

**College of Arts & Sciences**  
**Research, Scholarship, and Creative Activities**  
**Faculty Enhancement Program 2024**



College of Arts and Sciences

Objective: Increase the numbers and proportion of faculty members in the College of Arts & Sciences conducting research, scholarship, and creative activities, particularly those garnering *extramural funding* and *external recognition*.

Mechanism: A combination of funding for summer salary and research support as broadly defined with group/peer mentoring and enhancement.

Eligibility: Tenure-earning faculty members within three years of hire. Preference will be given to applicants who have not had postdoctoral research opportunities or extensive start-up packages.

Award Size: Up to \$10,000 for one year. Multiple awards are available.

Operation and Management of the Program: Program is directed by Dean Culbertson. *Review criteria will be structured to favor applicants from disciplines without access to substantial start-up or extramural funding opportunities. Previous awardees are not eligible to receive a second award.*

Each application should contain:

1. *Cover Page*. Template attached.
2. *Description of Proposed Activities* (up to 5 pages). This section should describe the proposed research, scholarly or creative activity in sufficient detail to inform non-specialists. It should include:
  - a. A brief statement of the significance of the proposed project to career development of the applicant and how it fits into the applicant's overall career goals. *Because reviewers will likely be from departments different from your own, please explain how your proposed project will enhance your ability to earn tenure and promotion within the framework set out by your department.*
  - b. A description of how the proposed activity will make the applicant more competitive for extramural funding. This statement must include specific information about plans for applying for extramural funding and specify potential funders.
  - c. A timeline for the proposed activities also should be included. *It is expected that by the end of the funding period, the project should result in submission of a grant proposal or equivalent activity for the discipline.*
  - d. Applications that do not include required information regarding plans for seeking extramural funding will be returned without review.
3. *Itemized Budget*. It is expected that applicants will request one month (two pay periods) of summer support. To calculate your one month summer salary, divide your full academic year salary by 9 months to get your one month summer salary. Your summer salary per pay period will be slightly higher than your academic year pay period salary because it is divided over fewer pay periods in the summer. Please include fringe benefits at a rate of 18.2% of your salary total for this intramural proposal (this is less than the PreAward Services recommended amount of 32.8% because the health insurance component is applied to salaries during the 9-month academic year). Support for a graduate research assistant may be substituted. Other appropriate budget categories include other personnel, equipment, supplies, travel (including lodging, allowable daily costs, and registration fees), professional license fees, and publication costs. All items should be explained in a short budget justification.

4. *Statement of Other Available Support.* Applicants should provide information about their start-up packages, as well as current and pending support from internal and external funding sources (including the University Small Research Grants and Faculty Development Awards programs). It is expected that the awardee will not teach in the summer that they are funded by this program and the department head signature on the cover page is intended to verify this.
5. *Biosketch* (limited to 2 pages). May be in any format but must include education, publications, and funding history (if any).
6. *Mentor and Mentoring Relationship.* An appropriate faculty mentor, either one assigned by the department or another individual, should be identified and a short description of anticipated interactions with that mentor provided. A brief letter of commitment from the mentor should be included.

DO NOT INCLUDE: a CV for the mentor, other letters of recommendation, a list of references, or other extraneous material. DO NOT seal the letters from the mentor. These are letters of commitment, not reference letters.

**Applications are due Tuesday, January 31, 2024 by 5:00 pm.** Proposals should be submitted in electronic format (a single PDF file) to Laura Hohenbary ([laura8@ksu.edu](mailto:laura8@ksu.edu)).

Awards will be announced in early March 2024 and funding will begin immediately thereafter. Awards will be one year in duration; they are extendable (on a no-cost basis) at the discretion of the dean. A one page report will be required at the end of the funding period describing activities conducted, proposals submitted, presentations or performances delivered, etc.

**COVER PAGE**

**College of Arts & Sciences Faculty Enhancement Program Proposal 2024**

Due at 5 PM, January 31, 2024

Applicant Name:

Applicant Department:

Applicant Email Address:

Applicant Phone Number:

Project Title:

Amount Requested:

Mentor Name:

Department Head/Director Name (Printed):

Department Head/Director Signature: \_\_\_\_\_

*By signing, the department head verifies their support of the proposal AND a commitment not to allow summer 2024 teaching by the applicant if they are funded.*