PROGRAM DESCRIPTION

The College of Humanities Faculty Fellowship and Grant Program provides support for scholarly research or creative activities. Full-time tenure track and tenured faculty may apply for funding to support ONE (but not both) of the following options:

(1) **FACULTY FELLOWSHIP: Three-Units of Reassigned Time** (i.e., a one-course reduction in teaching load);

OR

(2) **GRANT: Funding for a Student Assistant, OR for Research-Related Travel Involving a Specific Research Project or Creative Activity.** You may apply for a grant (up to a maximum of $1500) either to hire a part-time student assistant, or to support research-related travel, which includes (but is not limited to) activities such as: a trip to do archival research; a visit to an off-campus site such as a specialized library housing a special collection, travel to conduct field work, etc. If the application requests travel support, an explanation of why and how the travel will contribute directly to a current project must be provided. Proposals seeking support in this category must include a budget of expenses.

The following are **NOT** eligible for funding in this category: travel to conferences or professional meetings to present papers, participate on panels, conduct readings, performances; books or supplies; equipment, etc.

No one receiving other university-funded research reassigned time for Fall 2018 may receive a College award of reassigned time.

Faculty fellows and grant recipients are recommended to the Dean by a faculty-led selection committee facilitated by the Associate Dean. The Dean is responsible for final approval. The number of faculty fellows and grants awarded is dependent on budget availability.

INSTRUCTIONS:

- The proposal narrative should **not** exceed three (3) double-spaced pages.
- Completed proposals are **due 5:00 P.M., Monday, September 24, 2018**. Proposals arriving after this date and time will **not** be considered.
- **Proposals are date and time stamped when submitted by your chair/director via email to the College.** Please make sure you give them enough time to review your proposal, give you feedback if necessary, and submit it in a timely manner.
- **You are responsible for following up with your chair/director to ensure a timely submission.** You receive an email when they do the submission.
PROPOSALS MUST INCLUDE:

- **All fields** filled in, including the list of previous grants received in the past five years (during your time at CSUN). Please put N/A on first line if none received.

- A **project narrative** (maximum three-pages, double-spaced) including:
  1) project description
  2) methodology
  3) timeline
  4) anticipated dissemination/outcomes, including how the research or proposed instructional development may be used in your classroom instruction or in presentations, performances, and/or publications resulting from the project.

  **IMPORTANT:** If your proposed project has received funding from the university (Faculty Fellows program, Probationary Faculty program, RSCA or other programs) in the past, your project narrative must include information about the work that has been completed and how this new grant will develop the project further.

- A **short vitae** (maximum two-pages) which you attach using the button provided.

CRITERIA FOR EVALUATION OF PROPOSALS:

1. Meets all formal requirements (all fields filled out, three-page narrative, two-page vitae (and budget if funding is for travel), etc.

2. The work must contribute to the professional development of the faculty member

3. Clarity of project definition, thoughtfulness, substance of the proposed project

4. Practicability/likelihood of completion and concrete results from project.

5. Interdisciplinary projects, projects that have a wider impact on student learning, and/or projects that significantly advance humanities scholarship are encouraged.

REPORTING & PRESENTING OF FELLOWSHIP OR GRANT ACTIVITY

Recipients are required to file a report by September 16, 2019 detailing research conducted, presentations and publications, potential or actual applications to classroom instruction, and other fellowship or grant-related activities. Recipients must acknowledge the College of Humanities support in any publications resulting from the research and may be asked to present their work at a colloquium each semester.

ANNOUNCEMENT OF COLLEGE OF HUMANITIES FELLOWS AND GRANT RECIPIENTS:

Fellowship and grant awardees will be announced on or before Friday, October 12, 2018. Fellowship and grant awards are provisional, pending the availability of funding.