Faculty Creative Activities and Research Internal Grant Program
Spring 2024 Request for Proposals (RFP)

Deadline: Monday, March 25, 2024, 5:00 pm

Program Overview

Syracuse University's Office of Research is pleased to announce the Spring 2024 round for the Faculty Creative Activities and Research (FCAR) Internal Grant Program. The FCAR program will provide up to $5,000 for one-year projects to support new research and creative endeavors and increase high-quality scholarly output by Syracuse University faculty.

FCAR internal grants will be awarded to full-time tenured and tenure-track faculty members to enhance their creative activities and research. Proposed project activities should be concrete and achievable in one year with the $5,000 of funding. Faculty may propose an achievable component of a larger project, such as completion of a book chapter, film teaser, exhibition design, or subset of experiments; however, completion of the project should not be contingent upon other funding sources which are not yet in place. Applicants must clearly state how the funding will be used and why FCAR funding is critical for the project completion.

Examples of eligible projects include, but are not limited to:

- Book publication projects;
- Artistic performances;
- Exhibitions of creative work;
- Efforts to obtain preliminary data, demonstrate feasibility of an approach or method, or contribute to the development of a prototype;
- Workshops or symposia to directly enhance the PI's research and creative activity;
- Travel to conduct fieldwork or conduct research at an archive, special collection, or specialized facility; and
- Purchase of software, supplies, or equipment that supports research and creative activities.

Projects that are **not** eligible for Spring 2024 FCAR funding and future cycles of the program include:

- Travel to conferences;
- Hosting seminar series or speakers;
- Projects related to curriculum development; and
- Projects that cannot be fully completed in the budget and timeline for the FCAR program ($5,000 and 1 year)

This program is focused on quickly and effectively providing resources to faculty to conduct research and creative activity and to explore new areas or methods of inquiry. *This round of FCAR will target funding for assistant and associate professors seeking promotion*. This will be the final FCAR funding opportunity for the 2023-2024 cycle.

Please review the Frequently Asked Questions posted on the Office of Research website for additional information. Abstracts of prior FCAR projects may be found on the Office of Research Development's Answers (login required). Applicants may contact the Office of Research Development (ORD) at resdev@syr.edu prior to applying for questions regarding the suitability of their proposed project. ORD staff are not able to provide review of any proposal drafts.

Eligibility

All full-time tenured and tenure-track faculty members may apply to the FCAR Program and serve as Principal Investigators (PIs) or Co-PIs on awards. Individuals are limited to submitting one application per funding cycle as PI. As noted above, this round of FCAR will be targeting funding for assistant and associate professors seeking promotion. Up to 3 Syracuse University Co-PIs per application are allowed.

All PIs who have received prior funding from the Office of Research under the CUSE program must be compliant with 2023 requests for annual and final reports. PIs of active FCAR or CUSE grants are not eligible for this program as PI or Co-PI.

Funding and Project Duration

Faculty may request $1,000 - $5,000 in funding from the FCAR Program. FCAR projects are awarded for one calendar year and PIs may only hold one active FCAR project at a time.

Funds for Spring 2024 applications will be available starting May 15, 2024, and **must** be expended within one year of the award date. Funds will be provided on a reimbursement basis to the PI's school or college. Unspent funds will be retained by the Office of Research at the end of the one-year project period. The total anticipated funding for this cycle is $50,000.

Budget

Applications must provide a budget using the provided template. Justification for costs must be included for each line item. Examples of allowable costs include:

- Salary for graduate students, undergraduates, non-tenure track faculty, and/or other personnel
- Materials, supplies, software, or equipment purchases
- Travel
- User facility fees
- Consultant costs
- Purchased services
- Human subject payments
- Publication/documentation/dissemination costs

Unallowable costs include:

- Faculty salary (academic year and summer salary)
- Subcontracts to external institutions
- Purchase contracts that exceed the duration of the grant
- Tuition
- Office supplies, reference books, subscriptions, memberships, laptop computers, iPads, software, desktop computers, or computer peripherals (e.g., printers, data storage, etc.). Project-specific computers and/or project-specific software package(s) are allowed if predominately used for the project, but a strong justification must be provided.

Requests which primarily include support for undergraduate research and creative activities should be made to the Syracuse Office of Undergraduate Research & Creative Engagement (The SOURCE).

Application Materials

1. *Application form (online)* – Sign into the application page using the Syracuse University Login option. Complete the Application details screen (name and email will pre-fill):
   a. PI appointment title, school/college, and department/center/institute

b. Proposal title
    c. Total funding request
    d. Project summary: Include a non-technical summary of no more than 250 words in the text box provided. These summaries may be shared publicly by the Office of Research.
2. *Project Narrative* (PDF format) – 3 pages. The Project Narrative should include the following information: Significance and Contribution; Concepts and Methods; Work Plan; Competencies, Skills, and Access; and Final Product and Dissemination. You may include no more than one page of references/works cited on a separate page, which does not count in the three-page limit for the narrative. The document should be single-spaced text, 11-point font or larger, 1" margins. See template for individual section details.
3. *Curriculum vitae (CV)* (PDF format) – up to 5 pages per PI/Co-PI. Provide a CV or biographical sketch for each PI/Co-PI. Include current and pending funding from external sponsors, if any. **Provide information, including dollar amounts, on any internal funds, including startup funding, research bourses, and travel funding available to the PI and Co-PI(s)**. Applications with CVs that do not comply with this requirement will be returned without review. An optional template is provided.
4. *Budget* (PDF format) – Submit a budget using the provided template. **Justification for costs must be included for each line item.** Save the Excel file as a PDF file for upload.

PDF documents should be provided where noted. Uploading Word or Excel documents may change the page count and make your submission non-compliant.

Review and Evaluation

Proposals will be reviewed by ORD staff and faculty representatives and will be based on the following criteria:

- *Significance and Contribution*: Is the project intellectually significant? Are the ideas, problems, and/or research questions being addressed clear? What value does it offer to the faculty member's disciplinary field(s) and/or general audiences?
- *Concepts and Methods*: Is the conception, definition, organization, and description of the project clearly articulated? Is the methodology sound and indicate project success?
- *Work Plan/Budget Justification*: Does the work plan provide sufficient detail on what will be accomplished during the project period? Does the proposal specify how the funding will be used? Is the work plan and timeline feasible, appropriate, and supported by a well-justified budget?
- *Competencies, Skills, Access, and Support/CV*: Is the applicant well-qualified to carry out the proposed work and have the means to do so if funded?
- *Final Product(s) and Dissemination*: What is the likelihood of achieving project final product(s)? How strong is the dissemination plan for its intended audience(s)?

Limited comments will be provided to those who are not funded under this round of FCAR.

Reporting

A final report is required and is due one month after the conclusion of the award year. An outcomes report is due one year after the conclusion of the award to capture project outcomes. Required information in these reports will include, but are not limited to, the following:

- Brief description of work accomplished, activities completed, and results to date; and
- Listing of products generated and disseminated, such as publications, presentations, exhibitions, and events.

PIs with reports that are outstanding for more than 60 days after the due date will be ineligible for future funding from the Office of Research intramural funding program until reports are completed.

Anticipated Project Period and Timeline

Applications due:	Monday, March 25, 2024, 5:00 PM
Notification of awards:	Early May 2024
Project start date:	May 15, 2024
Project end date:	May 14, 2025
Final reports due:	June 15, 2025
Outcomes reports due:	May 14, 2026

Questions

Questions regarding the FCAR Program should be directed to ORD at resdev@syr.edu.