Faculty Grants for Research, Scholarship, and Creative Activities (FGRSC)

Request for Proposals, Instructions, and Frequently Asked Questions

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Overview

The Faculty Grant for Research, Scholarship, and Creative Activities (FGRSC) provides competitive, merit-based support for research, scholarly, and creative activities in the *humanities, fine arts, performing arts, social sciences, education, and other related disciplines*. The FGRSC supports projects that will lead to the development of new or the advancement of existing scholarship, creative works, artistic performances, exhibitions, or cultural productions that enhance the intellectual and creative life of Chapman's community and beyond. Projects that involve undergraduate and graduate student involvement that is integral to the anticipated outcomes of the proposed project are strongly encouraged.

Purpose

The primary purpose of the FY 2027/2028 FGRSC is to provide funding to early-career tenure-track faculty in the humanities, arts, social sciences, education, and other related disciplines who are developing their scholarly or creative portfolios and lack sufficient funding for their work. However, all eligible faculty may apply.

Eligibility

- Tenure-track, tenured, and non-tenure track faculty members in the humanities, arts, social sciences, education, and other related fields.
- Faculty must be in good academic standing.
- All applicants must NOT have received Office of Research funding in the past <u>three</u> fiscal years (2026/2027, 2025/2026, and 2024/2025).
- Applicants must not have <u>any</u> available funds exceeding $20,000.
- One application per faculty member per cycle.

Amount and Duration of Awards

Awards are for up to $15,000 for a period of 12 months. No carry over of funds will be allowed. The number of awards depends on available funding. 60% of funding will be allocated for tenure-track and NTT faculty who have completed their highest degree within the past four years. Faculty who meaningfully integrate undergraduate students may apply for an additional $1,000 per student and up to $3,000 total.

Award Acceptance Requirements

By accepting this award, the faculty member agrees to the following:

1. *Award Set-Up Meeting*: Attend a virtual meeting with OOR's Operation Team before the project begins.
2. *External Funding Consultation:* Attend an individual meeting with an OOR administrator focused on external funding proposal development in late fall 2027. Prior to this meeting, submit a one-page summary of your proposed external project.
3. *Undergraduate Research Panel (required for faculty whose projects include undergraduate students):* Participate in a panel discussion on best practices for integrating undergraduate students into research, scholarly, and creative activities, held in spring 2028.
4. *Student Scholar Symposium (required for faculty whose projects include undergraduate students):* Support your undergraduate students in preparing a presentation for the Center for Undergraduate Excellence's (CUE) Student Scholar Symposium, offered each fall and spring semester. For more information, visit the [CUE Student Scholar Symposium page].
5. *Project Outcome Reports:* Submit a project outcome report on the second Monday of October following the project's completion, and a follow-up report one year later. Both reports should summarize key project outcomes and their impact.

Review Process

Proposals will be evaluated by a committee of faculty peers from the applicants' colleges and schools based on the criteria below. The committee will make recommendations to the Vice President for Research for final approval.

Review Criteria and Guiding Questions for Proposal Development

1. **Scholarly/Creative Merit:** Does the project demonstrate intellectual rigor, artistic excellence, or creative innovation within its discipline? Are the project's goals and objectives clearly articulated, well-reasoned, and adequately supported? If hypothesis-driven, are hypotheses clearly stated? For interpretive, historical, theoretical, or creative projects, are the guiding research questions, artistic goals, or conceptual framework clearly articulated?

2. **Contribution to Field:** Will the project make a meaningful contribution to research, scholarship, artistic practice, or cultural understanding? Is the project distinctive in offering fresh insights and new value for the field(s) and/or the public through innovative approaches, theories, discourse, interpretations, and/or methods?

3. **Feasibility and Resources:** Is there a clear work plan for project activities, including roles and responsibilities of all project personnel, including community collaborators in community-engaged projects, if applicable? Is the project realistic, given the timeline and resources requested? Does the environment in which the work will be done contribute to the probability of success, and will the project benefit from specific assets, such as archives, special collections, translation expertise, technical assistance, databases, or tools, geography, facilities, or the availability of subject populations?

4. **Impact:** How will this project benefit the faculty member's development and/or the broader community? How will you meaningfully engage undergraduate and/or graduate students in your research, scholarly and creative activities? In what ways will they be involved?

