**Complete and UPLOAD this form using this** [**link**](https://docs.google.com/forms/d/e/1FAIpQLSc9aUOJaHRm4eWC-rZq467ifQbBfD7r2K7-zXZwbiOqDWkZhA/viewform) **by 11:59 pm, Monday, February 12, 2018.**

* The *2018 Faculty Grant Application Guidelines* document explains what can and cannot be supported by the different funding sources.
* This form should be **completed by faculty** who are either interested in obtaining support for their scholarly activities or supporting one or more students during the summer of 2018.
* Faculty *seeking support for their own scholarly work through the Wallace Scholarly Activities (WSA) program will NOT complete sections 7 & 8 of this form.*
* If you have scholarly activities that might be supported by the WSA program *and* you propose a separate collaborative research project with a student, you should complete and UPLOAD ***SEPARATE*** application forms that describe and justify the two activities.
* If your collaborative project might be supported by more than one funding source (e.g. CSR and Beltmann) you can upload a single form with the appropriate sources indicated below.

***Mark in the grey box an “X” for each of the funds you think matches the proposed project.***

|  |
| --- |
| **Wallace Scholarly Activities (WSA Program)** |
| 1. | **Wallace Scholarly Activities (WSA) Program** These funds cover expenses related to the scholarly work of Macalester faculty. Student support from this fund is restricted to *research assistance*, not collaborative projects). *(Contact Adrienne Christiansen,* *christiansen@macalester.edu**)* |       |
|  | **Funds to Support Collaborative Student-Faculty Projects** |  |
| 2. | **Collaborative Summer Research (CSR) Funds***This pool of endowed funds supports collaborative projects undertaken by students with Macalester faculty from all disciplines. (Contact Paul Overvoorde, overvoorde@macalester.edu)* |       |
| 3. | **Beltmann Funds**These funds support collaborative projects undertaken by students with Macalester faculty. Preference is given to projects in the physical and natural sciences. *(Contact Becky Hoye,* *hoye@macalester.edu**)* |       |
| 4. | ***Creating Lifelong Learners* Award from the Andrew W. Mellon Foundation**These funds support faculty-student research projects situated in a broader social or cultural context. Preference is given to immersive experiences in the humanities, arts, and humanistic social sciences. *(Contact Paul Overvoorde, overvoorde@macalester.edu)* |       |
| 5. | ***Strategic Priorities* *Initiative* Award from the Andrew W. Mellon Foundation**These funds support faculty-student research projects related to an academic concentration. Preference is given to projects that consider complex issues across disciplinary, national, and cultural boundaries in the humanities, arts, and humanistic social sciences. *(Contact Paul Overvoorde, overvoorde@macalester.edu)* |       |

|  |
| --- |
| **Section 1. Faculty Information** |
| Faculty Name: |       |
| Title: |       |
| Department: |       |

|  |
| --- |
| **Section 2. Proposed Project Information** |
| Project Title: |       |
| Total Amount Requested ($): |       |
| Dates of Proposed Project: |       |

**SECTION 3: Proposed Project**

**A. Proposal Abstract. (150 words maximum)** *Required of ALL applicants.*

Provide a summary of the project for individuals who are unfamiliar with the technical, specialized terminology of your discipline. The College uses this information to communicate with fund donors about research projects made possible by an endowment and to share general information about summer research activity.

*Enter Abstract Here*

**B. Project Description. (500 words maximum)** *Required of ALL applicants.*

Briefly describe the project’s goals, activities, and expected outcomes. Remember, the elected members of the Resources and Planning Committee (RPC) faculty constitute the review committee. This means that colleagues from outside your discipline will evaluate the proposal and make recommendations about funding. If, based on what you have written, the review committee does not understand components of the project (e.g. what your role might be at a conference, how essential proposed travel is for conducting research, or how a collaboration is likely to work, etc.) you are unlikely to receive funding.

*Enter Project Desciption Here*

**C. Timeline for Proposed Project. (250 words maximum)** *Required of ALL applicants.*

Provide a timeline of activities in your proposed project. Keep in mind that collaborative summer research projects can start no earlier than Monday, May 15, 2017 (the first Monday after Commencement) and conclude no later than Friday, August 25, 2017 (the week before Orientation). Also, ten is the maximum number of weeks that students can receive funding.

*Enter Timeline Here*

 **SECTION 4: PREVIOUS FUNDING.** *Required of ALL applicants.*

• List all current and previous, internal or external, grants or awards that you have applied for or received in the last three years. Include Wallace, FaCE, CSR awards, or any other Macalester administered funds.

• Also list the resulting scholarly outcomes and external dissemination of work (publications, off-campus presentations, exhibit/performance of work, etc.) achieved via collaboration with students.

• For WSA applications, describe why you cannot use your regular Faculty Travel and Research (FTR) allotment or start-up funds from the college for these activities.

