

**Faculty Summer Provost Research Grant (SuPR)  
Application Information AY2024-25**

General Information

The program operates according to the following guidelines:

- Funded projects are encouraged to reach completion during the summer term of the grant, but this is not a requirement. Projects that serve as a part of longer-term endeavor must be clearly delineated in the application process.
- Grant funding up to \$12,500 per award is available. Grants can include expenses related to research-related travel but not allowable for travel associated with conference presentations.
- Up to \$2,000 summer stipend per award may be requested as part of the grant application. If more than one faculty member is involved in the project, the \$2,000 stipend will be split among faculty.
- If more than one person is involved in the research project, eligibility is tied to the principal investigator (PI) and s(he) will work with their department's administrative support and the Office of the Provost to manage the budget.
- Deadline for submission is Thursday, January 23<sup>rd</sup>, 2025 at 5pm. Applications submitted after the prescribed deadline will be deemed ineligible.
- Post-grant reports are required. Failure to provide a post-grant report by the established deadline may result in the loss of the grant and the return of previously disbursed funds.

Eligibility:

- Eligibility is limited to tenured and tenure-track faculty as well as department heads. Deans are not eligible.
- Eligibility excludes faculty who participated in a sabbatical this year (AY2024-25) or would be receiving a sabbatical in the coming year (AY2025-26).
- Eligibility also excludes those faculty receiving a Faculty SuPR grant in two of the past three years.
- Applications that focus on course creation, program revision, training, or other similar activities will not be considered.

Proposal Review Criteria

**1. Significance of Proposed Work**

The proposal, along with supporting documents, provides clarity relative to the importance of the proposed project. In addition to potential support to scholarship, the proposal should also demonstrate potential social and/or practical importance(s).

**2. Objective of Proposed Work**

The proposal, along with supporting documents, provides a clear description of the objectives associated with the project. Further, there exists a clear articulation of the goals of the project along with providing cogent background information.

**3. Project Plan for Proposed Work**

The proposal, along with supporting documents, provides a clear description of how the stated objectives will be accomplished. This plan should detail specifics associated with clearly articulated tasks

and methodology.

#### 4. Feasibility of Proposed Work

The applicant should present an argument that supports the likelihood that the project can be accomplished during the summer and how it might lead or contribute to a larger project.

#### 5. Budget

The degree to which the proposed budget adequately supports the proposed work.

### Proposal Format

Name:

Proposal Title:

Email address:

Rank/Position:

Department:

Year of last sabbatical (respond N/A if you have not taken one):

Have you received a Faculty SuPR grant in the past three years? If so, when?

Proposal Narrative containing the following headings:

**Background information:** In a succinct manner describe relevant information and/or review previous work related to the proposed project. As a reminder, make sure to clearly define and/or articulate disciplinary terminology or technical language for members of the committee. (300 words or fewer)

**Objectives:** List the objectives of the proposal, including plans for future publications. (200 words or fewer).

**Project Plan - Tasks and Methodology:** In a succinct manner describe a plan for accomplishing the aforementioned objectives during the summer. (300 words or fewer)

**Significance of project:** Describe the significance of the project for your research agenda and for the college's mission and discuss innovative methods you plan on employing. (300 words or fewer)

**Criteria for success:** Describe the criteria for success of your project (e.g. KPIs, specific outcomes, etc.) (300 words or fewer)

**Budget** (maximum \$12,500). In table format, identify all estimated costs and provide brief justification for each, such as stipend, transportation, lodging, parking, and equipment/supplies, etc. If requesting funds for travel, please explain why that travel is necessary for the completion of the project.

In separate documents, please submit a current **curriculum vitae (CV)** and **any pertinent documentation** along with your grant application.

Completed applications, CV, and documentation should be sent as attachments in an email to Dr. John Weinstein, Assistant Provost for Research ([weinsteinj@citadel.edu](mailto:weinsteinj@citadel.edu)) before **5pm on Thursday, January 23<sup>rd</sup>, 2025**.