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.