

Faculty and their undergraduate students are encouraged to apply for fellowships to support scholarly or creative projects. Prospective participants are invited to submit proposals, including detailed budgets, for semester-long or summer work. This work may include articles or books, conferences, performances, productions, workshops, travel, and professional development experiences. Average awards range from \$500 to \$1,000. A committee will adjudicate proposals and award funding appropriately.

1. *Applicant Eligibility:*

- a. Applicants must include at least one undergraduate student\* and one faculty member.
- b. The faculty member may be of any rank, i.e., professor, instructor, or lecturer.
- c. The faculty member must have a permanently budgeted position with a department in CLASS. The student must be a major in CLASS. Graduate students may be involved in the project, although they may not be included in the budget for the award.

2. *Proposal Eligibility:*

- a. Proposals may focus on any scholarly or creative project involving undergraduate/faculty collaboration. These projects may include co-authoring papers or creative pieces, co-producing performances, traveling to a location for research, traveling to a conference to present collaborative work, or purchasing of materials necessary for a collaborative project.
- b. The undergraduates must be actively involved in the project.
- c. Proposals should be in the \$500-\$1,000 range, although applicants are encouraged to seek matching monies from departmental gift funds, where appropriate. Fund matches are to be noted in the submitted budget.
- d. If the award money is to fund travel, it must fund undergraduate travel.

3. *Proposal Contents:*

- a. Cover sheet: Complete the cover sheet included in this application packet.
- b. Project narrative: In a maximum of 1,000 words, describe the nature of the project, the roles to be played by collaborators, and the need for the funding.
- c. Budget: On one page, indicate specifically how the requested amount will be spent.

4. *Award Identification Timetable:*

- a. February 1, 2014: Proposals are due in CLASS Dean's Office.
- b. Late February: Key Fund Committee, to be appointed by the Dean, meets to review proposals.
- c. March: Awards are announced.
- d. April 4, 2014-June 30, 2015: Award monies are spent.

5. *Award Criteria:*

- a. Scholarly/creative quality of the project
- b. Significant role for the undergraduate student(s) in the project

- c. Impact of award monies on the project, i.e., will the monies contribute significantly to the project's successful completion? At the discretion of the Committee, amounts smaller than requested may be awarded.

6. *Follow-Up Requirements:*

Project report must be submitted to CLASS office within two months of the close of the program. The report should summarize the activities funded by the Key Fund monies.

\*If you plan to use some of the funds to pay a student as irregular help, please do not identify a particular student in the proposal. In such cases, faculty who receive the Key Fund Grant will be required to post an advertisement for student irregular help in a public space where all students can have an opportunity to consider applying. The students will need to apply for the position and be chosen through an objective interview process. However, if you are requesting funds to support student travel, this process is not required and you may identify a particular student.

# 2011 KEY FUND GRANT

## Cover Sheet for Proposals

Please Type Form

### PRINCIPAL INVESTIGATOR:

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

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

### STUDENT PARTICIPANT\*:

Name: \_\_\_\_\_ Rank/Year in School: \_\_\_\_\_

Department: \_\_\_\_\_ Vandal ID Number: \_\_\_\_\_

\*If you plan to use some of the funds to pay a student as irregular help, please do not identify a particular student in the proposal. In such cases, faculty who receive the Key Fund Grant will be required to post an advertisement for student irregular help in a public space where all students can have an opportunity to consider applying. The students will need to apply for the position and be chosen through an objective interview process. However, if you are requesting funds to support student travel, this process is not required and you should identify a particular student.

AMOUNT REQUESTED (maximum \$1,000): \$ \_\_\_\_\_

DEPARTMENT/UNIT FUNDING MATCH (optional): \$ \_\_\_\_\_

PROPOSAL TITLE: \_\_\_\_\_

### SIGNATURES OF APPROVAL:

\_\_\_\_\_  
Principal Investigator

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
CLASS Fiscal Officer (date)

### PROPOSAL CHECKLIST

- Cover Sheet
- Narrative (maximum 1,000 words)
- Budget Form

**2011 KEY FUND GRANT  
Budget Request Form**

<b>Travel</b> (destination, description of expenses)	<b>Total</b>  \$_____
<b>Wages</b> (list individuals, amounts, and appointment periods)	\$_____
<b>Fringe Benefits</b> (faculty summer salary 23%, full-time student 1%, part-time student 9%)	\$_____
<b>Supplies, Services and Other Materials</b> (description of supplies, services, or other purchases)	\$_____
<b>Other expenses (please describe):</b>	\$_____
<b>Total Requested (maximum \$1,000)</b>	\$_____
<b>Department/unit funding match (optional)</b>	\$_____