**Faculty Opportunity Fund**

**Chapman University Office of Research**

**“Supporting the Development of Knowledge and Creative Works”**

The Faculty Opportunity Fund provides competitive merit-based support for short term non-renewable projects as described below. These projects are intended to support Chapman University faculty in the development of new and innovative research, scholarship and creative activity. Specifically, this program aims to:

* Elevate the national visibility and reputation of Chapman University faculty for their excellence in creative, scholarly and research accomplishments.
* Provide faculty with opportunities to catalyze new and innovative areas.
* Expand the base of competitive research, scholarship and creative activity to increase external support in these areas.

The intent of the fund is to support (1) activities in the arts and humanities where the outcome is the development of a substantive scholarly or creative work and; (2) research in all areas for faculty who are developing new lines of research, where a primary goal is the submission of requests for external funding. During the 2017-18 cycle, a total of $160,000 will be available for the Faculty Opportunity Fund with awards up to $15,000 for a period of 12 months depending on the type of award, project goals, and necessary budget. Involvement of graduate students and/or undergraduates is strongly encouraged.

**Timeline**

* November 17 – Release Announcement
* February 2 (5PM) – Proposals Due
* Mid-April – Decisions
* June 1 – release of funds

**Faculty Opportunity Fund Description**

**Eligibility:**

Any tenured/tenure track Chapman University faculty member can apply. *A faculty member is permitted to submit only one proposal each cycle as Principal Investigator (Research Applications) or Faculty Leader (Arts and Humanities Applications).*

**Amount and Duration of Awards:**

Awards are for up to $15,000 for a period of 12 months.

**Criteria for Selection:**

The overall merit of the proposed project will be evaluated by disciplinary panels of faculty reviewers, which are assembled by the Vice President for Research (VPR), Faculty Fellow, and Faculty Research and Development Council (FRDC) Chair, based on relevant expertise. The faculty review panels’ feedback will be used to inform, the VPR, FRDC Chair, and Faculty Fellow in determination of final funding approval. Evaluation criteria include:

* Merit of the proposed work and quality of the proposal
* The degree to which the proposed project represents a new research, scholarly or creative direction for the applicant(s)
* Feasibility that the proposed work will be completed during the award period
* Potential for enhancing institutional reputation
* Potential to enhance external funding (if applicable)

**Reporting Requirements:**

A brief summary of progress and outcomes will be submitted to the Office of Research after the first six months of the project and at the conclusion of the project.

**Application Requirements:**

1. Cover Page (one page)

*Project Title*

*Applicant Information*

* List Principal Investigator (Research Applications) or Faculty Leader (Arts and Humanities) and other collaborators
* Indicate disciplinary and thematic areas to help identify disciplinary panel of faculty reviewers.

*Project Summary* (350 word limit) Provide a description of the project for a non-specialist audience. Include the project’s broad objectives and indicate the importance of the work to the field. Describe the impact of the project by indicating how it constitutes a new direction in your academic trajectory and also the potential for institutional impact (e.g., institutional reputation, obtaining external funding).

1. Project Description (max 3 pages, see suggested guidelines for each proposal type and section)

Arts and Humanities Proposal

*Background and Significance (0.5 pages)*: Describe the intellectual and/or creative significance of the project, including its value to scholars, artists, or general audiences as applicable. Explain how the project will expand or complement the field.

*Faculty Context (0.5 pages):* Describe how the proposed project will advance your scholarly or creative endeavors. Provide specific information about how the proposed work represents a new and innovative avenue of endeavor for your scholarly or creative trajectory.

*Workplan (1.5 pages)*: Provide a work plan that details what will be accomplished during the award period (including a timeline). Be thorough and specific about the activities that will take place during the funding period. If collaborators are included, please describe their proposed contributions to the project. Descriptions could include intended audiences, where the project will be conducted, and what materials or resources will be used. If relevant, describe arrangements in place to provide access to collections, archives, or performance venues.

*Future Impact (0.5 pages):* Describe how this project will contribute to or provide the foundation for your continued scholarly and creative activities. These future plans could include, but are not limited to collaborations, more extensive creative or scholarly works, sabbaticals, fellowships or pursuit of other external funding. If applicable, provide information about specific programs and deadlines.

Research Proposal

*Background and Significance (0.5 pages):* Explain the importance of the problem, the state of existing knowledge, rationale for the proposed research, gaps the project is intended to fill, and potential contributions to the field.

*Investigator Context (0.5 pages):* Describe how the proposed project will advance your research endeavors. Provide specific information about how the proposed work represents a new and innovative avenue of endeavor for your research program.

*Approach (1.5 pages):* Describe the proposed project (overview of design, data collection, and data analyses). Include a project timeline. If collaborators are included, please describe their proposed contributions to the project. Explain how this project will contribute to the goal of obtaining future external funding.

*Future Funding (0.5 pages)*: Describe specific funding agencies, foundations, or other external entities that you will apply to within the funding period to continue the activities. Be specific about the external entity, specific programs, and deadlines if applicable.

1. Budget

A budget that itemizes expenses and a brief justification for each of these expenses should be provided.

Allowable expenses include, but are not limited to: support for travel (related to project objectives) and supplies, research stipends for undergraduate or graduate research assistants, postdoc stipends, equipment, translation services.

Non-allowable expenses include: Faculty salary (either summer or academic year) or course buyouts, conference travel.

1. CV

Include a current biosketch/resume for the Principal Investigator/Faculty Leader and each collaborator (this should be in NIH, NSF, NEH or NEA format)

**Proposal Format**

Follow required sections 1-4 noted above and assemble into a single PDF document.

Text of project description not to exceed 3 pages (page counts listed above with each component are suggested guidelines only). Includes figures/tables.

In Arial 11 pt font, .5 inch margins

A short list of references may be included; these do not count against the page limit (1 page maximum).

**Submission**

Go to the [Internal Awards website](https://www.chapman.edu/research/sponsored-projects-services/pre-award/funding-opportunities/index.aspx) link for application information and submission portal.

[https://www.chapman.edu/research/sponsored-projects-services/pre-award/funding-opportunities/index.aspx)](https://www.chapman.edu/research/sponsored-projects-services/pre-award/funding-opportunities/index.aspx%29)

**Proposals are due 5PM on February 2nd, 2018.**

**Questions:**

* Laura Glynn lglynn@chapman.edu - for program guidelines and content
* Karen Pescetti pescetti@chapman.edu 714-628-2849 – for administrative or submission