

## **DESCRIPTION AND PURPOSE**

Faculty/Librarian Special Projects Grants provide professional development funding to advance the quality, significance, and relevance of Fitchburg State faculty and librarians' continuing scholarship and creative activity. The source of the funding is the Office of the Provost.

Special Projects grants are designed for faculty and librarians to carry out their research through systematic investigation and application, including research development, testing and evaluation to contribute new knowledge or other recognized output appropriate to the applicant's academic field. In the Creative and Performing Arts, these grants are designed to support projects and activities with demonstrated relevance for impact in the applicant's field. As such, funds are not for academic programming activities (such as a speaker series or campus conferences) or for activities that are purely developmental in nature (i.e. attending conference or workshop).

Please remember that successful grant funding will be awarded for activities and expenditures in the next fiscal year, between July 1 and June 30.

## **GRANT CATEGORIES AND AMOUNTS**

### **Category 1—Grants for Faculty/Librarian Research/Creative and Performing Arts**

Funding in this category is for projects that will ultimately result in scholarly publication or presentation, reports to appropriate public agencies or other organizations, and/or grant proposals to external agencies. This category may also include seed money for similar projects at earlier stages of development. Creative and Performing Arts projects are expected to result in juried presentations or exhibitions, public performances, publications, or other recognized output appropriate to the field. Though not a requirement, please indicate if the project addresses concepts related to diversity, equity, inclusion, or antiracism. Grants can include research-related travel expenses. See Categories 1 & 2 Scoring Rubric on page 4 for evaluation criteria.

- Grants of up to \$2,500 each

### **Category 2—Reassignment of Teaching or Work Duties**

Funding in this category is for the reassignment of teaching or work duties to allow faculty or librarians time to start, progress, or complete research or creative projects designed for public presentation, exhibition, and/or other recognized output appropriate to the field. Faculty and librarians on the tenure-track (not yet tenured) will be given added consideration. See Categories 1 & 2 Scoring Rubric on page 4 for evaluation criteria.

- 6 awards of one-course release or up to a maximum of 8.25 work hours are available.

### **Category 3—Falcon Scholars Undergraduate Research Assistance**

Funding in this category will support faculty or librarians in hiring student Research Assistants who will gain first-hand mentored knowledge of research practices in their discipline. Faculty or librarians can apply with or without a particular student(s) in mind. The program is open to students and faculty or librarians from any discipline. The application must be submitted by the faculty or librarian mentor and not by students. Funds go toward hourly wages (\$15/hour) and are paid directly to the student through the university's payroll and time-keeping system. See Category 3 Scoring Rubric on page 5 for evaluation criteria.

- Faculty or Librarians may request for one semester only.
- Faculty or Librarians may request for up to two students with a collective total of no more than 80 hours a semester.
- Award includes \$500 for each faculty or librarian mentor of a Falcon Scholar.
- Grants of up to \$1,700 (including \$500 stipend)

## APPLICATION PROCESS

To be considered, proposals must be submitted with the proposal cover and budget sheet for the appropriate category and include the appropriate Project and Budget Narratives. Faculty members or librarians may submit to more than one category, but each submission must be a separate application.

If appropriate, proposers should build in sufficient time during the application process for approval by relevant compliance boards (IRB, IACUC, and IBC), including discussing their compliance needs and the approval process with the appropriate committee chair.

Please submit the Dynamic Form linked to page 3 of this document.

- **No later than 5 p.m. on Friday, May 2, 2025**

Awards will be announced no later than

- **Friday, May 30, 2025**

Proposals will be reviewed by the Center for Faculty Scholarship Advisory Board using the scoring rubrics included. The CFS Advisory Board will make recommendations to the Provost for final approval.

Applicants may apply in successive years for Special Projects funding. To remain eligible, however, all Special Projects grant recipients must submit a Final Report. The Final Report should represent a comprehensive summary of the project objectives, expenditures, outcomes, and professional development experienced by the recipient(s). Please enter the Final Report on page 3 of the dynamic form which contains your proposal. Final Reports are due to the Provost's Office no later than

- **5 p.m. on May 30 of the academic year in which the award is applied**

## INSTRUCTIONS

The Project Narrative for all Special Projects Grant categories must include the components noted below (Sections III, IV & V below submitted on the dynamic form should not be longer than 5-pages). While the narrative should be concise, it should include sufficient information to permit effective review by a multidisciplinary group. Provide citations to literature as appropriate and adopt language that is non-technical in nature.

### I. Participant Information & Proposal Summary

- a. **Category 2 Grants** will be directed to the department chair for a signature, indicating support for reassigned time. The reassigned time may be taken in any semester.

### II. Project budget

- a. All proposals must include the budget table appropriate to each Special Projects category as well as Budget Notes that explain how budget figures were calculated and how grant funds will be used.
- b. The project budget must include all anticipated expenses. Wherever possible, projected expenses should be based on estimates provided by suppliers or appropriate university offices. All amounts should be rounded to the nearest dollar.

