**UVU COLLEGE OF SCIENCE**

**Scholarly Activities Committee (SAC)**

**2025 ANNUAL FACULTY/STAFF\* PROPOSALS**

This form should be used to apply for an Annual Faculty Research Award or Reassigned Time for the next fiscal year. Use this form to also apply for a Summer Research Award for the upcoming summer. Annual Faculty/Staff Proposals are only accepted and awarded during Spring semester for the following fiscal year. There is one exception, faculty in their first year at UVU may apply for a research award to use during the current fiscal year by Feb. 1. Otherwise, new faculty may submit proposals according to the same deadline as all other faculty.

Completed forms should be submitted **electronically** as a Word Document to the Department Chair by the submission deadline.

\*Staff whose job descriptions include research are eligible to apply for a research award.

Note: This form is to be used to request funds to support research or other scholarly work. It is not to be used to request funds for publication fees or travel for dissemination of scholarly work.

1. **Applicant Name:**
2. **Title of Project:**
3. **Is the project related to biochemistry?** (**Y or N)**
   1. If the project is biochemical in nature, please refer page 2 of the SAC Guidelines. Budget limits have been increased for projects that qualify for this award.
4. **Select the category(s) of funding for which you are applying\*\***:
5. **Research Award** **(supplies/research travel)** \_\_
6. **Reassigned Time** \_\_
7. **Summer Research Award (money)** \_\_

**\*\***Faculty should confer with their Department Chair before applying for Reassigned Time or a Summer Research Award. Each department has a limited number of these awards that can be given. Faculty may not apply for both Reassigned Time and the Summer Research Award. If an applicant intends to do different projects for a Summer Research Award and Research Award, a proposal for each project should be submitted.

1. Number of students to be involved (if any

Student names (if known):

1. Start and stop dates of the project:
2. Is this a continuation of a project that was previously funded by SAC? \_\_\_\_

If so, what work related to the project has been done so far and what are the products of that work? *(Please attach any papers, abstracts, etc.)*

1. Other sources of funding from this project:
   1. List any other on-campus funding sources you have applied to for this project (e.g., UVU Grants for Engaged Learning, Dept. travel funds, etc.):
   2. List any off-campus funding sources you have applied to for this project (e.g., NSF, NIH, etc.):

Is funding already secured from the other source(s)? \_\_\_

Source:

Amount received:

* 1. Do you require funding from both SAC and another other source in for your proposed project to proceed? Y or N
  2. Is any part of this proposal redundant with the any other request? Examples: Are you seeking funds for the same supplies from both SAC and different source, or from a proposal submitted by a student for the same project? (**Y or N)**

*(If yes, and if you are successful in obtaining funds from the other source, any award from SAC may be reduced.)*

1. If given a Research Award, are you able and willing to purchase supplies by June 1 of the current fiscal year? (This is for budgetary considerations and will not affect the award.)
2. If applying for a Summer Research Award, answer the following questions:
   1. Have you been or will be assigned to teach one of the summer blocks: **(Y or N)**
   2. Which summer block will you teach? (1st block or 2nd block)
3. If applying for Reassigned Time Award, will it be for Spring Semester? (**Y or N)**
4. **Project summary:** Describe the proposed work, paying particular attention to the four evaluation criteria listed in the proposal writing guidelines at the end of this form (please limit to 2 pages).
5. **Outcomes:** Please describe any planned outcomes of this work. Outcomes might include presentations by students and/or faculty at professional meetings or department seminars, senior theses, papers for peer-reviewed journals, other types of papers, etc. For any planned outcomes, please provide an approximate date (e.g., “The students will present the work at the National ACS Meeting, Spring 20XX”).
6. **Budget Narrative:**
   1. Materials: Brief description of materials/supplies needed for the Research Award. On the Budget table, itemize specific requests to justify the budget amount.
   2. Travel for Research Award: Brief description of travel needed to conduct research. See *Proposal Writing Guidelines* (below)for restrictions and limitations.
      1. Lodging fees: If you are seeking funds for lodging, please provide the dates, location, hotel name, cost per night, and number of rooms needed for anticipated number of moderately priced hotel room(s).
      2. Transportation fees: If you are seeking funds for transportation to conduct research (airfare or mileage), please provide destination, dates of travel, airfare estimates and number of people flying **or** the mileage cost estimate (see <https://www.uvu.edu/travel/type/index.html> for mileage rates).
   3. Reassigned Time/Summer Research Award: For faculty seeking Reassigned Time or a Summer Research Award, please describe the planned schedule of work for this project (e.g., hours per week and number of weeks you plan to devote to the project). Note that SAC will award a maximum of 3 credit hours of reassigned time for any academic year. If applying for this award, include $3586 in the Budget Table for Reassigned Time cost. See SAC Guidelines for the expected time commitment for 3 credit hours of Reassigned Time. If applying for a Summer Research Award, the award amount will be between $2000 - $3500, depending on budgetary constraints.
   4. Detailed Budget Table

