Proposal for Funding from the CSH Scholarly Activities Committee (SAC)
(Updated March 22, 2016)

This form is to be used to request funds from the SAC for scholarly work during the fiscal year from July 1st 2016-June 30th 2017. Completed forms for faculty or staff research must be submitted electronically to Danny Horns (hornsda@uvu.edu) by 12:00 noon on March 22, 2016 (students may submit at any time during the fiscal year). The signature page should be printed and submitted separately. Proposal forms for student projects (category IV below) may be submitted at any time.

1) Title of project:
2) Applicant’s Name:
3) Number of students to be involved (if any):
   Student names (if known):

4) Start and stop dates of the project:

5) Which category of funding are you applying for? (check one)
   I) Summer faculty research stipend, no students
   II) Summer faculty research stipend, w/ students
   III) Faculty research involving CSH students
   IV) Student-submitted research proposal
   V) Other (professional development, etc.)
   1You may need to submit more than one proposal if your request falls into two distinct categories (e.g., a “summer faculty research stipend” plus a “faculty research involving students”).
   2A full summer stipend pays a faculty member up to $7,180 for conducting research during the summer. Partial summer stipends may be requested. Faculty members who did not receive stipends in 2014 or 2015 will be given priority.

6) 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.)

7) Other sources of funding from this project (Please note that priority is given to projects that seek funding from sources other than SAC):
   a) 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.):
   b) List any off-campus funding sources you have applied to for this project (e.g., NSF, NIH, etc.):
   c) Is funding already secured from the other source(s)?
      Source:
      Amount received:
   d) Do you require funding from both SAC and another other source in order for your proposed project to proceed?
   e) Is part of this proposal redundant with the proposal to the other source (e.g., are you seeking funds for the same equipment from both SAC and the other source)?
      (If so, and if you are successful in obtaining funds from the other source, any award from SAC may be reduced)
8) 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 keep to 1-2 pages). **For summer stipend and reassigned time requests**, please add a description of the tasks you hope to accomplish, and the number of hours you anticipate spending on each task.

9) 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 a Chemistry Department seminar, Spring 2017”).
10) Budget.
   a) Narrative - Please describe the requested materials/supplies, travel, and reassigned time, and how they will be used. See *Proposal Writing Guidelines*, below, for restrictions and limitations.

b) Budget table

<table>
<thead>
<tr>
<th>Materials/Supplies</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material/supply total:</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Travel</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
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<tr>
<td>Lodging</td>
<td></td>
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<tr>
<td>Conference registration</td>
<td></td>
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<tr>
<td>Student per diem*</td>
<td></td>
</tr>
<tr>
<td>other</td>
<td></td>
</tr>
<tr>
<td>Travel total:</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Reassigned time**</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
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<tr>
<td>Reassigned time total:</td>
<td></td>
</tr>
</tbody>
</table>

**Total requested budget (material/supply + travel + reassigned time):**

* Per Diem for student travel is available only for students traveling to conferences. Per Diem rates are as follows: Breakfast $10, lunch $13 in Utah and $14 out of state, dinner $16 in Utah and $22 out of state.

** Enter $968 per credit hour of reassigned time that you are requesting to drop your teaching load (ICHE) below 12 credit hours during the Fall and/or Spring semester. SAC will reimburse your department $968 per credit hour ($2904 per three-hour class) to pay for an adjunct instructor to cover your classes. Note that any reassigned time to drop your ICHE below 12 credit hours will need to be entered as ACHE on your workload report. If you are not requesting release time to drop your ICHE below 12 credit hours, just leave the reassigned time portion of the table blank.
<table>
<thead>
<tr>
<th></th>
<th>Award Amount</th>
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<tbody>
<tr>
<td>Office use only</td>
<td></td>
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<tr>
<td><strong>ACHE Awarded</strong></td>
<td>$</td>
</tr>
<tr>
<td>Fall</td>
<td></td>
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<tr>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td><strong>Other Budget Awarded</strong></td>
<td></td>
</tr>
<tr>
<td>Supplies</td>
<td>$</td>
</tr>
<tr>
<td>Travel</td>
<td>$</td>
</tr>
<tr>
<td>Reassigned time</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Award</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

SAC Committee Authorization
Note to the supervisor: The applicant named below is requesting funds from the College of Science & Health Scholarly Activities Committee (SAC). Please review the application so that you are aware of your faculty member’s plans, and so that you are aware of any request by this faculty member for reassigned time to drop his/her teaching load (ICHE) below 12 credit hours during a given semester. Please note that any approved reassigned time needs to be entered as ACHE on this faculty member’s workload report. SAC will reimburse your department $2904 per three-hour class to pay for an adjunct instructor to cover this faculty member’s classes.

1) Title of project:

2) Applicant’s Name:

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

4) Hours reassigned time (below 12 credit hours of ICHE) requested: Fall _____ Spring _____

Printed name of Applicant  Signature of Applicant  Date

Printed name of supervisor*  Signature of supervisor*  Date

* “Supervisor” is the cooperating faculty member if the applicant is a student, Department Chair if the applicant is a faculty member, or Dean if applicant is a Department Chair
**Proposal Writing Guidelines**

Each proposal submitted will be evaluated according to the following criteria. 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 necessarily 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. How well written and organized is the proposal?
4. How complete is the budget narrative?

**Reassigned Time Restrictions**

Faculty members may request reassigned time to drop their ICHE below 12 credit hours per semester IF conducting the proposed work would result in the faculty member devoting more than an average of 8 hours per week on research and university service (i.e., non-teaching work) over the course of a semester.

This reassigned time will cost $2904 per three hours (to pay for adjunct instructors), and this dollar amount will be considered to be part of your request. Proposals for faculty research NOT involving students may request a maximum of three hours of reassigned time per semester. Proposals for faculty research involving students may request a maximum of nine hours of reassigned time per semester. Requests for reassigned time must be explicitly justified by describing the hours per week that you plan to devote to the project within your project description.

**Budget Item Restrictions**

SAC may provide funds for:

- Supplies and small equipment,
- Travel to research sites and/or conferences (especially if the applicant is presenting their own work),
- Conference fees (especially if the applicant is presenting their own work),
- Per diem for students traveling overnight to conferences,
- Reassigned time

SAC will NOT provide funds for major equipment, student wages.

**Maximum Award Amounts**

SAC does not have a set maximum limit for awards. SAC does, however, try to benefit as many CSH students and faculty members as possible. The total annual SAC budget is about $120,000, and we receive dozens of requests per year. Due to the limited budget and the high number of requests, SAC rarely grants more than $5,000 for any one project (does not apply to the summer stipend), and we try to limit the size of any one grant to about $1,000 per student involved.

**Travel to Conferences**

SAC may help to pay for a faculty member to attend a professional conference, so long as that faculty member is also using the departmental travel allowance and the faculty member is presenting his/her work. SAC may help to help pay for students to attend a professional conference so long as (1) the students are presenting their own work, or (2) the proposal states how the students will be held accountable to engage at the conference (e.g., “Students will prepare a list of which technical talks they will attend and provide a written summary of those talks” or “Students will be expected to collect at least five business cards from professionals they spoke with at the conference”).