### III. Background and Significance

- a. Briefly sketch background of the project, including any related research previously conducted and outcomes/findings of that research. If applicable, evaluate existing knowledge or practice, identifying gaps that the project intends to fill.
- b. Clearly state the proposed project's significance to the proposer's field of study.
- c. Describe the project's significance for the proposer's professional development.
- d. **Category 3 Grants**—Include an explanation of how the grant will enhance the student's academic development.

### IV. Description of Project

- a. Describe your project, specific research objectives, and methodology/activities in which you will engage to accomplish your goals. If appropriate, include the means by which data will be collected, analyzed, and interpreted.
- b. Provide a tentative sequence or timeline for the work, with critical events and discrete phases of the project.
- c. **Category 3 Grants**—Include a description of the work to be performed by the student assistant(s), including activities and procedures in which the student(s) will be engaged to accomplish the research objectives.

## V. Expected Outcomes and Deliverables

- List expected tangible outcomes of the scholarly or creative activity, including what you expect to learn and what others will learn from the overall project.
- Describe the means of evaluation, application, and/or dissemination of findings or results.
- Category 3 Grants**—Include a list of expected learning outcomes for the student(s) as a result of serving as a Research Assistant.

## FINAL REPORT

**Final Reports are due to the Provost's Office no later than 5 p.m. on May 30.**

All Special Projects require a Final Report (approximately 1000 words) at the end of the academic year in which the award is applied. An email with links back to your Proposal dynamic form will be sent to you prompting you to view the Final Report page after your project is Approved and again as the deadline approaches. Your final Report should be submitted on page 3 of the dynamic form that contains your application on pages 1 & 2.

A complete Final Report will include three components: an Abstract, and Outcomes Statement, and a Final Report Narrative.

### Abstract (up to 250 words)

Provide a succinct summary of the entire project. The abstract should be easy to interpret by a reader who is not an expert in your field. The abstract should include, if pertinent to the project being described, the following:

- Primary objectives and scope of the project;
- Techniques, approaches, or methodology adopted (to the degree necessary for comprehension);
- Findings and implications, stated as concisely and informatively as possible.

### Outcomes Statement (approximately 250 words)

Provide a succinct statement of the actual, tangible outcomes of the project, compared to the outcomes that were proposed in the application. Use sufficient detail for the Center for Faculty Scholarship Advisory Board to determine if proposed objectives have been met. If objectives were not met, provide an explanation of the changes to the project as a result. In this section, please include

- Each project outcome listed in your project proposal;
- Details of how proposed outcomes were met (including both quantitative and/or qualitative data, as available), or
- An explanation of why the outcomes were not met.

### Final Report Narrative (up to 500 words)

Provide a comprehensive summary of the project and include

- Spell out plans for presenting or publishing project outcomes or plans for project viability, including goals to seek continued funding, partnerships, or ongoing initiatives that will ensure the long-term completion of the project, or its future if the proposed outcomes were not met;
- Project expenditures (including any remaining balance);
- The professional development experienced by the grant recipient(s).

## APPLICATION LINKS & QR CODE

Link to the Application while you are signed into your Fitchburg State AD account.

**Faculty/Librarian  
Special Projects Grants  
Application**

### Application URL

<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpid=https://sts.windows.net/2383ab74-b170-471e-9381-71600bf9545b/&SpSessionAuthnAdapte rid=fitchburgDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fsubmit%2fstart%2fcad652bf-b872-4bbd-a20e-6f1e5451da87>



Applicant: \_\_\_\_\_ Dept./Program: \_\_\_\_\_ Reviewer: \_\_\_\_\_

 Category:  1: Major/Minor Grants  2: Teaching Release

Fund ? (Y/N/M) \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Recommended Amount \$ \_\_\_\_\_

**Instructions**

Using the scale provided, input the numerical score that best describes the degree to which this proposal reflects the evaluative criterion. Enter data in the green cells per the following defined values:

1. **Deficient:** Does not meet criteria, fails to provide information or provides inaccurate information; requires substantial clarification.
2. **Adequate:** Meets minimum requirements but lacks focus and detail.
3. **Good:** The response is well-written and addresses all criteria satisfactorily; descriptions provided suggest proposed program has potential for success.
4. **Exceptional:** Provides clear, complete and detailed information meeting required criteria; shows well-conceived ideas that demonstrate a thoughtful articulation of how program plans to proceed with implementation.

