

**OFFICE OF THE VICE PRESIDENT FOR RESEARCH AND ECONOMIC DEVELOPMENT  
CENTER FOR EXCELLENCE IN THE ARTS AND HUMANITIES**

**RESEARCH GRANTS FOR ASSISTANT AND ASSOCIATE PROFESSORS**

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**Program Description**

CEAH provides grants up to \$5,000 to assistant and associate professors for research and creative activity in the arts and humanities. The intent of the grants is to contribute to the professional development of faculty by funding projects with research-related outcomes in humanistic scholarship, design, and creative artistic production. Funds may be used for summer salary support, teaching releases, or grant accounts for allowable and germane research expenses such as equipment, hourly assistance, and travel. Preference will be given to projects that initiate new areas of research or launch new phases of ongoing research for individual faculty. Funds may not be used to complete a project previously funded by CEAH. The proposed outcomes should be completed within one year, with publishable outcomes following after a normative period defined by the discipline.

**Eligibility**

Applicants must hold an appointment at the rank of Assistant or Associate Professor in the College of Design or the College of Liberal Arts and Sciences, with a home department in the arts and humanities disciplines. Applicants must be tenured or tenure-track faculty. Preference will be given to applicants who have not received a Research Grant from the CEAH during the previous two years.

Applicants requesting summer salary should consult further details on restrictions to this option given in the RFP. Applicants requesting teaching releases must secure documented support from their departmental executive officer prior to application.

**Application Guidelines**

Applications not written to specifications described in the Request for Proposals will be returned without review.

- The proposal must be readily legible, and margins, in all directions, must be at least an inch. Font choice (Arial, Helvetica, or Calibri in 11 or 12 point) and line spacing is at the discretion of the applicant, however applicants are cautioned that readability is of paramount importance, and that both word and page limits must be followed.
- The proposal should not assume specialized knowledge and should be free of technical jargon.
- Applicants are discouraged from including supplemental materials with their application. While proposals may refer to additional sources of information and examples of work, evaluation of the proposal must not require a reviewer to access sources outside the proposal itself.

The CEAH Grants Office is available to answer questions about formats and completeness of proposals within a reasonable period prior to the deadline.

**Submission:**

Proposals should be sent electronically as a single PDF document to Dorothy Pimlott at the VPR/ED Office:

[dpimlott@iastate.edu](mailto:dpimlott@iastate.edu)

Telephone: 294-4933

Please do not submit paper copies.

**Deadline:** Applications are due to the VPR/ED Office by 5:00 PM, Monday March 21, 2011.

**Award Notification:**

The VPR/ED Office will notify applicants of the decision by the end of April 2011.

**Post-Award Review**

A report not to exceed two pages must be submitted to the CEAH Office immediately following the period of the award. The report will describe the results of the project and reflect on the outcomes in relation to the grantee's long-term goals. This report will be reviewed by the Office of the Vice President for Research and Economic Development and the grantee's department chair. The Deans and/or the VPR/ED Office may periodically request a brief follow-up report on longer-term projects of which the funded research may be a part, in particular to learn of further publications.

**Review Criteria for Research Grants to Assistant and Associate Professors**

- The **Intellectual Significance** of the project: how the project complements, challenges, or expands relevant studies in the arts and humanities; and what makes the project distinctive.
- The **Quality of the Proposal**: its organization, its clarity of conception, and its narrative development. The proposal conveys clearly to a non-specialist audience the ideas, objectives, methods, and value to scholarship in that arts and humanities. The proposal provides an overview of the project, and where part in a larger study identifies what the applicant will undertake during the grant period. The budget is itemized and reasonable in relation to the anticipated results.
- The proposal is for a **New Project or significant new phase of work**, the outcome of which has not previously received CEAH funding.
- The applicant's **Qualifications** to conduct the research or creative activity: where work is in a new area for the applicant, the reason is clear and considered in the context of the applicant's promotion and tenure.
- The **Intended Outcomes** of the project are clear, sufficient, and feasible. The proposal details plans for the completion of the project, including potential publishers or performance/

exhibition sites. Where applicable, the proposal outlines plans to seek external funding for future stages of the work and identifies potential sources of such funding.

**CENTER FOR EXCELLENCE IN THE ARTS AND HUMANITIES**

**RESEARCH GRANTS FOR ASSISTANT AND ASSOCIATE PROFESSORS**

**Proposal Application**

Due: March 21, 2011

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Applicant's Name:

Department:

Academic Title/Rank:

Departmental Address:

Phone:

E-mail:

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Project Title:

Amount Requested:

### **SECTION A. Project Summary (half page / 250 words)**

Summarize the proposed project in no more than 250 words (half page in length). The summary should be a self-contained description of the activity that would result if the proposal were funded. It should be written in the third person, be informative to other persons working in the same or related fields and, insofar as possible, understandable to a “technically literate” lay reader.