5. **Investigator:** The proposal provides evidence that the applicant is eligible for an FGRSC award and is well-suited to carry out the project. Does the applicant demonstrate an emerging/ongoing record of accomplishments? How does the applicant's background support mentoring undergraduate and graduate students? Does the applicant provide evidence that they have no access to funds of more than $20,000?

Instructions for Proposal Preparation and Submission of the Proposal

Submission Deadline: Monday, March 1, 2027, at 12 (Noon) PM

Application materials may be downloaded from the Office of Research website here.

Preparation Guidelines

The complete proposal application packet includes the following elements and adheres to the specified page limits. All items must be uploaded into Cayuse SP.

1. Current, Pending, and Planned Support – Use the form provided and duplicate it as needed.

2. **Project Narrative** – Maximum five pages, single-spaced, Arial 10 point or Times New Roman 11 point, 1-inch margins. Write in clear, accessible language for an interdisciplinary audience and include the following sections:
   - **Project Description** (1-2 pages): Describe your project clearly and compellingly for a broad, interdisciplinary audience. This section should establish both the intellectual substance of your work and its significance within and beyond your field. (Primary Review Criteria Addressed: Scholarly/Creative Merit, Contribution to Field, and Investigator.)
     - ***What you plan to do:*** Provide a clear and focused description of the project, its goals, and objectives. If the project is hypothesis-driven, state your hypothesis or central research question explicitly. If the work is creative or artistic in nature, articulate the animating concept, artistic vision, or creative problem you are addressing.
     - ***Why it matters:*** Situate your project within the relevant scholarly, artistic, or cultural landscape. What gap, question, or opportunity does it respond to? How does it offer fresh perspectives, new interpretations, innovative methods, or distinctive approaches that advance knowledge, artistic practice, or cultural understanding?
     - ***Your qualifications:*** Briefly describe how your background, prior work, and expertise prepare you to carry out this project successfully. Highlight your emerging or ongoing record of relevant accomplishments. If you are including students, note how your background positions you to mentor them meaningfully.
   - **Methods/Approach** (0.5-1 page): Describe how you will carry out the project. This section should demonstrate that your approach is rigorous, appropriate to your discipline, and realistic given your resources and environment. (Primary Review Criteria Addressed: Scholarly/Creative Merit, Feasibility and Resources.)
     - ***Methodology or creative process:*** Explain the specific methods, processes, or practices you will employ (e.g., archival research, fieldwork, qualitative or

quantitative analysis, studio practice, performance preparation). Make clear why these approaches are well-suited to your project's goals.
    - ***Work plan and roles:*** Outline the key activities involved and, where applicable, identify the roles and responsibilities of all project personnel, including student collaborators, community partners, or co-investigators.
    - ***Resources and environment:*** Describe any specific assets that will contribute to the project's success, such as archives, special collections, databases, tools, facilities, geographic location, subject populations, or technical or translation expertise. Explain how these resources enhance the feasibility and quality of the work.
- **Timeline** (0.5 page): Provide a realistic and clearly organized timeline for completing the project within the grant period. You may use a table, chart, or milestone-based list to show the sequence and duration of key activities. The timeline should demonstrate that the scope of the project is achievable given the award period and that you have thought carefully about pacing, dependencies, and contingencies. (Primary Review Criteria Addressed: Feasibility and Resources.)
- **Expected Outcomes** (0.5 - 1 page): Describe what you expect to produce and how this project will create lasting value—for your own scholarly or creative development, for your field, and for the broader community. (Primary Review Criteria Addressed: Impact and Contribution to Field.)
    - ***Contribution to field:*** Explain how these outcomes will advance knowledge, artistic practice, or public discourse in meaningful ways.
    - ***Faculty development:*** Describe how this project will strengthen your research agenda, creative practice, or scholarly trajectory.
    - ***Student engagement:*** If students are involved, describe in this section how they will participate in and benefit from the project (e.g., assisting with research, contributing to creative work, developing professional skills, co-authoring outputs). Note: A separate one-page mentoring plan is required when students are included and should provide greater detail on mentoring structure, learning goals, and student development.
    - ***Broader community benefit:*** Where applicable, describe how the project may benefit communities beyond the academy, including through public engagement, community-based partnerships, or applied outcomes.

