

Purpose

Grant-in-aid awards provide faculty with funding to support scholarly research/creative activity. All eligible faculty members are encouraged to apply.

Eligibility/Limitations

All tenured and tenure-track faculty across Temple's schools/colleges that meet the following criteria are eligible to apply for a Grant-in-Aid Award:

- Due to funding limitations, awards are typically capped at \$3,000 overall, with generally no more than \$1,500 allotted for travel and travel-related expenses.
- Faculty members receiving a grant-in-aid must submit a summary report to their department chair, dean, Vice Provost for Faculty Affairs (vpfac@temple.edu) and the Provost within 30 days of grant-in-aid project completion.

Application Submission

In addition to meeting all eligibility criteria, grant-in-aid applicants must provide the following for consideration:

- A completed, signed Grant-in-Aid application form with the endorsement of one's department chair and dean;
- A 4-part written proposal (not exceeding five double-spaced pages) including a detailed budget;
- An up-to-date curriculum vitae (CV); and
- IRB approval documentation if the grant-in-aid project involves human subjects.

Incomplete applications will not be considered.

Applications will be collected and submitted by deans' offices.

Guidelines for the 4-Part Written Proposal

Written Proposals **should not exceed five double-spaced pages**. The length of any appendices should be limited. The proposal should be self-contained and not rely on any appended material not otherwise specified.

In writing your proposal, please be mindful that not all award committee members will be from your field of expertise.

4-Part Proposal:

- **The first section of the proposal should be an abstract of no more than 250 words explaining your grant-in-aid project proposal.**

- **The second section of the proposal should argue for the importance of the project.** If the project is connected to your previous work, please explain how it will extend that work. If the project is designed to take you in a new direction, please explain how that direction will enhance your professional development.
- **The third section of the proposal should establish the feasibility of the project through an explanation of what you plan to do. This section requires a written statement as well as a detailed budget.** If the project is a scholarly one, you should explain what you plan to do and when you plan to do it as clearly and concisely as possible. If the project will require resources beyond those for which you are applying, you should explain how you plan to obtain those additional resources. If the project requires the collaboration of others, you should provide evidence that you can get that collaboration. If you are applying for more than one type of award for a single project, you should explain why each award is necessary to bring the project to fruition.
- **The fourth section of the proposal should return to the issue of the project's importance, this time by explaining as clearly as you can what products will come of it.** These products could include publications, presentations, performances, and curricular materials, among other possibilities.

Curriculum Vitae (CV)

Provide an up-to-date curriculum vitae (CV).

- **If you have received previous sabbatical, grant-in-aid or summer research awards of any sort, please highlight the products that resulted from those awards in your CV.**

Consideration/Awards

Applicants must submit all application materials to their Department Chair and Dean for review.

Please keep in mind any internal application deadlines that may be imposed by your school/college.

Deans' Offices shall forward to the Office of the Vice Provost for Faculty Affairs all grant-in-aid applications (electronically via Canvas) by **the advertised award deadline: Friday, October 16, 2020.**

Award decisions are based on three primary criteria: 1) the importance of the project, 2) the feasibility of the project, and 3) the applicant's record of effective use of previous awards.



University Grant-in-Aid Award Application Form
2020-2021 (Effective 2021-2022)

Name: TUID: Application Date:

School/College: Department:

Appt. Type: Tenure Track Tenured

Rank: Instructor Assistant Associate Professor

Highest Degree Earned:

*Due to funding limitations, awards are typically capped at \$3,000 overall, with generally no more than \$1,500 allocated for travel and travel-related expenses.

I am requesting Grant-in-Aid in the amount of \$*.

Have you received a sabbatical, grant-in-aid or summer research award within the last 10 years? Yes No

If yes, which award(s) and for which semester(s)/year(s):

For the most recent grant-in-aid award (if applicable), please attach a copy of the written report which you submitted to the Provost.

Proposed Grant-in-Aid Project Title:

Does your proposed Grant-in-Aid project involve the use of human subjects? Yes No

If yes, please note that all projects involving the use of human subjects require Institutional Review Board (IRB) approval. Any potential grant-in-aid award will not be finalized until such approval is obtained. Please submit all relevant documentation regarding IRB approval with your application.

Check which of the following applies:

Project has been approved by IRB and documentation is included with my application

IRB approval is pending

IRB approval for this project will be submitted to the Vice Provost for Faculty Affairs by [date]

Project does not require IRB approval

If you do not receive this funding, what other funding sources do you plan to pursue?

If you are applying for both a Summer Research and Grant-in-Aid award and you could receive only one, which would you prefer to receive? Summer Research Award Grant-in-Aid I'm not applying for both

By signing below, I acknowledge that I have read all Grant-in-Aid application guidelines and eligibility requirements and hereby agree to abide by all.

Applicant Signature: Signature Date:

Please be mindful of any internal school/college award deadlines.

Your application (complete, signed application form; 4-part written proposal with detailed budget; up-to-date curriculum vitae; and IRB documentation (if applicable)) must be submitted to your Department Chair and Dean's Office for review.

FOR ADMIN. USE ONLY

Dept. Chair Signature: Print Name: Date:

Dean's Signature: Print Name: Date:

School/College Deans' Offices should forward all complete applications to the Office of the Vice Provost for Faculty Affairs for consideration via Canvas by Friday, October 16, 2020.