

School of Communication Creative Activity & Research Grants

REQUEST FOR PROPOSALS

Deadline: Applications due on the last Friday in February by 11:59 p.m.

Purpose

The School of Communication provides Creative Activity and Research Grants through a competitive selection process to support faculty work that results in clear and prominent scholarly/creative accomplishments that support the enhanced reputation of the School of Communication.

Eligibility

- Only School of Communication full-time faculty members on continuing appointments are eligible to apply for this grant.
- Applicants must have fulfilled the conditions of the prior award to receive funding for the next award. Thus, no award can be given if the conditions for the prior award have not been fulfilled.

Award Amount

Priority will be given to projects requiring direct cost support over summer salary support. While there is a suggested maximum \$5,000 per applicant, under certain very well-justified circumstances, proposals requesting amounts in excess of \$5,000 will be considered. The funding will become available at the beginning of the new fiscal year (beginning June 1) and must be spent by May 31st of the following year.

Criteria

Evaluation of proposals will be based on the following criteria:

- Project should have clear potential to lead to major refereed publications, external funding, national exhibitions, juried festivals, or equivalent externally reviewed scholarly/creative activity. While the potential for external funding is not a requirement for a SoC award, the review committee will favor projects that are more likely to lead to external funding.
- Applicant should demonstrate good stewardship of previously awarded funds in the form of strong outcomes for earlier projects.
- Purpose of the work is clearly stated.
- Method is appropriate for the project goals specified.
- Writing is clear and designed to be understood by a diverse audience.
- Timeline is feasible for the project proposed.
- For actual expenses, budget provides clear explanation of needs. If summer salary support is being requested, scholarly output during the last two academic years must strongly support the argument that the proposed project could not be accomplished during the normal academic year with available teaching release time. (For example, faculty on a 3/3 load have approximately 10 hours per week for research and creative scholarship.)
- Priority will be given to projects whose faculty do not have start-up funds.
- Faculty may only apply with the same project once.

Judging

- All proposals will be evaluated by the School of Communication Research and Creative Support and Services Committee.
- Faculty members applying for an award may not serve on this panel of judges. The panel may contact an applicant for clarifications on her/his application.

Conditions

By accepting this award, the faculty member agrees to the following:

- Acceptance of an SoC grant implies permission to post a link to the funded proposal on the SoC website.
- A progress report must be filed by December 15th of the first year of funding (roughly the half-way point of the project).
- A final report is due at the end of the one-year period (May 31st). A one-year extension will be granted upon receipt of a detailed progress report and a justification for the extension. The final report will be due at the conclusion of the one-year extension. Reports must be filed using the online grant management system specified for this process. Failure to meet the conditions of the award acceptance after a one-year extension may affect chances to receive future awards.
- All publications or other scholarly outcomes (e.g., films) must acknowledge the financial support of the SoC award. Moreover, links to PDFs for conference papers, publications, and grant proposals and to URLs for film or other creative scholarship must be uploaded to the grant management system.
- The award recipient will make an oral presentation of the work resulting from the SoC award at an SoC forum or event. If the project has been granted a one-year extension, the recipient will make this presentation at an internal forum in the following year.
- An award recipient may not apply again for SoC award funds until a final report for the current SoC award is properly submitted.
- Faculty who accept full-time employment outside of UM for the following academic year will forfeit the SoC award. Only full-time faculty for the academic year following the award announcement are eligible to receive funds. In the event that a full-time faculty member changes employers during a proposed extension for a funded project, all unspent funds will be forfeited.

Budget

- Priority will be given to support for direct costs for projects.
- Equipment purchased with the SoC award funds becomes University property and is to be housed in the SoC.
- Where requested funding is for travel, equipment, or supplies, a statement is required to the effect that the requested budget items are either not available or that no other outside support is available.
- It is not permissible to “double dip” from multiple sources across UM for the same expenses related to the same project. However, the same project may receive funding from multiple internal sources if each application specifies a different scope of work or a different phase of the same project. For example, an applicant working on a short film with a \$30,000 budget who has received a Provost’s Research award for \$15,000 to fund the writing and shooting of a film may still apply for \$5,000 (or more) in SoC grant support to cover the costs of film editing.

