

APPLICATION CHECKLIST & BUDGET FORM

Research, Scholarship, and Creativity Grant

Deadline Monday, February 13, 2017

Please complete this checklist and attach it as the cover page of your grant application.

Faculty Information

Name:

Department:

Email:

Rank:

Checklist

- ☐ **Description of previous projects (and outcomes) funded by RSC grants**
- ☐ **Complete project description, including separate statements of:**
 1. **Purpose.** What are the intellectual, conceptual, or artistic issues? How does your work fit into other endeavors being done in this field?
 2. **Feasibility.** What qualifications do you bring to this project? What have you done/will you do to prepare for this project? What is the time period, i.e. summer, summer and academic year, academic year only? Is the work's scope commensurate with the time period of the project?
 3. **Project Design.** This should include a specific description of the project design and activities, including location, staff, schedules or itineraries, and desired outcomes.
- ☐ **RSC Budget Proposal Form**
- ☐ If successful, my proposal can be used as an example to assist future faculty applications. This decision will not in any way influence the evaluation of my application. Check box to give permission.
- ☐ **Area of Focus Grant**

One RSC grant will be designated an **Area of Focus** from the Academic Strategic Plan or the Mission of the College. For the 2017-2018 grant period the Area of Focus is **Justice**.

Would you like your proposal to be considered for the Justice Area of Focus RSC? *Note:* If your proposal is not selected for the Area of Focus RSC, it will be placed in the general pool of RSC applications.

 - ☐ Yes
 - ☐ No

☐ **If you selected "Yes" above, please provide a short description of how your project impacts Justice.**

Submit electronically as a PDF to cblaukat@gustavus.edu at the John S. Kendall Center for Engaged Learning.

RESEARCH, SCHOLARSHIP, AND CREATIVITY GRANT: BUDGET INFORMATION

1. Enter your **Name**
2. Enter the **Stipend Costs**
3. Enter the Project Costs (both individual costs and **Total Project Cost**)
4. Enter **Total Amount Requested** (Total Project Cost + Stipend)

Name _____

Stipend (Please check one box to indicate your distribution preference)

*Note: The RSC grant will fund up to 1,500 towards **Project Costs**. If your project costs will exceed this amount, you may opt to apply a portion (or all) of your stipend to cover these additional costs. If this option is your preference, please select "Partial Amount".*

- ☐ **Full Amount** (\$700- assistant professor; \$600-associate professor; \$500-full professor)
- ☐ **Partial Amount** (apply a portion of the full amount to project costs)

Partial Amount:

Please indicate the amount that you would like to apply towards project costs (\$_____) and the remaining stipend after this deduction (\$_____)

Project Costs: List each item individually with its cost. Attach additional sheets if necessary.

I. Equipment (e.g. transcription machine, camera, digital recorder, but not computer hardware)

1. Amount _____
2. Amount _____
3. Amount _____

II. Materials (e.g. printing, software, lab supplies)

1. Amount _____
2. Amount _____
3. Amount _____

III. Personnel (e.g. typist, transcriptionist, student assistant)

1. Amount _____
2. Amount _____
3. Amount _____

IV. Travel (cannot include conference travel, allowable expenses listed at:

<http://gustavus.edu/finance/travel.php>)

1. Airfare: Amount _____
2. Mileage: Number of miles ____ @ \$0.54/mile Amount _____
3. Lodging: Amount _____
4. Meals: Amount _____

Total Project Cost: _____

Total Amount Requested (Total Project Costs + Stipend) _____

Note: The RSC grant will fund up to an amount equal to your Project Stipend + \$1500 for Project Costs.

RESEARCH, SCHOLARSHIP, AND CREATIVITY GRANT: BUDGET INFORMATION

OTHER SOURCES OF FUNDING

Have you applied for, or received funding from, another source to help support this project?

☐ Yes

☐ No

If no, skip a, b, and c below.

a. Funding Source:

b. Amount:

c. Please explain how the Research, Scholarship, and Creativity grant will be used in addition to the other funding, and (if relevant), how the RSC grant project would be impacted if external funding is not approved.