



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 2018-19 cycle, a total of \$225,000 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 2018 – Release Announcement
- February 6, 2019 (5PM) – Proposals Due
- Early April 2019 – Decisions
- June 1, 2019– release of funds

Faculty Opportunity Fund Description

2018-2019 Funding Cycle

Eligibility:

Any full-time 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). Current recipients (i.e. those with funded awards from the 2017-2018 cycle) are not eligible to apply this cycle.*

This fund does not support applications for creation of new courses or for development of professional conferences or meetings.

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
- Record of scholarship and expertise of the applicants
- 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).

2. 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.

3. 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, large equipment requests (costs exceeding \$5,000).

4. Biography

Include a current biosketch/resume for the Principal Investigator/Faculty Leader and each collaborator (this must be in NIH, NSF, NEH or NEA format). *Please note that submission of your CV, without tailoring it to these guidelines and page limits, will not be accepted.*

Proposal Format

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

Text of project description is not to exceed 3 pages (page counts listed above for each component are suggested guidelines only). This 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).

Biosketch/Resume Guidelines:

National Endowment for the Humanities Résumé—Not to Exceed Two Single-Spaced Pages

Your résumé should provide the following:

- Current and Past Positions.
- Education: List degrees, dates awarded, and titles of theses or dissertations.
- Awards and Honors: Include dates.
- Publications: Include full citations for publications and presentations.
- Other Relevant Professional Activities and Accomplishments.

National Endowment for the Arts Resume Guidelines

Your full or partial **CV** or **resume** (limit: three pages, single-spaced) and/or a narrative account of your education and experience (limit: one page, single-spaced).

[NIH Bio Information](#)

[NSF Bio Information](#)

Submission

Go to the [Internal Awards website](#) link for application information and submission portal.

Proposals are due by 5PM on February 6th, 2019. Late applications, or applications that do not follow the formatting guidelines (including bios) will not be reviewed. We encourage applicants to submit at least 2 days prior to the deadline to allow time for the Office of Research to check applications for completeness/adherence to guidelines and for the applicant to make any necessary adjustments. Proposals received within 48 hours of the deadline will not be guaranteed a review for completeness.