

Collaborative Faculty-Student Project Awards (CFSPA) encourage and support joint faculty-student research or creative pursuits within NKU's College of Arts and Sciences. Basic award guidelines follow:

1. **Award Purpose and Priorities:** Funding is allocated on a competitive basis to proposals that might best achieve the following outcomes:
 - a) Encourage collaborative, learner-centered research/creative endeavors between NKU faculty and students;
 - b) Generate additional external funding or strengthen the potential for securing external grants for future research/creative projects;
 - c) Contribute to students' professional growth in Arts & Sciences disciplines;
 - d) Enrich the research base or creative scholarship within Arts & Sciences disciplines.

2. **Faculty Eligibility:**
Tenure track (TT) or non-tenure track renewable (NTTR) NKU Arts & Sciences faculty (including chairs) are eligible:
 - a) Faculty must participate actively in all aspects of the project, even when working collaboratively with other colleagues;
 - b) Faculty may receive this award and still teach summer classes if the department chair approves the combination of assignments.

3. **Student Eligibility:**
NKU graduate students in Arts & Sciences disciplines are eligible.
 - a) Students must complete their portion of the project *before* they graduate;
 - b) Student participants **must be named** in the proposal application;
 - c) Students must present some aspect of the project in the Celebration of Student Research and Creativity, after the project is complete.

4. **Funding:**
Maximum allocation = \$5,000/project. Recipients may receive the full amount requested or a smaller amount as determined by proposal reviewers and the Dean of Arts & Sciences.

5. **Proposal:**
The faculty member submits all materials:
 - a) Cover Page (due with completed proposal by **January 22, 2019 by 4:30pm**, or sooner).
 - i. Cover page requiring the chair's signature/approval for the faculty member to pursue the award is due with proposal submission; electronic signatures are permissible.
 - b) Full project proposal with budget are due by: **January 22, 2019 by 4:30 pm**. Submit the proposal as a .docx or .pdf document attached in an e-mail to Bethany Bowling at bowlingb2@nku.edu with "CFSPA Proposal" in the subject line. See "CFSPA Proposal Guidelines" for additional information.
 - i. The proposal must clearly and fully explain the nature of student involvement.
 - ii. The review committee will consider only those proposals that conform exactly to stipulated guidelines.
 - iii. **For any questions**, contact Bethany Bowling at bowlingb2@nku.edu.

6. **Proposal Review Process:**

The Associate Dean of the College of Arts & Sciences or a representative serves as chair for the preliminary review committee.

- a. **Preliminary review:** A committee of Arts & Sciences faculty from various disciplines reviews award proposals. Using project selection criteria noted below, the committee makes award recommendations to the Dean of Arts & Sciences. ***Committee members may not also be project award applicants.***
- b. **Final review:** The Dean of Arts & Sciences reviews award proposals and preliminary review committee recommendations and then determines awards.

7. **Proposal Selection Criteria:**

You will strengthen your proposal significantly by clearly addressing all of the following essential criteria:

- a) Clarity of the project purpose and expected outcomes and their potential significance.
- b) Relevance of the research/creative project to the discipline.
- c) Clarity and appropriateness of project procedure(s).
- d) Documented qualifications of faculty and students to engage in this particular project.
- e) Feasibility of successfully completing the project within the estimated timeframe.
- f) Learning potential for collaborating students (i.e., likelihood they will learn, refine, and/or utilize appropriate research/creative techniques and methodologies).
- g) Appropriateness of budget requests.
- h) Potential that this award might generate future external grants.
- i) Documented proof of animal/human subjects protocol submission, if applicable.
- j) Plan for dissemination of results/outcomes.

8. **Summary Report:**

- a) The faculty member submits a final project report by the deadline.
- b) The report is a maximum 2 single-spaced pages (12-font) and includes a summary of the project purpose, the methodology used, the project outcomes, and any publications and/or presentations generated by the project.
- c) Submit the summary report electronically via email as a Word (.docx) document attachment to Bethany Bowling at bowlingb2@nku.edu with "***CFSPA Summary Report***" in the subject line.

9. **Timeframe & Deadlines:**

- a) Full proposal (cover page with chair's signature of approval, proposal, and budget) due no later than **4:30 p.m. on January 22, 2019** (or sooner).
- b) Awards will be announced as soon as possible.
- c) Funds accessible within one week of the award announcement.
- d) Project completion deadline **December 31, 2019** (or sooner).
- e) Summary report deadline **Friday, January 17, 2020** (or sooner).

****Project abstracts or proposals submitted after indicated deadlines will not be accepted or reviewed. Project proposals without required signatures will not be accepted or reviewed.***

10. **Acknowledgement:**

All publications, presentations, and/or performances resulting from CFSPA supported projects must acknowledge "***Northern Kentucky University College of Arts and Sciences Collaborative Faculty-Student Project Award***" for partial or full funding.