

**Call for Proposals**  
**Scholarship and Creativity Grants for the**  
**Advancement of the Arts, Humanities, and Social Sciences for FY 2013**

**Deadline: January 11, 2012**

**Forums to assist potential applicants will be held (need only attend one):**

**Tuesday, November 1, 1 pm, Bradley Conference Room, Wilson Hall 2-257**

**Wednesday, November 9 at 1 pm, Bradley Conference Room, Wilson Hall 2-257**

This program, funded through the Office of the Vice President for Research, Creativity, and Technology Transfer, will provide financial support for scholarship and creative activity in the arts, humanities, and social sciences, that is, areas for which there are few private and federal funding sources. The program is open to full-time, tenured or tenure-track MSU-Bozeman faculty with terminal degrees.

Applicants may request funds for salary and benefits, supplies, travel, and other expenses directly related to the work on the project during the academic year 2012-13. The amount of awards will vary, but most will range between \$6,000 (minimum) and \$22,000 (maximum).

Successful applicants will be expected to provide, within six months of the completion of the grant, a written report to the Vice President for Research, Creativity and Technology Transfer, their dean, and their department chair. Grant recipients are also strongly encouraged to present the results of their work to the university community through an exhibit, seminar, or other appropriate forum.

**Applications should consist of the following:**

- a **cover sheet** with a brief project abstract: form attached and also available at [www.montana.edu/wwwvvr/Awards/SCHOLARSHIPS\\_CREATIVITY/S\\_CCvrSht.doc](http://www.montana.edu/wwwvvr/Awards/SCHOLARSHIPS_CREATIVITY/S_CCvrSht.doc)
- a **narrative** that discusses the importance and impact of the project and explains how it will advance your artistic or scholarly program; a plan of work that includes a description of the methodologies or processes to be used; and a timetable (**maximum** five single-spaced pages, font size 12 or larger);
- a **budget**, with items explained in the narrative or budget notes (**maximum** one page);
- a **curriculum vitae**;
- the names, addresses, telephone numbers, and e-mail addresses of three appropriate **evaluators** whom we may contact, all external to MSU-Bozeman. These referees should be specialists in the field but should not be former dissertation advisors. (You should contact

potential referees in advance to be certain that they agree and will be available to evaluate your proposal between January 12 and February 21, 2012).

- a completed electronic **OSP Proposal Clearance Form (ePCF)** (available online at <https://helene.msu.montana.edu/epcfprod> with **requisite signatures**. (ePCF Set Up instructions are available at: <http://www.montana.edu/wwwvr/osp/documents/ePcfSetupInstructions.pdf>). Select “MSU Vice President for Research” as the agency you are submitting to. Jerry Fink, [jfink@montana.edu](mailto:jfink@montana.edu), extension 6275 is the contact person in the Office of Sponsored Programs to help with your budget, benefit costs associated with salaries, ePCF, and so on. Please make an appointment well in advance to see him prior to finalizing your budget and submitting your proposal. As a reminder, OSP does have a 48-hour deadline to review proposals/budgets.

**Criteria:**

Proposals will be evaluated by a committee of faculty from the arts, humanities, and social sciences according to the following criteria, and applicants should therefore address all of the following:

- the intellectual significance or artistic merit of the project, including its potential contribution to the field;
- the appropriateness of the methodologies, theories, or strategies, and the feasibility of the plan of work;
- the qualifications and expertise of the artist or scholar in relation to the project goals and the stage of the applicant’s career;
- the promise of quality and the impact of any resulting publication or work of art;
- the potential for success, including the likelihood that the project will be completed within the projected time frame, and the appropriateness of the budget.

Remember that your proposal will be reviewed not only by specialists in your field but also by MSU scholars in other academic disciplines, and the proposal should address both audiences.

**Submission:**

Please submit **your** proposal electronically to Office of Sponsored Programs by 5:00 p.m. on **January 11, 2012**. Look for the “Transfer Agency Files to OSP” on the ePCF Menu Options screen to submit your proposal to Jerry Fink. If you have received an S&C grant within the last three years, you must include as part of your proposal the most recently funded proposal narrative, budget, and final report. Note: Even though some applicants have received funding in consecutive years, the committee recently has tended not to support applicants who have been funded by this program in the previous year.

Awards will be announced by early April so that successful applicants can move forward with projects, which can begin 15 May 2012. Questions about applications may be directed to Sue Monahan ([smonahan@montana.edu](mailto:smonahan@montana.edu)), committee chair, ext. 5248.

**Notes on proposal budgets:** (It is highly recommended that you check your budget with Jerry Fink in advance of applying.)

1. Items that are often requested and funded include research/creativity trips, a course buy-out to provide time for the applicant to undertake the project, summer salary, and sabbatical supplementary salary. **Applications that request only summer salary will not be accepted.**
2. The **maximum** summer salary that will be funded is \$6000. You must also add approximately 35% of \$6000 for benefits. Please check with your departmental administrative assistant for the exact amount as this may vary from department to department. To apply for the maximum salary, therefore, include a budget item of \$8100. In this example, your actual take-home summer salary would be \$6000 minus benefits and taxes normally withheld from your paycheck. Please direct questions to Jerry Fink, [jfink@montana.edu](mailto:jfink@montana.edu) ext. 6275 in OSP.
3. Travel Expenses: we usually approve \$23 per diem for in state; \$41 per diem for out-of-state; travel abroad now requires you to keep individual receipts for meal reimbursement or you will be reimbursed at out-of-state rates, so budget accordingly. Please try to be as specific as possible in terms of airfare, hotel and other travel costs.
4. Remember to include an additional 4% of the total budget as the cost charged for administering the grant.
5. A course buy-out will be considered, but only with **pre-approval by departmental chairs** (as indicated by their signatures on the OSP Proposal Clearance Form). Consult your chair to determine the total amount required (usually including approximately 35% benefits, if necessary) to buy out a course in your department.
6. The following items usually are **not** funded: more than one course buy-out annually; computers; equipment, unless it has a direct and evident relation to the proposed project that is specified by the applicant; post-production costs of books, articles, and other creative activities; conference trips, since other sources of MSU funding are available.

**Note:** Each applicant may submit only one application to the S&C program, annually.

**Cover Sheet**  
**Scholarship and Creativity Grants for the Advancement of the Arts,  
Humanities, and Social Sciences, FY 2013**

(also available at

[www.montana.edu/wwwvr/Awards/SCHOLARSHIPS\\_CREATIVITY/S\\_CCvrSht.doc](http://www.montana.edu/wwwvr/Awards/SCHOLARSHIPS_CREATIVITY/S_CCvrSht.doc))

**Name:**

**Department or School:**

**Rank:**

**Applicant's Email Address:**

**Title of Project:**

**Amount Requested:**

**Award Period Requested:**

**Abstract of Proposal (not to exceed 250 words)**

By submitting an S&C application, you confirm that you have read the Faculty Handbook policies on Copyright and Intellectual Property (Sections 910 and 930), which can be found at: [http://www2.montana.edu/policy/faculty\\_handbook/fh900.html#910.00](http://www2.montana.edu/policy/faculty_handbook/fh900.html#910.00)