

Special Emphasis (SE) Faculty-Student Engagement Grants may be used to fund the direct costs associated with engaging students meaningfully in research, scholarship, creative production, or service/outreach initiatives that align with the mission and strategic priorities of the University or with Common Core curriculum strands such as integrative learning. Proposals will be evaluated based on the strength of the plan to engage students meaningfully in the proposed activity, as well as on the merits of the proposed activity itself. Please refer to the SE Evaluation Rubric to better understand the purpose and priorities of the SE program.

**Eligibility Criteria and Restrictions:**

- Full-time members of the Bradley faculty (or equivalent) are eligible to apply.
- Special Emphasis awards may not be used during sabbatical leave as the purpose of the program is to engage students meaningfully in the proposed project. Faculty seeking support for projects during their sabbatical leave are encouraged to consider the Research Excellence program.
- Award recipients must wait two years before applying for another Special Emphasis grant. (e.g. If you receive an SE award in Cycle 1 of 2016, you may apply again for an SE award in Cycle 1 of 2018). \*
- Recipients may only have 2 active SE, RE (Research Excellence) or TE (Teaching Excellence) awards at any given time. If you already have two awards active, you must close one before you apply. \*
- Applicants may not apply to more than one program (SE, RE, or TE) in any given competition cycle. \*
- Award recipients are responsible for ensuring that students engaged in the SE-supported project participate as presenters in the annual Student Scholarship Expo. For projects proposing service/outreach activities, please keep in mind that such projects must have a scholarly component that would permit for it to be presented in the Student Scholarship Expo.
- Students must be *current* full-time degree-seeking students at Bradley University (recent graduates, non-degree-seeking students, students from other colleges, etc. are not eligible).
- The maximum award amount is \$10,000. Please see the Budget and Budget Justification Guidelines for more information about allowable/unallowable costs and requirements.

\* *These restrictions do not include or refer to the SE: Student Travel Grants*

**Special Emphasis Application Cycle Deadlines:** There are two application cycles each year with deadlines that fall on the Fridays before Fall Break and before Spring Break. For 2016-17, the application deadlines are October 7<sup>th</sup> (Cycle 1) and March 10<sup>th</sup> (Cycle 2).

**Project Start/End Dates:** Applicants may request support for project periods of up to 18 months. Proposals submitted in October may have a start date as early as December 15<sup>th</sup>. Proposals submitted in March may start as early as May 1<sup>st</sup>. Award decisions are usually announced within two months of an application cycle deadline.

**Submitting a Proposal:** The Office of Sponsored Programs will accept SE proposals VIA E-MAIL to [osp@bradley.edu](mailto:osp@bradley.edu). (We are no longer using DocSoup to route proposals). Once received, OSP will forward the application to the appropriate department chairs and deans for approvals. It is the responsibility of the applicant to let their chair and dean know to expect an e-mail from OSP asking for that approval.

**Application Components and Requirements:** Before preparing an application, **please review the *Special Emphasis Evaluation Rubric*** used by the OSP Advisory Board to review proposals and make award decisions. A complete application package will consist of the following items on the next page:

1. A **Title Page** that provides the following information:
  - a. Project Title (Format the title as follows: **Special Emphasis Student Engagement: [Project Title]**)
  - b. The name, department, college, and contact information (e-mail address, phone, etc.) of the Applicant who will serve as the Project Director and Mentor to students on the project
  - c. The names and titles of any other faculty or staff serving on the project and their contact information
  - d. Amount Requested
  - e. Estimated Start and End Dates
  - f. A 100-word abstract summarizing the merits of the project and the anticipated benefits/outcomes of engaging students meaningfully in the project.
2. A 6-page (maximum) **Project Description** using the headings provided in bold below. Use one-inch margins 11 pt. or larger font (images, charts, or tables may use a smaller font). The 6-page limit **ONLY** applies to the items listed below (items a-f) and does NOT include the cover page, references cited, budget and budget justification, biographical sketches, or letters. **PLEASE NOTE:** Your proposal will be reviewed by an interdisciplinary group of your colleagues. **Please write for an educated generalist audience.**
  - a. **Project Merit Overview:** Summarize the purpose, value, and merits of the proposed activity. How does the project contribute to the field or to society at large? What serves as evidence of the merits/success of the project to date? (prior work, publications, presentations, performances, reviews, collaborations with others, etc.) If applicable, how have past students benefitted from involvement?
  - b. **Engagement Plan and Timeline:** Describe the plan for engaging students meaningfully in the project. How will you mentor/guide/train the student(s)? What will the student(s) undertake and accomplish? If appropriate, describe how you will identify and select the student(s), or, if you already know the student(s), describe their qualifications and why the engagement will be particularly meaningful for them. Provide a timeline for the project, including mentoring/engagement activities with the students(s).
  - c. **Outcomes and Benefits:** Describe the anticipated student outcomes/benefits that will come from their engagement in the project. What new skillsets or experience will they gain? (For example, what new disciplinary skills/techniques might they gain? What about transferrable skills such as time management or team-working skills?) What dissemination opportunities might they gain? **BE SURE TO INCLUDE THE STUDENTS' PARTICIPATION IN EXPO** as an outcome.
  - d. **Assessment/Evaluation:** Describe your plan for monitoring student satisfaction and engagement, and assessing student outcomes, including long-term outcomes such as degree attainment and post-baccalaureate attainment (while long-term outcomes may not be available by the time a project report is due, this information could be useful in future applications to the SE program or for your portfolio).
  - e. If applicable, **Plan for securing CUSHR (human subjects) or IACUC (animal studies) Approvals.** While these approvals need not be in place at the time of submission, they **MUST** be secured before an award is executed. Failure to secure appropriate approvals may result in an award being rescinded.
  - a. If applicable, **Results from Prior SE Awards.** Please provide an update on outcomes/progress made on work funded by prior SE awards within the last ten years. The committee may also review reports that you submitted for previous SE awards, especially if related to the current proposed project.
  - f. **Appendices, attachments, or other visuals** may be included, but will count towards the 6-page project description limit.
3. **References Cited** (please only list citations used in your project description – no more than 1 page).
4. **Budget and Budget Justification.** See the separate budget and budget justification guidelines provided.
5. A **Biographical Sketch/Resume/short CV** (1-2 pages). Include references/highlights that speak to the merits of the project, as well to student mentorship and engagement accomplishments to date (student co-authors/co-presenters, number of students mentored, etc.). Good models are the biosketch format used by the National Science Foundation, or the resume outline used by the National Endowment for the Humanities.
6. A **Letter of Support/Endorsement from your Department Chair** (1-2 pages) including any commitments of other funds or resources from the department for your project.
7. **Optional:** Up to **2 letters of endorsement/commitment** (1-2 pages each) from those qualified to speak about the merits of your project or to document other commitments or collaborations. Service or outreach projects are encouraged to provide letters from the agency/persons who will receive/benefit from the service/outreach.