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INSTRUCTIONS

A. Submission Deadline

Please submit the proposal via email (semorgan@miami.edu) no later than **11:59 p.m. of the due date**.

B. Order of Items (include all of the following items, appropriately headed and assembled).

1. Signed Cover Sheet (attached) to be followed (in order) by:
2. Description of Proposed Project
3. Brief Curriculum Vitae
4. UM/SoC Grants Received and Resulting Work Sheet (attached)
5. Budget Form (attached)

C. Explanation of Items

1. Signed Cover Sheet

- Include a project summary in layperson's terms (100 words) and a word count of the description (#2 below), and requires the faculty member's scanned and inserted signature.

2. Description of Proposed Project (not to exceed 1000 words)

- Your narrative should include:
 - A concise statement of the problem
 - Research or creative methods that will be employed to generate the work
 - Estimated timeline of research or creative activity
 - The present status of the work
 - The expected results from this activity. Specifically, address what aspects of your work you intend to publish or exhibit and where. Also address what aspects may lead to external funding, including the potential funding sources.
 - If an applicant seeks funding for a project that has received previous funding, please provide detailed information about the source of funding and the scope of work that received support.
 - If there the applicant is requesting funding from other internal UM sources during the current fiscal year, this must be disclosed in the application.

3. Brief Curriculum Vitae

- *Two (2) pages maximum* listing academic information relevant to the proposed project, including publications and previous funding related to the current activity for which support is being requested.

4. UM/SoC Grants Received and Resulting Work Sheet

- Include in your statement books and articles, or creative activities published, screened, or optioned, noting where each has been published or screened or optioned; as well as grants applied for, grants received, and any other academic activity that arose from your past awards.

5. **Budget Form**

Please use the Budget form provided to you. In the budget explanation, be quite specific about why you need each item; for example, to “spend the summer in London” is not sufficient unless you explain briefly why spending the summer in London is crucial to the activity.

Additional Instructions/Notes

- Format all pages using 1” margins, and use 12-point Arial font.
- Applications must follow these instructions.
- Late applications will not be accepted.
- Incomplete applications will not be reviewed.
- Applications for professional development activity (such as conference or meeting travel) will not be funded.
- The timeline for executing phases of the project must be specified.
- All questions should be sent via email to semorgan@miami.edu

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COVER SHEET

1. Applicant's Name: _____

2. Names of Co-Applicants (if applicable): _____

3. Project Title

4. Project summary (100 words)

5. Word count of the body of the application: _____ **(Not to exceed 1000 words)**

6. Principal Investigator's signature: _____

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LIST OF UM/SOC GRANTS RECEIVED AND RESULTING WORK

Circle YES below for grants received. List papers/publications/creative activity/grant activity resulting from these awards, and if none, indicate progress of the project or provide a detailed account of the reasons why the project did not produce significant scholarly outcomes.

Have you received a UM Provost Award during the previous three academic years?

YES NO

If yes, list title(s) and year(s) awarded. Provide a list of conference papers, publications, creative activity, and grant activity resulting from these awards. If none, please provide a detailed account.

Have you received a SoC Grant during the previous three academic years?

YES NO

If yes, list project title(s) and year(s) awarded. Provide a list of conference papers, publications, creative activity, and grant activity resulting from these awards. If none, please provide a detailed account.

Have you received funding from the Center for Communication, Culture, and Change (or the Knight Center for International Media) during the previous three academic years?

YES NO

If yes, list project title(s) and year(s) awarded. Provide a list of conference papers, publications, creative activity, and grant activity resulting from these awards. If none, please provide a detailed account.

Were you hired within the last three academic years? YES NO

If yes, what available funds remain in your start-up account?

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BUDGET FORM	
Budget category	Total
PERSONNEL (Includes UM graduate or undergraduate student and/or professional help. UM faculty compensation is not eligible.)	
TRAVEL (Includes estimated costs of transportation, lodging, and food)	
CONSULTANTS/CONTRACTS (Includes professional help from outside the University of Miami)	
OTHER DIRECT COSTS (Includes any equipment or supplies needed for the project)	
SALARY	
TOTAL	\$0
<p align="center">Budget Explanation</p> <p>Note: Copy each item description from the above table and provide a clear explanation of the cost calculation and the rationale for the budget item. Attach additional pages if needed.</p>	