	Score	Multiplier	Total	Notes
<b>I. General Narrative Attributes</b>				
1. The proposal is well-written and attentive to the overarching goal of the Special Projects Grant category.		2	0	
Subtotal			0	Max Points=8
<b>II. Project Budget</b>				
2. The budget narrative provides a reasonable justification for the anticipated budget items as presented in the table.		2	0	
Subtotal			0	Max Points=8
<b>III. Background, Objectives, and Significance</b>				
3. The proposal clearly states the project's background, goals, and related research for which assistance is being sought.		2	0	
4. The proposal clearly states the significance of the research to the proposer's field of study.		2	0	
5. The proposal clearly states the significance of the research to the proposer's professional development.		1	0	
Subtotal			0	Max Points=20
<b>VI. Description of Project</b>				
6. The proposal clearly explains the project methodology and the work to be performed by the applicant, including (if appropriate) means by which data will be collected, analyzed, and interpreted.		3	0	
7. The proposal includes a reasonable sequence or timeline for the work, with critical events and discrete phases of the project.		1	0	
Subtotal			0	Max Points=16
<b>V. Expected Outcomes</b>				
8. The proposal provides clear outcomes of the research project, including what others will learn from the project.		2	0	
9. The proposal provides clear outcomes of the research project, including what others will learn from the project.		3	0	
Subtotal			0	Max Points=20
<b>TOTAL Rubric Score</b>			<b>0</b>	<b>Max Points=72</b>

Applicant: \_\_\_\_\_ Dept./Program: \_\_\_\_\_ Reviewer: \_\_\_\_\_

Category 3: Undergraduate Research Assistance

Fund ? (Y/N/M) \_\_\_\_\_

Requested Amount \$ \_\_\_\_\_

Recommended Amount \$ \_\_\_\_\_

**Instructions**

Using the scale provided, input the numerical score that best describes the degree to which this proposal reflects the evaluative criterion.

Enter data in the green cells, per the following defined values:

1. **Deficient:** Does not meet criteria, fails to provide information or provides inaccurate information; requires substantial clarification.
2. **Adequate:** Meets minimum requirements but lacks focus and detail.
3. **Good:** The response is well-written and addresses all criteria satisfactorily; descriptions provided suggest proposed program has potential for success.
4. **Exceptional:** Provides clear, complete and detailed information meeting required criteria; shows well-conceived ideas that demonstrate a thoughtful articulation of how program plans to proceed with implementation.

	Score	Multiplier	Total	Notes
<b>I. General Narrative Attributes</b>				
1. The proposal is well-written and attentive to the overarching goal of the Special Projects Grant category.		2	0	
Subtotal			0	Max Points=8
<b>II. Project Budget</b>				
2. The budget narrative provides a reasonable justification for the anticipated budget items as presented in the table.		2	0	
Subtotal			0	Max Points=8
<b>III. Background, Objectives, and Significance</b>				
3. The proposal clearly states the project's background, goals, and related research for which assistance is being sought.		1	0	
4. The proposal clearly states the significance of the research to the proposer's field of study.		2	0	
5. The proposal articulates clearly the value of the work to the student's academic development.		1	0	
Subtotal			0	Max Points=16
<b>VI. Description of Project</b>				
6. The proposal clearly explains the project methodology and the work to be performed by the applicant.		2	0	
7. The proposal includes a reasonable sequence or timeline for the work, with critical events and discrete phases of the project.		1	0	
8. The proposal describes the work to be performed by student assistant(s) in detail, including activities in which students will be engaged to accomplish research objectives.		2	0	
Subtotal			0	Max Points=20
<b>V. Expected Outcomes</b>				
9. The proposal provides clear outcomes of the research project, including what others will learn from the project.		2	0	
10. The proposal includes a well-considered plan for evaluating, applying, and/or disseminating the research findings or results.		3	0	
11. The proposal clearly outlines the expected learning outcomes for student Research Assistant(s) and how collaboration on the project will enhance the students' academic development.		3	0	
Subtotal			0	Max Points=32
<b>TOTAL Rubric Score</b>			<b>0</b>	<b>Max Points=84</b>

Grant Recipient Department: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Project Title: \_\_\_\_\_

Category:  1: Major/Minor Grants       2: Teaching Release       3: Undergraduate Research Assistance

Has the grant recipient provided adequate evidence that the project objectives and project outcomes have been met?     Yes     No

If NO, has the grant recipient adequately explained why the project objectives and outcomes were not met?     Yes     No

Has the grant recipient provided an adequate explanation of professional development?     Yes     No

**Recommended Action for Project File**

- **Closed:** Final report provides adequate evidence that project objectives and outcomes were met and professional development was achieved.
- **Decision to close is postponed:** Evaluator cannot discern from final report if outcomes have been met and/or professional development achieved. Additional information is requested to determine project status.  
[Evaluator: please detail need for additional information in comments section below.] ***Project will automatically default to Past Due status if request for additional information is not responded to in a timely fashion.***
- **Project status to remain in Past Due:** Project is already in Past Due status and final report does not provide adequate evidence that project objectives and outcomes were met and/or professional development was achieved. Grant recipient must submit a revised report and is ineligible for future Special Projects funding until project file is closed.

Evaluator Comments:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_