3. **Bibliography and References Cited** – Maximum 1-2 pages.

4. **Mentoring Plan**[1] – Maximum 1 page. Address the following questions:
    - *Roles and Integration:* What specific roles will the student(s) play in the project, and

[1] The Center for the Improvement of Mentored Experiences in Research (CIMER) has excellent resources for mentoring students. See https://cimer.wcer.wisc.edu/curricula-overview/ or https://cimer.wcer.wisc.edu/mentor-mentee-support-resources/
We also encourage engaging with Chapman's Center for Undergraduate Experiences (CUE) and reviewing their resources. https://www.chapman.edu/research/center-for-undergraduate-excellence/

how will their work connect to your broader scholarly or creative goals?

- *Training and Skill Development:* What discipline-specific methods, technical skills, or creative practices will the student(s) learn, and how will you onboard and train them?
- *Structure & Feedback:* How often will you meet with the student(s), and how will you establish clear milestones, monitor progress, and provide regular feedback
- *Scholarly/Creative Outcomes & Credit:* What tangible outputs will the student(s) contribute to or produce (e.g., publications, presentations, exhibitions, performances, datasets), and how will you discuss authorship or creative credit?
- *Professional Growth & Support:* How will you tailor your mentoring to the student's career stage and goals (e.g., portfolio/CV building, graduate school or job preparation, networking), while accommodating their academic workload?

5. Budget and Budget Justification – Use the provided form.
The Total Budget Request must total the Budget Request on the Cover Page. Budget categories include undergraduate and graduate student costs and fringe benefits, community collaborator service payments, travel, equipment, supplies and materials, participant support costs, and contractual services. Use the Budget Template provided and follow the budget preparation guidelines below to prepare the budget and budget justification. You must justify each budget item.

   Budget Justification. Use the Budget Justification column of the budget form. Each item must be justified in terms of purpose and include a unit breakdown explaining how the amount was calculated. (E.g., Graduate Research Assistant will consent participants, administer surveys, and do data entry. 10 hours/week for 10 weeks @$xx per hour.)

   Contractual Service Payments to Community Partner Organizations, *if applicable,* should be itemized and entered in the Contractual Services column on the Budget form, and be fully justified. The Contractual Service budget request should match the budget to which the community partner organization has committed in the Statement of Work for Contractual Services.

   Personnel Salaries and Wages

   Costs. Under each category: Graduate Student, Undergraduate Student, Community Partner Collaborator, Other, list names and roles of all personnel who will be compensated for work on the project. Indicate "TBN" for future hires. For personnel being paid hourly, give the rate for the year in which the work will be performed, the number of hours per week, and the number of weeks. For salaried personnel, list salary and FTE.

   Fringe Benefits. List fringe by category. The fringe benefit amount [link to calculator] should be computed using the rate schedule for each employment category that will be in effect during the grant period.

   Other Direct Costs

   Travel (Transportation and Per Diem). Travel in connection with research, scholarly, and creative work, including archival research or creative work that is site-specific. All travel costs must be well-justified in relation to the project goals.

Equipment. Equipment is defined as tangible, non-expendable, personal property with an anticipated life of one year or more and a unit acquisition cost of $5,000 or greater. Identify the individual pieces of equipment requested, the importance to the project, and why existing equipment does not suffice. Requires a price quotation from the vendor.

Materials & Supplies. These costs should be project-specific, reasonable, and based on actual or historical use. Provide a summary description and amount for each (e.g., software, art supplies).

Software. Identify the software packages to be purchased, their importance to the project, and why existing software does not suffice.

Participant Support Costs. Include incentives, travel, and other subsistence costs necessary for the project.

Contractual Services. Explain and justify all fees and charges for specialized services, such as library access fees, translation/transcription fees, recording fees, consultant fees, etc.