*Enter Previous Funding Information Here*

**Section 5. Research Review for Proposed Project.**

Support of projects through either endowed funds or grants to Macalester by foundations requires that the proposed research abide by existing federal and/or disciplinary guidelines. Consequently,

* Research involving animals must receive the approval of Macalester’s Institutional Animal Care and Use Committee (IACUC). See <http://www.macalester.edu/acs/PIinfo.html> for more information.
* Research involving humans must receive approval from Macalester’s Institutional Review Board (IRB), the Social Science Institutional Review Board (SSIRB), or Psychology Review Board (PRB), **UNLESS one of the following applies**:
	+ Research based on normal educational practices such as instructional strategies, curricula, or classroom management techniques;
	+ Research uses educational tests (cognitive, diagnostic, aptitude, achievement), survey procedures or interview procedures, UNLESS: (a) the information obtained directly or indirectly identifies individual participants; and (b) disclosures of participants’ responses would place the participants at risk of legal liability or would be damaging to their financial standing, employability or reputation;
	+ Observations of public behavior as long as information is recorded in such a way that individuals cannot be identified;
	+ Research of public documents;
	+ Oral history (this does not include ethnography);
	+ Journalism (if, however, research requires IRB approval on other grounds, the fact that the author intends to publish it in a newspaper or media outlet does not exempt it from review);
	+ Interviews of experts and public figures (provided that the interview focuses only on the individual’s area of competence).

Contact Geoffrey Gorham (ggorham@macalester.edu), Chair of Macalester’s IRB, if you have questions about college review policy concerning your project.

**\*\*\* Will your proposed project require a review?** *Enter YES or NO*

**SECTION 6: PROPOSED BUDGET and BUDGET JUSTIFICATION.** *Required of ALL applicants.*

*Since funds are fixed and there is a goal of maximizing the number of students who receive a summer opportunity, the review committee may elect to provide less than the full amount requested. In order to assist the review committee’s deliberations, please provide a justification of the items listed. Your project is more likely to garner support if the members of the review committee understand the needs of the project and the role that each requested item will play.*

Examples of expenses typically not funded include: gifts for hosts in other countries; alcohol; shipping personal property back to Macalester. You are encouraged to consult with Lynn Hertz (hertz@macalester.edu or x6330) if you have questions.

|  |  |
| --- | --- |
| **Item** | **Amount** |
| Research expenses (e.g., supplies, library or gallery fees, copying fees, etc.): | $      |
| Equipment (e.g., equipment for lab work, the arts, or interviewer; computer hardware, etc.): | $      |
| Transportation expenses (e.g., airfare, rental cars, taxis, etc.): | $      |
| Housing expenses (e.g., hotels, etc.): | $      |
| Food expenses (e.g., meals, etc.): | $      |
| Other expenses (e.g. dissemination, subvention, indexing, or publication costs): | $      |
| Student stipend (for collaborative projects, amount per week = $450, for 10 weeks maximum; WSA Research Assistants are paid hourly up to $4500): | $      |
| Student stipend benefits (10% of total student stipend): | $      |
| Faculty member stipend (up to $250 per week for 10 weeks maximum) – **ONLY AVAILABLE FOR NON-TENURE TRACK FACULTY:** | $      |
| Faculty member stipend benefits (10% of total faculty member stipend) – **ONLY AVAILABLE FOR NON-TENURE TRACK FACULTY:** | $      |
| **Project Budget TOTAL:** | $      |

**Budget justification:** Please explain how the dollar amount for each of the lines requesting funds was determined (e.g. Student research stipend: $3,960 total-- 1 student, 8-weeks = $3,600 (8\*$450) + 10% ($360)]) or describe how the funds will be used to support the proposed work.

*Enter Your Budget Justification Here*

**SECTION 7: THE STUDENT EXPERIENCE.**

* *Faculty applying for WSA support- only complete this section if you are seeking funding for a WSA Research Assistant.*
* This section is mandatory for all collaborative projects. CSR, Beltmann, or Mellon applications without student collaborator(s) information will not be considered.
1. **Student Information:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Student 1** | **Student 2** *(if applicable)* | **Student 3** *(if applicable)* |
| Name: |       |       |       |
| Major(s): |       |       |       |
| Anticipated Year of Graduation: |       |       |       |

1. **Student Enrichment (250 word maximum)**

Describe the objectives of this proposal in terms of student enrichment. What skills, techniques, or knowledge will the student(s) learn or contribute to the proposed project?

*Enter Response Here*

1. **Student Aptitude (250 word maximum)**

Describe each student’s background, characteristics, and/or knowledge (e.g., previous coursework or research experiences) that make them suitable to make contributions to the proposed project. Keep in mind that the review committee could use your answer to this question to prioritize which students on a multiple student application should be recommended for funding.

*Enter Response Here*

**SECTION 8: UPLOAD STUDENT TRANSCRIPT.** *Faculty applying for WSA support will NOT complete this section.*

Follow [**this link**](https://goo.gl/forms/xyRAqpk5nOgPbany1) to the[**Submission site to UPLOAD**](https://goo.gl/forms/xyRAqpk5nOgPbany1) a PDF- or Word-formatted file of each student’s unofficial transcript. *The review committee will not consider proposals that lack transcripts for each student collaborator.*