous grantees did not submit final reports.
  - c. Project outcome(s) are merely part of an existing course, and do not allow for deeper/unique exploration of academic interests or creative pursuits.
  - d. Proposals request funding for ONLY student travel or ONLY honorarium.

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## II. PROPOSAL INSTRUCTIONS

### **PREPARATION OF THE PROPOSAL**

#### **A. FORMAT GUIDELINES**

1. Proposals must be submitted using the electronic application form located on the website at <https://secure.sru.edu/forms/GrantTracker/Home>.
  - a. Enter SRU username (leave off the @sru.edu part), and SRU password.
  - b. The proposal does not need to be completed in one sitting. It can be saved and worked on at a later time.
2. **COVER PAGE:** Complete the cover page of the application in GrantTracker and provide the required information.
  - a. Project Details
  - b. Project Abstract: Written in lay language in a manner for a wide audience and must not exceed 150 words
  - c. Attached documents (PDF of proposal)
  - d. Collaborator(s) Information
  - e. Compliance Considerations
  - f. Budget Considerations
  - g. Budget Table
3. **PROPOSAL:**
  - a. Prepare the proposal in a Word document using lay language.
  - b. Single-spaced, 1-inch margins, a minimum of 11-point font
  - c. Project Director's last name should be at the top right of each page.
  - d. Insert consecutive page numbers on the bottom of each page.
  - e. Save the final proposal as a PDF file and add it as an attachment to the online application.

#### **B. CONTENT GUIDELINES**

Provide the following information in the exact order with the paragraphs of each section headed with the underlined titles below. Proposals should be written in lay language so readers with varied backgrounds are able to easily comprehend the content.

1. **Project Description** (no more than three pages):
    - a. Overview
      - i. Briefly and clearly describe the background and significance of the project.
      - ii. Include a brief, relevant literature review with appropriate citations.
    - b. Goals
      - i. List the goals of the project and how this project contributes to one or more of the goals of the RFP.
      - ii. Describe to what extent this project will advance faculty/student research/creative activity at SRU or within the discipline.
    - c. Description of the project – Use the following sub-headings:
      - i. Purpose Statement – State the purpose of the project in 1-2 sentences.
      - ii. Methodology for Research – Provide a detailed description with clear, specific steps to explain how data will be collected, analyzed, and interpreted.
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Methodology for Creative Process – Provide a detailed description with 1) the systematic approach to acquire and apply a creative process and 2) how the process will contribute to creative growth.

iii. Expected outcomes

- (1) Provide clear, specific outcomes to describe what faculty and students expect to learn.
- (2) Provide a plan to disseminate the results:
  - (a) Students must submit an abstract for the SRU Symposium for Student Research, Scholarship and Creative Achievement.
  - (b) Faculty will explain how dissemination of the results will occur at relevant professional venues (professional conferences, workshops, publications, demonstrations, or performances) with participation of the student[s].

iv. Roles of the faculty, collaborators, and students

- (1) Identify and define the role of all faculty (projector director, co-director, and any other non-student collaborators, if applicable) associated with the project.
- (2) Define the role of the student(s) associated with the project, including method of selection and whether the project is associated with academic credit-bearing activity.
- (3) Explain to what extent this project will advance the collaboration in research/creative activity between the faculty member and the student(s).
- (4) If appropriate, describe the plan to gain IRB approval for research with humans OR IACUC approval for animal research.

Note: If funded, the project must be submitted to the IRB for research involving human participants or the IACUC for research involving animals. Projects involving hazardous materials must be approved by the Office of Environmental Health and Safety. Approvals do not have to be obtained prior to the submission of the proposal; however, no funds will be released until approval from the appropriate committee has been obtained.

2. **Timeline** (no more than one page): Projects can begin as early as January 1, 2026, and must be completed by December 31, 2026. Include dates, steps, and faculty and student tasks.
3. **Budget Justification:** (no more than two pages): Provide an explanation for the funding request for each category. Proposals requesting funding for ONLY student travel or ONLY honorarium will not be funded.
  - a. **Student Wages:** Currently \$10/hour; Grant funds cannot be used for student wages during the period that academic credit is being awarded for work pertaining to the grant.
  - b. **Fringe Benefits:** 7.65% of student wages for summer work ONLY
  - c. **Supplies:** Requests for supplies must be for the proposed project. Individual supply items do not need to be described but clearly state why the items are necessary to complete the project.
  - d. **Operating expenses:** Postage, photocopying, etc.
  - e. **Travel:**
    - i. Grant funds may be used for domestic travel only.
    - ii. Requests for student travel should explain where the student(s) will be traveling, for what purpose, and an estimated cost for items such as airfare or mileage, hotel, tolls, conference registration, etc. The grant is not intended to fund ONLY student travel expenses.
    - iii. **The new Student Travel Procedures must be followed.** For most travel, students are responsible for covering their own meals, except in the following cases: 1) A preapproved group meal related to the purpose of the trip (e.g., lunch with a speaker, welcome dinner), paid for in advance by the university; 2) Meals included in registration fees, hotel charges (e.g., continental breakfast), or provided by a host organization; 3) In unforeseen circumstances, such as a major travel delay, the trip leader must consult their university unit head to determine how to handle unplanned meal expenses.
    - iv. Compensation for faculty, including travel, is not permitted under this funding program.

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- f. **Other/miscellaneous:** Publication costs, participant incentives, honorariums, etc.