Unallowable Costs:

- Salaries or other direct remuneration to faculty members of Chapman University.
- Administrative support or office expenses related to research.
- Maintenance contracts on equipment.
- Travel to meetings, conferences, and sabbatical sites for purposes other than conducting the proposed work.
- The writing and preparation of manuscripts intended to be used as standard textbooks.
- Projects that could receive support from publishers or other contracting entities.
- Publication costs or reprints for individual faculty or departmental monographs or series.
- The preparation of lectures, demonstrations, syllabi, or other course-related materials.
- Departmental symposia, seminars, retreats, or colloquia.
- Projects whose purpose is to support undergraduate or graduate students pursuing their own research.
- The remedy of budgetary deficiency in other research contracts or grants.
- Bridge funding or marginal support for other substantially funded research.

6. **Letter of Commitment from Community Partner Organization(s), if applicable** – Maximum two pages: The letter should:
   - Be signed by a person authorized by the organization, such as the Board Chair or Executive Director.
   - State specifically the partner's intention to collaborate on the project and what community problem or opportunity will be studied.
   - Describe the partner's involvement in developing the project, how they will participate, and the resources they will devote to the project, including the name, title, and position of the lead collaborator and key staff, activities, timeline, and expected outcomes and impact.
   - Describe any financial and in-kind contributions. If the partner organization will be a sub-awardee, the letter should reference the Statement of Work for Subawards.

7. **Statement of Work for Subaward** – Maximum 1 page. In collaboration with the community partner, the applicant should develop a short document that describes in more detail the activities and deliverables of the subaward. It should include a leadership statement (stating who will be directly responsible for accomplishing the work) and an itemized budget and justification that match the subaward items listed on the applicant Budget and Budget Justification form. The Statement of Work for Subaward document accompanies the letter of commitment and should be referenced in that letter.

8. **Supporting Documents:**
   - Brief Curriculum Vita (2 pages maximum)
   - Letter of support from your department chair or dean
   - Equipment Price Quote from Vendor, *if applicable*

You may have questions when working on your proposal in Cayuse SP. Please reach out to officeofresearch@chapman.edu.

Submission of the Proposal

Submit your proposal via Cayuse SP by Monday, March 1, 2027, at 12 (Noon) PM.

Award Start Date: June 1, 2027

Frequently Asked Questions

1. *Question*: Can FGRSC funds be used to pay for tuition of undergraduate or graduate students?

Answer: No. FGRSC funds cannot be used to pay for student tuition. However, graduate and undergraduate students may be compensated for work on the project and receive fringe benefits. See Budget and Budget Justification: Personnel Salaries and Wages, in the Instructions for Preparation and Submission of the Proposal.

2. *Question*: Can undergraduate or graduate students be considered collaborators?

Answer: No. Students may not be collaborators; they would be considered personnel on the grant. See Budget and Budget Justification: Personnel Salaries and Wages in the Instructions for Preparation and Submission of the Proposal.

3. *Question*: Can FGRSC funds be used to support undergraduate or graduate student research?

Answer: No. FGRSC funds cannot be used for projects whose purpose is support for undergraduate or graduate students pursuing their own research, scholarship and creative activities. See Unallowable Costs in the Instructions for Preparation and Submission of the Proposal.

4. *Question*: Can an FGRSC be used to support travel and accommodations for undergraduate or graduate students to a research site where the faculty member is working?

Answer: FGRSC funds can be used for travel to conduct research, scholarly and creative activities for all personnel associated with the project, including faculty, postdocs, and graduate and undergraduate students.

5. *Question*: Can FGRSC funds be used to pay for research assistance by someone not employed by Chapman? This might be someone local (e.g., in the Orange area) or not local (e.g., another state or country).

Answer: The person would be paid as a consultant, and their work would be considered contracted services. See Budget and Budget Justification: Other Direct Costs: Contractual Services in the Instructions for Preparation and Submission of the Proposal. If this involves working in a foreign country, OOR will have the request reviewed for export control compliances.

6. *Question*: Can a faculty apply for an FGRSC grant, even when they are applying for other funding for the same project?

Answer: Yes. However, you cannot receive two awards for the same project. Therefore, if you are awarded both you must decline one. If you receive an external award for the project, you must decline the FGRSC. If both grants are from internal funding opportunities, you may choose which one to decline.

7. *Question*: Is a recently tenured faculty member eligible for FGRSC funding?
Answer: Yes. The 2027/2028 FGRSC is for all full-time faculty (tenure-track, tenure and NTT faculty) in the humanities, arts, social sciences, education, and other related fields. See Eligibility in the RFP.

