

**Request for Proposals  
Summer Research and Artistry Awards  
Northern Illinois University  
Fall 2009**

Proposals are invited from NIU faculty to support summer 2010 research and artistry activities in all academic areas. This summer support is provided to enhance extramural funding, to develop new projects through preliminary data collection, to foster interdisciplinary research, and to support new research and artistic activities by faculty. The Research and Artistry Committee emphasizes research/artistry support for beginning faculty. Proposal development, evaluation procedures, timelines, and eligibility requirements are provided below:

**Please follow the prescribed format for the proposal development. The cover sheet is available on the Research and Graduate Studies website. Go to <http://www.grad.niu.edu/resart/application3.asp> to electronically submit your cover sheet to the Division of Research and Graduate Studies, making sure to print a copy for your records. You will be required to turn in paper copies of your cover sheet and proposal to your department by their deadline.**

**The Research and Artistry Committee will not review or evaluate proposals that do not follow the format described below.**

**A. Proposal Format**

- I. Project Description. To ensure uniformity across the university, the project description should follow the format indicated below:
  - a. Project Summary. Provide a brief summary of the project, not exceeding 300 words, elucidating research and educational goals of the project, anticipated accomplishments, and impact in your field of study. The description must be general in nature so that nonexperts would be able to understand without having specific (or specialized) technical background.
  - b. The Project. Provide background information elaborating prior work in the field, define specific problems to be solved, propose exact methodologies for solving the problems and assess how this project relates to your long-term research and educational goals. Also, include a short description of the contribution of this project to your program of research and how much progress you have made so far on this project. Please do not exceed five single-spaced pages for project description with letter size no less than 12pt. type, keeping one-inch margins in all directions.
  - c. Proposed Budget. Provide a **detailed budget and justification for items other than salary**. Each applicant may request up to one month's salary or \$4,500 whichever is less, and/or non-salary funds (limit of \$2,000). Clearly indicate (with an itemized list) summer salary request and non-personnel expenditures (consumable supplies, minor equipment, travel, etc.). Since we have a limited budget for non-salaried items, support for graduate and

undergraduate students or other personnel (except under exceptional circumstances) is not allowed.

## II. Other Supporting Information.

- a. History of prior Research and Artistry support from NIU. Provide a list of projects, amounts, and dates of support from NIU. Also, indicate how much support you have leveraged in your extramural grants and/or scholarly publications from your previously funded projects.
- b. Extramural Funding. Obtain a list from the Office of Sponsored Projects of all extramural proposals submitted, both funded and unfunded, during the last three years. Include this list in your proposal. Please feel free to explain further the funding you have received, such as the significance of the grant in relationship to your field. Describe any additional efforts you have made to develop such proposal(s) or to identify appropriate external funding sources.
- c. Publications & Professional Activities. List all your publications (books, book chapters, proceedings, referred articles, monographs, etc.) and professional activities, including presentations or exhibits to reputed national and international meetings during the last 5 years.

### **B. Evaluation Process and Criteria**

The Graduate Council's Research and Artistry Committee will make final decisions with consideration of the department and college recommendations. Therefore, each department and college will forward a rank order for the proposals, along with an additional rating for each proposal on the NSF 5-point scale (1. Poor: proposal has serious deficiencies, 2. Fair: proposal lacking in one or more critical aspects; key issues need to be addressed, 3. Good: a quality proposal worthy of support, 4. Very good: high quality proposal in nearly all respects; should be supported if at all possible, and 5. Excellent: outstanding proposal in all respects; deserves highest priority for support) to the Division of Research and Graduate Studies. Include all applications received, even those not recommended for funding. Applications from assistant professors who will not have tenure prior to fall 2011 will be compiled in the Group 1 category.<sup>1</sup> The remaining applicants will be placed in Group 2. Since the Research and Artistry Committee places emphasis on awarding summer support to beginning faculty, dividing proposals into two categories will preclude them from comparing the quality of proposals and scholarly records of beginning faculty with those of experienced faculty.

The following criteria will be used for making final decisions:

- a. The scholarly or artistic merit of the proposal.
- b. The impact of the project on the research and educational mission of the unit/college/university.
- c. The potential scholarly outcomes of the project (i.e., new grant proposal, publications, artistic products, etc.).
- d. The consistent productivity of the applicant.

---

<sup>1</sup> This one-year early termination in eligibility is based on the rationale that data collected from Research and Artistry support will not appear in peer-reviewed journals or yield extramural funding before the deadline of the tenure application submission.

- e. The accomplishments from previously funded projects by the Division of Research and Graduate Studies as judged by the final report submitted by applicants.
- f. Funding success of the applicant, especially in disciplines where ample funding opportunities exist.

### **C. Eligibility**

- a. Award recipients must be on full-time regular appointments, during both the 2009-2010 and 2010-2011 academic years; however, they do not have to be members of the graduate faculty.
- b. A **second** award in two consecutive years for  **untenured**  faculty (Group 1) will only be considered for those who list all external funding applications submitted since the last R&A proposal and an indication of the status (funded, not funded, or pending) of each application.  **Tenured**  faculty (Group 2)  **are not eligible for a second award in two consecutive years.**  A second award for tenured faculty will be considered after skipping a year and will also be based on evidence of sustained grant submission activities.
- c. Exceptions to grant submission requirements may be made to those applicants whose disciplines have very limited funding opportunities. \*Please note that the applicant should still list all external funding applications submitted since the last R&A proposal and an indication of the status (funded, not funded, or pending) of each application.
- d. An application may be submitted for a project proposed jointly by more than one faculty member. Each of the faculty members must meet application eligibility requirements and complete Part A.II of the application form. Proposals submitted jointly by persons falling into both Groups 1 and 2 are to be ranked within Group 2. A joint proposal is to be submitted through the department of the lead author. Interdisciplinary proposals by faculty from different units/colleges are also welcome. For interdisciplinary proposals, the Research and Artistry Committee renders a single ranking for multiple-authored proposals, although the units/colleges may forward individual rankings for each faculty.

### **D. Deadlines**

**Proposals must be submitted to the Office of the Vice President for Research & Graduate Studies by November 25, 2009.** Because each department and each college will evaluate proposals prior to forwarding them on to the Office of the Vice President for Research & Dean of the Graduate School, these units will set their own deadlines.