

College of Arts and Sciences

Research and Creative Activity (RCA) Grants

The Dean's office in the College of Arts and Sciences is committed to supporting faculty research and creative activity across the College. With such support in mind, Research and Creative Activity (RCA) grants are available as internal awards that are designed to encourage or enhance research and creative activities of our faculty. More specifically, the aims of RCA grants are: 1) to support innovative research and creative projects, 2) to enhance the reputation – locally, regionally, or nationally – of our outstanding faculty, and 3) to enhance the prospect for some applicants to acquire or increase external funding.

Multiple awards will be given for projects that support faculty research or creative activity. RCA funds may be used for projects during a twelve-month period as deemed necessary by the applicant. Though not an exhaustive list, RCA funds may be used for supplies and equipment, travel (deemed essential to production), data collection/costs, stipends (including benefits) for research assistants, fees for permission to publish, as well as other support for publication, performances, and exhibitions. Recipients of an RCA are encouraged, but not required, to submit a proposal for external funding as well. Recipients are, however, expected to present a summary of their work at the annual College Convocation. **With an eye toward disciplinary equity and fair distribution of funds across the disciplines, successful applications will be awarded between \$2,000-\$8,000.** The number of awards and the amount of funding for projects are determined on an annual basis.

ELIGIBILITY

All tenure-line faculty in the College of A&S are eligible to apply for the RCA grant. Lecturers, contingent on the support of their department head, are likewise eligible. Adjunct faculty are not eligible because these awards are determined a year ahead of contract terms.

SELECTION PROCESS

Applications are reviewed and evaluated by the Executive Committee of the College of A&S. The Executive Committee consists of academic department heads (appointed by the Dean in the Fall of each academic year), faculty and administrative staff who are nominated by their department heads and appointed by the Dean, select students, and an Associate Dean of the College (who serves as chair of the committee). Preference will be given to applicants who were not funded by an RCA grant in the previous year.

APPLICATION MATERIALS (proposal form begins on page #3 of this document)

1. Description of the Project/Activity
 - * Summary of Proposed Project/Activity
 - * Explanation of Specific Goals/Objectives
 - * Explanation of Potential Impact of the Project
 - * Timeline
 - * Explanation of/Justification for Budget and Required Expenses
 - * Curriculum Vita of no more than 2 pages, including research or creative activity for the last five years and current or pending grants for the last five years.
2. Budget
3. Department Head Review and Recommendation

CRITERIA FOR ASSESSING RCA PROPOSALS

- a) Clarity and thoroughness of the project proposal: should be written in clear, non-technical language (as much as possible) for an interdisciplinary audience.
- b) Quality of expected outcome. (Quality will be defined as the potential impact on the applicant's research or creative development, as well as the potential to increase recognition or visibility of the faculty member, the department, and/or the University.)
- c) Record of scholarship and/or creative activity of the applicant (relative to circumstances and career trajectory).
- d) Clarity and completeness of the budget and budget explanation/justification.

EVALUATION OF APPLICATIONS

A 100-point scale is used to evaluate applications.

- 30 Points – clarity and thoroughness of the proposal
- 30 Points – quality of expected outcome or potential impact
- 20 Points – record of research or creative activity of the applicant (relative to circumstances and career trajectory)
- 20 Points – budget and budget explanation/justification. Budget and budget justifications are regarded favorably when complete, detailed, and accurate.

SUBMISSION OF APPLICATIONS

Application format is rather prescriptive; see page #3 to begin. Simply use 12-point, standard font, and single space. *Submissions must be sent to the applicant's department head for review. Applicants should be aware that there may be earlier departmental deadlines to ensure the appropriate time for this review.* The department head will review the RCA grant proposal, respond by recommending or not recommending, and then forward the proposal to the appropriate e-mail address. No paper copies of the proposal will be accepted. Incomplete applications or those that fail to follow the application procedure and format will not be considered.

DEADLINE and AWARD PERIOD

There is only one deadline per academic year. Faculty who submit proposals should be mindful that department head review is required and that it is highly recommended that department heads are given adequate time to review and to provide substantive feedback on the strength and merit of the proposed project. Therefore, faculty who submit proposals should give their department head at least one week to review and provide feedback. The application deadline for the 2018-2019 RCA grants, including department head comments, is on or before March 9th, 2018. The award period is July 1, 2018 through June 30, 2019.

FINAL REPORTS

In addition to a presentation of the work involved in the RCA grant at College Convocation, awardees must submit to the Associate Dean of the College a one-page final report, due at the end of the funding period (on or by June 30). Failure to file a final report will exclude applicants from future RCA grant competition.

RCA GRANT PROPOSAL

Complete the following form, including a two-page version of your CV and your proposed budget. Send to your department head for review. Once again, give your department head at least one week to review and to provide substantive feedback. Department heads will then submit the proposal via e-mail to Joe-Wilferth@utc.edu.

Deadline: on or before March 9, 2018.

Applicant:

Title/Rank:

Terminal Degree and Date Awarded:

Campus Address (including mail code):

E-mail:

Phone:

Title of Project/Activity:

DESCRIPTION OF THE PROJECT/ACTIVITY

1. Summary of Proposed Project/Activity (up to 250 words)

[add summary here]

2. Explanation of Specific Goals/Objectives (approximately 100 words)

[add project goals/objectives here]

3. Explanation of Potential Impact of this Project (approximately 100 words)

[add explanation of expected outcomes or impact here]

4. Timeline

[add timeline here]

5. Explanation of/Justification for Budget and Required Expenses (be sure to fill out the more detailed budget file)

[add explanation/justification of budget here]

CURRICULUM VITAE of no more than two (2) pages, including research or creative activity for the last five years and current or pending grants for the last five years. Simply "paste" below.

BUDGET – A specific budget form (MS Excel file) is available for applicants to provide a full account of financial requests. Go to <http://www.utc.edu/college-arts-sciences/resources/> and click on "budget form" next to Research and Creative Activity (RCA) Grant. This budget form is *required* and *should not be substituted* with some other table or Excel file. Applicants should seek clarification on budget line items by consulting with their department heads and/or the College's business manager (Terry-Sanford@utc.edu).

Submit both this application (MS Word document) and your budget (MS Excel document) to your department head for review.

Review of Grant Proposal and Budget (by Department Head)

Recommend ____

Do Not Recommend ____

Comments:

Department Head: [typed name]

Department:

Date:

Department heads should submit the proposal and budget as e-mail attachments to Joe-Wilferth@utc.edu.