### **SECTION B. Intellectual Justification and Work Plan (two pages /1,000 words)**

Provide an intellectual justification for the project, conveying the ideas, objectives, methods, and plan. This section should address the following:

(1) Objectives and significance of the proposed work including its value to scholars, practitioners and general audiences in the arts and the humanities. Explain the basic ideas, problems, or questions examined by the study. Explain how the project will complement, challenge, or expand relevant studies in the field. If the area of inquiry is new to the applicant, provide reasons for working in it.

(2) Suitability of the methods to be employed and the work plan. Specify the competence needed for the study. Provide an overview of the project and describe what will be accomplished during the award period. Describe where the study will be conducted and what research materials will be used. If relevant, specify the arrangements for access to archives, collections, or institutions that contain the necessary resources.

### **SECTION C. Intended Results and Dissemination (one page/500 words)**

Describe the expected results of the project and its intended audience. Explain how the results will be disseminated with some explanation for why these means are appropriate to the subject matter and audience. If applicable, acknowledge plans to seek external funding for future stages of the work and identify possible sources of such funding.

### **Section D: Bibliography (half page)**

The bibliography should consist of primary and secondary sources that relate directly to the project. Include works that pertain to both the project’s substance and its theoretical or methodological approaches.

### **Section E: Budget**

Provide an itemized budget in support of your project. For requests of summer salary support or teaching release, state the amount requested. For the option of a grant spending account, itemize in tabular form the requested amounts for expenses such as, equipment, hourly assistance, and travel

(including *per diem* expenses). Do not include requests for salary support or teaching release as items in a grant spending account.

The maximum Research Grant award size is \$5,000. Please note the following:

- Applicants who request summer salary should make sure that they have no other salary commitments for the same period (teaching or administrative). Please contact CEAH's Grants Office to seek clarification regarding eligibility.
- Amounts for summer salary should be requested in terms of their total cost to the university, up to \$5,000. Do not itemize the cost of fringe benefits, taxes, and personal deductions. (Applicants may consult their departmental payroll officer regarding the final amount to be received after deductions.)
- Requests for teaching releases should be endorsed by the department chair and a letter should be included.

#### **Section F: Résumé—Not to Exceed Two Single-Spaced Pages**

Include a curriculum vitae that focuses on your research or creative activity during the last five years.

#### **Section G: Acknowledgment of Previous Support**

Include information on any funding you have received from the CEAH during the years 2008-2010. (If not applicable, write "Does not apply.") Include the following for each award:

Date of the award:

Project title:

Summary of Outcome (150 words):

## Submission Checklist

### 2010 CEAH Research Grants for Assistant and Associate Professors

#### FORMAT:

- ✓ Document margins are 1 inch on all sides
- ✓ Font is Arial, Helvetica, or Calibri in 11 or 12 point
- ✓ Word/Page limits are followed for each section

#### COVER PAGE

- ✓ The cover page stands alone as the first page of the document

#### BODY OF THE PROPOSAL

- ✓ The narrative for sections A, B, and C is in third person, written to a non-specialist reader, and free of technical jargon
- ✓ No supplemental materials are included or required for review

#### BUDGET

- ✓ The request for summer salary, teaching release, or grant account is clearly stated.
- ✓ For summer salary, the amount is clearly stated.
- ✓ For teaching release, the amount requested is clearly stated and a memo of endorsement from the departmental executive officer is included *in the application* (not submitted as a separate communication or attached file).
- ✓ For grant account requests, an itemized budget is provided as a table within section E, and does not include faculty salary.
- ✓ Requested funding does not exceed \$5,000

#### RÉSUMÉ

- ✓ C.V. focuses on research and creative activity during the past five years.

#### ACKNOWLEDGMENT OF PREVIOUS SUPPORT

- ✓ Previous CEAH support is listed if granted during the years 2008-2010, or write “Does not apply.”

#### SUBMISSION

- ✓ All sections are completed and are contained in a single PDF file<sup>1</sup>
- ✓ The file name has the format ***lastname\_firstname-CEAHResearchGrant.pdf*** (without spaces).
- ✓ Sent to Dorothy Pimlott (dpimlott@iastate.edu) with the subject heading “2010 CEAH Research Grant Proposal”.

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<sup>1</sup> Applicants are advised to avoid the use of section breaks in applications such as Word, which may result in printing each section to a separate PDF file.