

**SUMMER FACULTY FELLOWSHIP
APPLICATION GUIDELINES AND EVALUATION CRITERIA**

Please note: Projects which involve consulting activity, the production of teaching aids, enhancement of teaching skills, practice of professional skills outside the academic environment, “retooling” for new teaching assignments, development of Internet courses or other curriculum development activities will not be considered.

Eligibility:

If you're an assistant professor and above who has a research commitment in your appointment, you are eligible to apply.

The proposal written in the structure provided below must meet the following:

- A. You must enroll in the Summer Faculty Fellowship Grants Brightspace Community to use the Word template to write your application. The Brightspace Community – Summer Faculty Fellowship Grants – is a self-enroll Community.
- B. Must be in Times New Roman 12-point font.
- C. Must be single-spaced.
- D. Incomplete or late submissions will not be considered.
- E. Proposals that fail to include required content or do not meet the evaluation criteria below will not be considered. Such proposals may be eligible for resubmission in the following term.
- F. When all other factors are equal, priority will be given to faculty who have not previously received a Summer Faculty Fellowship Grant.
- G. Grant is \$6,000 and is considered taxable income. This is divided into two (2) payments for faculty summer pay (\$3,000 in June and \$3,000 in July).
- H. Once the document is complete, it must be converted to one PDF file and uploaded into Dynamic Forms - Summer Faculty Fellowship Grant Signature Form.
 - a. Academic Unit Leader approval is ***required***.
 - b. College Dean approval is ***required***.

◆ Summer Faculty Fellowship Grant Required Proposal Structure

- A. **Current Vita:**

The vita must not be more than five (5) pages in length.
The applicant's published work and all other citations must be formatted using a commonly used publishing style guide or manual (e.g., MLA, APA, AMA, etc.) and include the necessary information, such as the authors' names, proper order of authorship, title of the work, name of journal, date published, etc.
- B. **Project Title:** (maximum 10 words)
- C. **Project summary:**

Provide a ***non-technical*** description of the project (maximum 300 words).

D. Purpose statement for the project:

Include the following (one (1) page limit for this section):

1. A clear statement of the problem.
2. Significance of research or creative work to academic discipline.
3. Objectives of proposal (what is going to be achieved if the project is funded).
4. A concise literature review of existing work in the field (with appropriate references) and an explanation of how the proposal relates to that work.

E. Research Design and Methods:

Include the following information with a four (4) page limit for this section:

1. The applicant's preparedness to successfully complete the proposed project.
2. A detailed description of research procedures sufficient to support the project design.
Include the method of data collection and procedures for data analysis, if applicable.
3. Previous experience of the applicant related to the proposed project.
4. A brief description of how the project results will be disseminated. List the specific targeted dissemination venues (conferences, festivals, journal, etc.).
5. A general timeline for completing the project goals.

F. Other Sources of Funding:

Describe any internal or external cost-sharing funds available for this project. Discuss potential future external funding sources and explain how completion of this project will enhance future funding opportunities (half-page).

G. Previous MSU Support:

List and briefly describe the outcome of previous projects funded within the last five years through an internal grant (Faculty Research Grant, Summer Fellowship, or Sabbatical Leave). This statement should include references to manuscripts, presentations, or creative works that resulted from previously funded projects. (1 page max)

H. Works Cited: (1 page max)

◆ **Criteria for Evaluating Summer Faculty Fellowship Proposals**

Proposals will be evaluated and ranked by the Faculty Grants Committee. It is the applicant's responsibility to present a complete and persuasive proposal, as the Committee will not seek additional information. The Faculty Grants Committee will use the following criteria to assess the appropriateness and merit of each proposal:

1. Does the summary clearly and concisely explain the project in lay terms?
2. Are the objectives of the proposed project clearly stated?
3. Does the proposal give a brief overview of previous work and demonstrate how the project relates to that work?
4. Is the project design, method of data collection, procedure for data analysis, and procedure for data interpretation clearly described?
5. Is the methodology appropriate for the project?
6. Has the applicant demonstrated sufficient preparedness to complete the proposed project?
7. Are the project objectives reasonable and achievable given the available resources?
8. Has the applicant effectively conveyed the significance of the proposed project to their field?
9. Is it likely that the project results could be presented at a regional, national, or

- international meeting, festival, or exhibition, or published in a peer-reviewed journal?
10. Does the applicant indicate an intention to disseminate the results of the proposed project and identify potential dissemination venues?
 11. Are the proposed time requirements reasonable and clearly described?
 12. For applicants receiving previous internal funding, is there evidence of successful project completion and productive outcomes from those projects?
 13. Did the applicant describe in detail other potential internal or external funding sources to support their research?