**M E M O R A N D U M**

DATE: August 14, 2023

TO: CLASS Faculty Members

FROM: Sean Quinlan, Dean, CLASS

SUBJECT: Kurt O. Olsson Mid-Career Research Grant Information

The CLASS Dean’s Office invites proposals for the 2024-25 Kurt O. Olsson Mid-Career Research Grant. The program’s objectives are to support research and creative activities in the humanities, arts, and social sciences that will attract outside funding and/or result in publications, patents, or exhibitions/performances where appropriate. This opportunity is targeted at mid-career faculty and is intended to help develop new directions in scholarly/creative programs of study.

Grants will be awarded either for work in a single discipline or for cross-disciplinary scholarly/creative activities. The funding period is from May 1, 2024, through June 30, 2025. The proposal process is highly competitive. It is strongly recommended that a colleague and the department chair review the proposal prior to submission.

**Eligibility**

Mid-career faculty (six years or more) in the College of Letters, Arts & Social Sciences with 25% or more of their position description allocated to research or creative activities are eligible to apply. A faculty member’s name may appear on only one Olsson mid-career grant proposal per year. Priority will be given to proposals submitted by Associate Professors. Full professors will need to make a clear case that this will fund work that is in a distinctly different direction than their previous work.   
  
Faculty members may only receive the Olsson Mid-Career Research Grant once.  
  
Principal investigators may submit a proposal with co-PIs from other colleges.  
  
Applicants are strongly encouraged to apply for external funding. Priority consideration will be given to applicants who can demonstrate efforts to secure external funding for their project.

## Guidelines

**A draft proposal and budget must be received by Heather Taff (heathertaff@uidaho.edu) in the CLASS Budget Office by 5:00 p.m., March 11, 2024, for budget review. The final proposal, organized as listed below,** **must be uploaded in** [**Qualtrics**](https://uidaho.co1.qualtrics.com/jfe/form/SV_0kbYG22mLqbfMIC) **by April 1, 2024, before 5:00 p.m.** Any questions or concerns should be referred to Associate Dean Traci Craig (tcraig@uidaho.edu). If you would like someone to review an early draft or discuss your proposal idea, please contact Traci Craig. Please use single spacing and font size of at least 12 pt. Extra materials will be removed from your proposal before it is reviewed.

1. **Cover Sheet (1 page)**: Complete the cover sheet included in this application packet. Include signatures of PI(s), departmental administrator(s), and CLASS fiscal officer.
2. **Abstract (1 page)**: Provide a brief (limited to 200 words), non-technical description of the problem, work to be performed, and expected outcome.
3. **Narrative (2 pages)**:

* Describe the proposed scholarly or creative activity and include some background on the problem, specific objectives, and methods.
* Explain how the proposed activity would contribute to the faculty member's discipline or to other disciplines and its potential for outside funding, publications, or patents.
* Specify the institutional resources available.
* Supply a bibliography, if applicable. This document will not be counted toward the two-page limit.
* When appropriate include information regarding approval for use of Animal subjects or Human participants or a note indicating such approval will be sought if funded.

1. **Budget Form**: Salary and fringe benefits, up to $4,500 towards course reassignment depending upon the person and what is normally paid within your unit (course reassignment must be with permission of your chair), expendable supplies, capital outlay, and travel. Summer salary support for faculty is allowed, as is salary support for graduate students or their fee payment. The maximum award is $12,000.
2. **Other Information (3 pages):** Include an abbreviated CV or resume that contains the following:

* Field and date of investigator's highest degree.
* Date of initial appointment as a faculty member at UI.
* Present academic rank.
* Publications, exhibitions/performances, and patents during the past five years.
* Proposals submitted and funding received during the past five years.

Ownership of any and all **intellectual property** created through the use of these funds shall be determined as defined in *UI Faculty Staff Handbook 5300*.

Upload your full proposal here: <https://uidaho.co1.qualtrics.com/jfe/form/SV_0kbYG22mLqbfMIC>

**Evaluation**

On the proposal cover sheet, the PI must indicate the most appropriate Review Area: (a) creative/performing arts; (b) social sciences; or (c) humanities. Referees evaluate each proposal on the following:

* Merit (45%)
* Significance (25%)
* Overall proposal quality (15%)
* Budget (10%)
* Effort to secure other external support (5%)

A committee appointed by the Interim Associate Dean of CLASS will rank proposals on the basis of these criteria and make funding recommendations to the Dean of CLASS. The Dean’s Office may require modifications in the budget as a condition of funding.