8. *Question*: Will the FGRSC support data collection efforts if I am on sabbatical?
Answer: Yes, as long as the data collection is clearly related to the proposed project.

9. *Question*: Does the FGRSC allow indirect costs?
Answer: No. The FGRSC does not allow indirect costs.

10. *Question*: May I pay Co-PIs?
Answer: No. FGRSCs are for single-PI projects; however, you may have a collaborator.

11. *Question*: May I have an off-campus or on-campus collaborator?
Answer: Yes. Note, FGRSC will not pay on-campus collaborator salaries. However, it may pay for off-campus collaborator stipends or salaries. See the Budget and Budget Justification section of the Instructions for Preparation and Submission of the Proposal.

12. *Question*: Should I include a 2-page CV/Biosketch for any collaborators?
Answer: Yes. See Curriculum Vita or Biosketch in the Instructions for Preparation and Submission of the Proposal, for what to include.

13. *Question*: Can I use FGRSC funds for a mentor?
Answer: No. FGRSC funds cannot be used to pay a mentor or a mentor as a collaborator. However, FGRSC funds can be used for travel costs to meet with a mentor. The onus is on the applicant to justify the expense of meeting with their mentor to achieve the goals of the proposed project. While not disallowed, applicants must make a compelling case.

14. *Question*: For the CV/Biosketch, should I use an specific style?
Answer: The style and format of the CV/Biosketch are not specified. However, note that there is a 2-page limit for the CV/Biosketch. See Curriculum Vita or Biosketch in the Instructions for Preparation and Submission of the Proposal, for what to include.

15. *Question*: Should I include letters of support from anyone else involved in the project, such as collaborators or community partners?
Answer: The only other letter of support allowed is the required letter from a community partner collaborator. See the Instructions for what to include.

16. *Question*: If I am doing work for my project in a colleague's studio or lab, but this person is not involved in my project, do I have to include my colleague as a collaborator?
Answer: No, but describe these facilities in the Feasibility and Resources section of the Project Description.

17. *Question*: I have received funding for my project that came directly to me; it did not go to the university. Do I need to list it?
Answer: Yes. If you have funds available to you, such as those that came directly to you, include them on the Current, Pending and Planned Support form.

18. *Question*: The budget for my project is very small. Does that give me an advantage?
Answer: No. Projects are evaluated on merit, so focus on making a compelling argument for the merit of the project and provide a complete, detailed Budget and Justification, no matter what the budget request is.

19. *Question*: What are some examples of items I should provide in a detailed budget justification?
Answer: For examples of types of items to include, read the Budget and Budget Justification section of the Instructions for Preparation and Submission of the Proposal. Provide enough detail about each category and item to reflect why you need funds for items for your project.

20. *Question*: I would like to use FGRSC funds to purchase a database, but I'll need the database for several years. Will FGRSC funds pay for the 10-year use of the database?
Answer: You may use FGRSC funds for a one-time purchase of a database, regardless of the number of years you will use it. You may also use FGRSC funds to pay a subscription or an annual fee to use a database during the grant period.

21. *Question*: I'd like to apply to FGRSC to pay for the next phase of a larger project. Is this, ok?
Answer: Yes. FGRSCs will pay for research/scholarly/creative activities for a new phase of a project if you are within the eligibility requirements. However, FGRSC funds cannot be used to finish a project after all the project activities have been completed.

22. *Question*: Can I use FGRSC as gap or bridge funding?
Answer: No. See Unallowable Costs in the Instructions for Preparation and Submission of the Proposal.

23. *Question*: If I'm working on a book, must I have a book contract prior to applying for the FGRSC?
Answer: No, a book contract is not necessary. Keep in mind that the FGRSC does not support any costs for publishing a book or a journal article.

24. *Question*: Can FGRSC funds be used after the grant period?
Answer: No. No extensions are allowed. The funding period is only from 6/1/2027 to 5/31/2028.

25. *Question*: I am a non-tenure track faculty member. How do I discuss my career stage in the Project Description?
Answer: Discuss this in terms of your track record in research, scholarship, or creative accomplishments.

26. Question: What defines the $20k “available funds”?

Answer: “Available funds” encompasses all kinds of funding for research, scholarly, and creative activities and independently of the funding source.