**Fleming Student-Faculty Collaborative (SFC)**

**Fund for Research and Creative Endeavor 2023-2024**

**Application for Research, Artistic Endeavor, or Scholarship Grant**

**Research, Artistic Endeavor, or Scholarship Grants –** there are four deadlines each year for the Research, Artistic Endeavor, or Scholarship Grants. Applications must be submitted in advance of the proposed project. Please allow the committee a turn-around time of approximately 10 days to review your proposal. Applications are due by **5:00pm** on the following dates:

* + - Monday, September 18, 2023
		- Monday, November 13, 2023
		- Monday, February 19, 2024
		- Monday April 1, 2024

Please note, this application form is **not** for a project’s presentation expenses. If your proposal is for project presentation expenses, please complete the **Application for Presentation Award** which can be found [here](https://www.nebrwesleyan.edu/academics/experiential-learning-nwu/research/student-faculty-collaborative-research).

This application will consist of four parts:

1. Abstract
2. Project Proposal
3. Project Budget and Budget Justification
4. Faculty Stipend Request (if applicable)
5. Faculty Recommendation (for student-directed applications)

The proposal should be a full-conceived project that includes background support, all documentation, relevant research instruments (e.g., questionnaires or surveys), and additional letters of support as needed. Award requests may range from under $150 to over $2000. **However, in the past, requests over $2000 per student have often not been fully funded due to limited funds and the requirement to set aside funds for proposals submitted in subsequent quarters. Consequently, the SFC Committee needs to know in advance whether applicants are willing to partially fund themselves or will receive funding from other avenues. This can be documented on the budget sheet.**

Please send an electronic copy of the completed application and associated documents by 5:00pm on the respective due date to Carrie Meeske Holloway and the Academic Affairs Office.

1. Abstract – the information that you provide in this section may be used in general publications as promotional material. This summary should be original and not an excerpt taken direction from the project proposal. The abstract should be **a maximum of 300 words.**

**Name of Student Collaborator(s):**

**Name of Faculty Collaborator(s):**

**Department and Division:**

**Title of Project:**

Please type abstract here.

1. Project Proposal – if more than one student of faculty member is involved, please provide personal information for each involved member.

**Name of Student Collaborator:**

**E-mail Address:**

**Mailbox:**

**Major:**

**Year (i.e., freshman, sophomore, junior, senior):**

**Expected Graduation Date:**

**Remaining Credit Hours:**

**Name of Faculty Collaborator:**

**E-mail Address:**

**Department and Division:**

**Title of Project:**

**Director of Proposal (Student or Faculty):**

**Total Amount Requested on Budget Sheet:**

**Period of Performance:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (start date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (end date)

**Questions**

1. Has the student or faculty collaborator(s) received a grant/award from the SFC Committee Fund within the past 5 academic years? If yes, what was the project number?
2. Does the student or faculty collaborator(s) have additional funding sources available to them?
3. Does the research involve the use of human subjects? If yes, state below that you acknowledge that your project will need (or has received) IRB approval. Please click [here](https://www.nebrwesleyan.edu/inside-nwu/institutional-review-board) for more information on the IRB process and contacts.
4. Describe the purpose of your scholarship (i.e., research or creative endeavor).
5. Describe your team’s preparation for pursuing this project. Include both formal and informal training and relevant experiences.
6. Describe how you intend to accomplish your project, the project steps and timeline, the method(s) or processes chosen, and how they are appropriate for the discipline. Explain the feasibility of your activity. Please consider time and funding restraints. IF more than one student is involved, please describe exactly how each student will contribute.
7. Describe the role of each faculty collaborator. How will they be involved in the project?
8. Describe your plan for a discipline appropriate dissemination of your scholarship beyond the Nebraska Wesleyan University Symposium at the end of each Spring semester (e.g., peer-reviewed publication, oral presentation, poster presentation, performance, juried competition and/or exhibition).
9. Project Budget – your itemized budget proposal must be submitted on the provided Excel spreadsheet. All expenses should have documentation supporting the cost (supply a copy of a price list or website order form, etc.). You must identify **priority needs** and **total minimum amount needed in case the full project cannot be funded.**

**Narrative Budget Justification** – using this document, please explain your budget proposal. Be sure to describe each line item and the justification/basis of the cost. For both the narrative and itemized budget, be sure to consider the following:

1. Equipment: e.g., cameras, mazes for mice, tablets, software for tablets or other electronic devices
	1. If requesting permanent equipment or software, please indicate the department’s contribution towards the purchase.
2. Supplies: e.g., chemicals, resin, paper, art supplies, costs to print poster materials for presentation, cost to make photocopies
3. Travel: e.g., hotel accommodations, flight costs, gas mileage, Uber/taxi services, per diem
4. Other: e.g., special training, translation services
5. Faculty Stipend Request – indicate your proposed faculty stipend, along with amount justification. **Specifically, list details pertaining to tasks you will be assisting with, how much time you estimate spending on each of these tasks, and how many hours you plan to contribute outside of the normal teaching workload**. Faculty stipend requests should not involve retroactive pay and should only be requested when continued collaboration will be carried out between the student and faculty collaborators. As a reminder, collaborating faculty members are entitled to a stipend proportional to the extent of project involvement**.** Stipends requests may be between $250-$1000. This stipend is considered separately from the proposed project budget and **should not** be included on the itemized project budget proposal. The stipend is protected in this way to recognize the importance of faculty involvement.

*If you are not requesting a faculty stipend, this portion* ***should not*** *be completed.*

1. Faculty Letter – student-directed grant applications need to include a letter of recommendation to the SFC Committee from the collaborating faculty member(s). The faculty collaborator(s) should address the following:
	1. Explain the value of this collaborative project.
	2. Explain how this is a discipline-appropriate example of scholarship and how the dissemination of this project is appropriate to this discipline.
	3. Determine if the student will be able to accomplish this project within the proposed timeline.
	4. Determine if the student has accurately described your role as a faculty collaborator in Part 2, Question 7.
	5. Confirm that the budget needs are accurately noted by the student. Why or why not?

*If this is a faculty-directed proposal, this portion* ***should not*** *be completed.*