**Other budget considerations:**

- Insufficient justification of expenses may lead to the proposal receiving a lower score from the reviewers.
- The funds are not intended for departments to purchase equipment.
- The IATS Office must be consulted if requesting any type of software for compatibility, and to ensure the software (or similar) is not already available. A quote issued by IATS must be attached to the proposal for any requests for software or hardware.
- Requested funds cannot exceed \$5,000. Any funds over \$5,000 must be provided by the Department Chair and/or Dean, or other sources.
- Unexpended grant balances must be returned at the end of the project period.

4. **Bibliography/References** (no more than one page)

5. **Biographical Sketches** (no more than one page per person)

- a) Include a brief biographical sketch, not a CV, for the project director, any co-director(s), and any non-student collaborators.
- b) Include a brief biographical sketch for each student working in partnership with the faculty member(s) stating the qualifications of each student.
- c) If the student(s) have not yet been identified, include the number of students that will be involved in the project and a brief description of the qualifications required to perform the duties.
- d) The name(s) of the student(s) must be provided to the Grants Office prior to the start of the project.

### **III. SUBMISSION INSTRUCTIONS**

- A. Click on the submit button in the online portal, a confirmation will appear to show that the proposal was submitted.
- B. Click on the "Download PDF." This will add a signature page to the proposal.
- C. Obtain the signatures from the Department Chair and Dean for approval.
  - 1) Allow sufficient time for the Department Chair and Dean to review the proposal prior to signing the proposal.
  - 2) Check with these individuals on how much time prior to the deadline they require to review the proposal.
- D. Once all signatures are collected, email the signature page to Casey Hyatt in the Grants Office by the deadline, **4:00 PM on Monday, November 10, 2025.**

### **IV. REVIEW PROCEDURES**

The SRU Professional Development Committee will review proposals received in response to this RFP. The proposals will be reviewed by faculty members that may be outside of the discipline and, therefore, should be written in lay language. The Committee will make funding recommendations based on their review to the Provost and Vice President for Academic Affairs.

### **V. TERMS AND CONDITIONS OF AWARD**

A project completion report detailing the outcomes of the project, including the dissemination of the project results, is to be submitted to the Office of Grants, Research and Sponsored Programs no later than 30 days

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following the completion of the project, or at the latest, by January 31, 2027. The student(s) must also complete a final report outlining their experience on the project. Forms will be sent to the project director to distribute to the student(s). Proposals from previous grantees with outstanding final reports will not be reviewed.

**Projects are to be completed by December 31, 2026.** All proposals should reflect an ending date no later than December 31, 2026. Requests for an extension to complete a project or present at a conference after the stated project period end date must be made by at least 30 days prior to the end of the project period stated on the grant proposal. The project director must submit a [no-cost extension request for an internal grant](#) to the Office of Grants, Research and Sponsored Programs with a justification on why the project could not be completed by the anticipated end date and a new project end date. Requests for extensions made after the project period ends will not be approved.

### VI. NON-SCORED REVIEWS

Applicants are strongly encouraged to contact the SRU Faculty Professional Development Committee representatives from their college to discuss their proposals prior to finalizing the document. The Committee members can conduct a non-scored review of draft proposals for faculty members in their College upon request. Draft proposals must be given to the individual Committee member by **Monday, October 20, 2025**, to allow sufficient time for comments to be given back to the faculty prior to the submission deadline. Current Committee representatives are as follows:

College of Business	College of Education	College of Engineering and Science	College of Health Professions	College of Liberal Arts	Library, Academic Services and Athletics
Dr. Thuy Bui Finance, Accounting, Marketing, & Economics	Dr. Enoch Nkana Curriculum, Instruction, & Educ. Leadership	Dr. Paul Falso Biology	Dr. Betsy Kemeny Psychology, Social Work, & Recreational Therapy	Dr. Gisela Dieter Languages, Literatures, Cultures & Writing	Dr. Alessia Zanin-Yost Bailey Library
Dr. Joseph Losko Safety Management	Dr. Sararose Lynch Special Education	Dr. Jialing Wang Environmental Geosciences	Dr. Nikhil Ahuja Public Health Services	Ms. Heather Hertel Art	<b>Administrative Representative</b>
	Dr. James Preston Curriculum, Instruction, & Educ. Leadership		Dr. Patricia Pierce Exercise Science	Ms. Barbara Westman Art	Ms. Casey Hyatt Grants, Research & Sponsored Programs

### VII. APPLICATION DEADLINES

The grant applications must be submitted **by 4:00 p.m. on Monday, November 10, 2025**. Funding announcement will be made on or before December 15, 2025. Projects can start as early as January 1, 2026, and must be completed by December 31, 2026. A single project may not exceed \$5,000 in requested funds.

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## ATTACHMENT A

Blank budget table for use in drafting the budget.  
This information will be input into the budget table on the electronic application form.

### Budget Table

- Requested funds cannot exceed \$5,000.
- Use whole dollars only and put the total for each line item in the table.
- A detailed description of each category must be provided in the Budget Justification section.
- Any funds over \$5,000 must be provided by the Department Chair and/or Dean, or other sources and included under the Matching Funds column(s).
- The signatures of the Department Chair and the Dean on the proposal indicate they agree to the budget proposed.

Category	Proposal Request	Department Chair or Dean Matching Funds	Other Matching Funds	Total Project Cost
Student wages (\$10/hour)				
Fringe Benefits (7.65% of student wages for summer work ONLY)				
Supplies				
Operating Expenses (postage, photocopying, etc.)				
Travel (for current rates, see <a href="http://www.sru.edu/offices/accounting-services/travel-info">http://www.sru.edu/offices/accounting-services/travel-info</a> )				
Other/Miscellaneous (Publication costs, participant incentives, honorariums, etc.)				
<b>TOTALS</b>				