**Deliverables and Acknowledgement**

For each grant awarded, the principal investigator will submit a report to the CLASS Dean’s Office **no later than September 30 of the year the grant period ends**. This report consists of the following:

1) Cover Sheet for final reports (included with this application packet)

2) Summary of work completed (1/2 page)

3) Work completed (2 pages)

4) Future work expected (1/2 page)

5) Personnel who participated in the project

6) Budget Summary

7) Grant proposals submitted or in preparation

8) Appendix (e.g., preprints or reprints of articles or scores)

When publication or presentation occurs, the PI should file a copy of the publication or paper with the CLASS Dean’s Office.

The principal investigator is expected to acknowledge the support of the CLASS Dean’s Office in any publications.

**2024-25 KURT O. OLSSON MID-CAREER RESEARCH GRANT**

**Cover Sheet for Proposals**

Review Area (check one): ☐ Creative/Performing Arts

☐ Social Sciences

☐ Humanities

**Please Type Form**

|  |
| --- |
| **PRINCIPAL INVESTIGATOR**:  Name:  Title:  Department:  Phone:  **ADDITIONAL INVESTIGATORS**:  Name:  Title:  Department:  Phone:  Name:  Title:  Department:  Phone:  **AMOUNT REQUESTED (maximum $12,000): $**  Are human subjects involved? ☐ Yes ☐ No Are animals involved? ☐ Yes ☐ No  **PROPOSAL TITLE**:  **SIGNATURES OF APPROVAL**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal Investigator Department Head CLASS Fiscal Office (date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Co-Principal Investigator Department Head (date) |
| **PROPOSAL CHECKLIST**  **Eligibility for Kurt Olsson Mid-Career Grant:**  ☐ Cover Sheet ☐ Mid-career CLASS faculty with 25%+allocation to research  ☐ Abstract (1 page) ☐ Applied for external funding for project  ☐ Narrative (2 single-spaced pages)  ☐ Budget Form  ☐ Biographical Data  ☐ Publications/Exhibits/Performances (5 years)  ☐ Proposals Submitted/Funded (5 years)  ☐ Applicable animal/human requests for approval  ☐ Electronic Copy  Has a proposal been submitted to an outside organization? ☐ Yes ☐ No  If so: Organization  Date Submitted: |
|  |

**2024-25 KURT O. OLSSON MID-CAREER RESEARCH GRANT**

**Budget Request Form**

|  |  |
| --- | --- |
| **Salaries & Wages**  (list individuals, amounts, and appointment periods) | **Total**  $ |
| **Course Reassignment**  ($4,500 can be budgeted to support the department in funding a course reassignment for a regular semester, depending on person and what is normally paid in the unit) | $ |
| **Fringe Benefits**  (faculty 31.0%, students 2.5%) | $ |
| **Registration Fees/Health Insurance for Graduate Research Assistant**  (see UI Student Accounts website for amounts; list semesters and amounts) | $ |
| **Travel**  (destination, description of expenses) | $ |
| **Supplies, Services and Other Expenses**  (description of supplies, services, or other purchases) | $ |
| **Capital Outlay**  (description of equipment costing $5,000 or more) | $ |
| **Total Requested (maximum $12,000)** | $ |

COVER SHEET FOR FINAL REPORTS

**Please Type Form**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASS Grant Fund**: (Check one)  ☐Olsson Research Grant ☐Key Fund ☐Summer Grant  Budget Number (if applicable) | | | | | **Amount Awarded**: | | | | | | | | |
| **Name of Principal Investigator**: | | | | | **Department**: | | | | | | | | |
| **Title of Project**: | | | | | | | | | | | | | | |
| **List all Publications in Journals(J), Abstracts(A), and/or Proceedings; Patents; or Presentations(P) Resulting from this Award**  (Include initials noted above and indicate if submitted or accepted) - Attach additional page(s) if needed | | | | | | | | | | | | | | |
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| 5. | | | | | | | | | | | | | | |
| **List all Extramural Funding Resulting from this Award** - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| Source of Support  (Granting Agency) | | Project Title | | | | | Amount of  Award | | Period Covered by  Award | | | |
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| 2. | |  | | | | |  | |  | | | |
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| **List all Pending Grants Resulting from this Award** - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| Source of Support  (Grant Agency) | Project Title | | | | | Amount of  Award | | Expected  Date of  Filing | | | Period  Covered by  Award |
| 1. |  | | | | |  | |  | | |  |
| 2. |  | | | | |  | |  | | |  |
| **Student Participation in this Project** - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| Student Name | | | Degree | Field | | | | | | Year of Completion | | | |
| 1. | | |  |  | | | | | |  | | | |
| 2. | | |  |  | | | | | |  | | | |
| **Other Participation in this Project** - List any cooperating faculty or other collaborators | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | |
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