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**Mission:** To strengthen the creative and/or scholarly research portfolio of tenure-line and career-line faculty by providing them with resources that help them find more research time in their day/week/month/semester/year. For career-line faculty in particular, the Grant's mission is to build the research portfolio as a form of professional development that strengthens teaching.

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**Description:** The CFA Make-Time-for-Research Grant is given on a competitive basis to support the creative and/or scholarly research of tenure-line and career-line CFA faculty. This grant recognizes that we often say, "If I only had more time in the day, I could . . . [in this case] complete my research project!" Thus, applicants are invited to think creatively about how to generate time in order to conduct their research. Any proposal will be considered, as long as it fits within [University funding guidelines](#). If the proposal would be eligible for any other CFA grant, however, it is not eligible for the Make-Time-for-Research Grant. Joint or group proposals will be accepted.

**Criteria:** Proposals will be evaluated based on the quality of the research projects; specific, realistic, and meaningful plans for "making time"; likelihood that the grant will help applicant(s) make significant progress on their research; and, for career-line faculty, evidence that progress on research will have a direct and positive impact on teaching. Preference will be given to applicants who will complete a research project as a result of the grant, and/or who have a formal/tenure/promotion RPT review in the near future (tenure-line faculty). The CFA Faculty Research Grants Committee will prioritize and recommend levels of funding to the CFA Dean, who will make the final decision.

**Details:**

- For the November deadline cycle, the funding period will run for 18 months, from January to June of the following academic year.
- For the February deadline cycle, the funding period will run for 15 months, from April to June of the following academic year.
- Candidates who have previously received a CFA Make-Time-for-Research Grant are not eligible to reapply until they have submitted their final report.
- **Final Report:** Recipients of this Grant file a final report with the CFA Dean's Office before the funding cycle ends: June 30 of the following academic year.
- **Maximum Grant:** \$2,000

*Applicants are welcome to consult with Associate Dean for Faculty & Academic Affairs, Melonie Murray, as they prepare their applications.*

## CFA Make-Time-for-Research Grant Application Guidelines

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***One electronic copy (PDF)*** of the application must be delivered to the Dean's Office by **5:00 PM** on **November 15** or **February 22**.

1. **Cover page**
  2. **1,000-word (approximately 2 single-spaced pages) description of (A) how the applicant(s) will use the grant to create time and (B) the research project(s) on which the applicant(s) will make significant progress during the course of the grant**
  3. **Short Form CV (3 pages) for each applicant**
  4. **Detailed budget with justification for each item**
  5. **Letter(s) of support from Chair(s)/Director(s)**
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### 1. **Cover Page**

Prepare a cover page. (A cover page template is included in these guidelines.)

### 2. **1,000-Word Description**

*Joint/group applicants should keep the entire description within the 1,000-word limit.*

**A.** Describe how the resources you are requesting through this grant will help you "make time," and how that time will directly benefit your proposed research project.

Applicants are encouraged to think creatively and realistically. You may request any resources that would help you "make time," within [University guidelines](#). **Keep in mind that the resources should be directed toward creating time, not toward the project itself.** If applicants would like resources for the project itself, they should consider applying for a Creative and/or Scholarly Research Grant. If applicants have already secured funds for the project itself, briefly describe the purpose and source of those funds.

**B.** Describe the creative and/or scholarly research project, including how this project relates to your overall research agenda. Identify a specific research question or a clear objective, as well as a justification for the project. In addition, include a concise description of methods to be used. Please make clear how these methods will help you answer your research question or lead to the project objectives. Include peer-reviewed dissemination plans for the research. If relevant, make clear why completion of this project is important to your upcoming formal/tenure/promotion RPT review (tenure-line faculty) or how this project will have a direct and positive impact on your teaching (career-line faculty).

### 3. **Vita**

Provide a *short form* CV (a maximum of **three** pages).

**4. Budget**

Funds may be requested for any [University allowable expense](#) that will help applicants create time. The maximum amount of funds applicants can request is \$2,000; the amount requested should be directly relevant for the purpose of the grant: "making time." The primary criterion in evaluating the amount of funds requested is that the resource is reasonable and that the explanation in the Project Description (#2 above) makes clear why that resource is necessary. Resources that could benefit both the applicant(s) and others within the CFA are a plus but are not required.

**Equipment.** Enter *dollar* amounts of requested funds. While equipment requests are unlikely, if they are necessary they should be itemized. Because of limited funds available, requests for equipment should be made only after a conscientious search has been conducted to determine whether this equipment is already on campus and available through a loan or share arrangement. If the budget includes equipment, identify which department or school will own and manage the property upon completion of the grant.

**5. Chairs/Director's Letters of Support**

A short letter of support from the Chair(s)/Director(s) of the Department(s)/School(s) must be included. The letter should evaluate the quality of the research project proposed, as well as the likelihood that the plan for "making time" will be effective for the particular applicant(s). In addition, the Chair/Director should consider all the grant and leave applications that their faculty are submitting each cycle/year—both inside and outside the College—in order to determine whether Department/School responsibilities will be adequately covered if all the applications are successful.



## CFA Make-Time-for-Research Grant Application Cover Page

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Date: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

Title: \_\_\_\_\_

Department/School: \_\_\_\_\_

TOTAL BUDGET REQUESTED: \_\_\_\_\_

Research Project Title: \_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

### ABSTRACT

1-3 sentences each describing (1) the research project and (2) how you will "make time."