|  |  |
| --- | --- |
| **Materials/Supplies (add additional rows as needed)** | **Cost** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Material/supply total** |  |

|  |  |
| --- | --- |
| **Travel (research related)** | **Cost** |
| Transportation |  |
| Lodging |  |
| other |  |
| Travel total: |  |

|  |  |
| --- | --- |
| **Reassigned time cost** (≤ 3.0 hrs) **\*** |  |
| # of credit hours requested Fall Semester |  |
| # of credit hours requested Spring Semester |  |

|  |  |
| --- | --- |
| **Summer Research Award\*\*** |  |

|  |  |
| --- | --- |
| **Total requested budget** |  |

\* If nominated by your Department Chair, you may be eligible for reassigned time, subject to committee approval of the research plan and needs of the department. Enter $3,586 for a 3-credit hour of reassigned time. Note that (1) you may request a total of 3 hours of reassigned time, (2) it is preferred that you take any Reassigned Time during Spring Semester, and (3) any reassigned time to drop your ICHE below 12 credit hours will need to be entered as ACHE on your workload report. If you are not requesting release time to drop your ICHE below 12 credit hours, leave the reassigned time portion of the table blank when discussing workload with the Department Chair.

\*\* If nominated by your Department Chair, you may be eligible for the Summer Research Award, subject to committee approval of the project and proposed research plan during the summer.

# Signature Page

***Typed signatures are acceptable.***

***Note to the Department Chair***: If the applicant is requesting funds to conduct research, please review and discuss the application thoroughly with the applicant to ensure the request makes appropriate use of existing department/college resources and funds. Please note that any approved reassigned time needs to be entered as ACHE on this faculty member’s workload report.

1) Title of project:

2) Applicant Name:

3) Number of students to be involved (if any):

I have read and understand the SAC Guidelines which apply to this proposal:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Applicant Date

Department Chair:

I have reviewed and support the proposal. The proposed research makes appropriate use of existing department and/or college resources and is appropriate in scope.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Department Chair Date

**Proposal Writing Guidelines**

Each proposal submitted will be evaluated according to the criteria listed below. Please address these criteria in your description of proposed work and your description of the budget. Keep in mind that your proposal should be understandable by people who are scientifically literate, though not experts in your field.

Evaluation criteria

1. How much will the proposed work benefit faculty/UVU? (This will largely depend on the quality and significance of work being proposed)?
2. How much will the proposed work benefit students (number of students involved and depth of student involvement)?
3. Is the proposal well written and organized?
4. How complete is the budget narrative?

Due to budget constraints, priority may be given to faculty who are untenured or who have not received an award in the past year. Faculty with an established research group are encouraged to have students submit proposals for faculty mentored research. See SAC Guidelines for other considerations.

Reassigned Time Restrictions

Please see the SAC Award Guidelines for details.

Faculty applying for reassigned time should include $3586 per three credit hours (to pay for adjunct instructors) in the budget.

Allowed Budget Items for Annual Faculty Award

SAC may provide funds for:

* Supplies and small equipment
* Research related travel
* Reassigned time
* Summer Research Awards

\*Maximum total award through SAC annual faculty research award is $5000 (not including reassigned time or the Summer Research Award)

SAC will NOT provide funds for major equipment, student wages, or faculty per diem.

**Budget limits are increased for proposals that are for faculty mentored research with students in biochemistry. See SAC Guidelines for details.**

Requests for travel for dissemination of scholarly work and publication fees an be submitted at any time. Please use the most current forms found on the COS website (when it is finally working). Please contact Fern Caka for the most current forms until the Website is functional.