FACULTY-STUDENT PROJECT GUIDELINES

This program funds a range of faculty-student projects including but not limited to laboratory research, archival research, research in preparation for honors theses or other significant student projects, and projects in the studio arts, music and theatre. Projects may involve collaborative faculty-student research, faculty supervised undergraduate research, or intensive projects in the arts, music and theatre. The goal is to accommodate different types of faculty-student projects aimed at improving student learning and strengthening faculty teaching and/or scholarship. Tenured and tenure-track faculty and academic affairs staff with faculty rank may apply. Part-time and visiting faculty may apply with departmental approval. The program pays faculty and student project expenses during the academic year. For up to eight summer weeks, the program pays faculty and student stipends, student housing, project expenses, travel and other items related to the particular project.

Last year awards for reimbursement was $139,000 in faculty-student projects expenses. Last year awards averaged $6,735 and the faculty stipends averaged $3,667. The funds are subject to change due to budget adjustments

Please submit an internal grants cover sheet, a project narrative of no more than four single-spaced pages, and a budget with justification of no more than one page. A project narrative is required. (See *Internal Grants Guidelines* and *Internal Grants cover sheet*.) The project narrative and budget should address these items in this order:

Project Narrative

- Project title, names and contact information for project participants
- Significance of project
- Faculty and student learning objectives
- Describe the faculty and student roles and activities in the project
- If at all possible, name the students
- Brief project timeline
- Result or product of the project
- A plan and commitment to present the project results to the Southwestern University community within a year and one-half from the date of the award

Budget

- Describe on the internal grants cover sheet how you will use your $1,400 PDA
- Faculty stipend(s) – (summers only - $4,000 maximum for eight week projects)
- Faculty travel (list hotel, airline cost, food expense)
- Faculty research expenses
- Student stipend (s) (summers only)
- Student travel (if any)
- Student housing (summers only – 8 week/56 day maximum)
- Student research expenses
- Other expenses

Expenses should be explained and justified in the budget justification and, if necessary, in the project narrative. Faculty stipends will be paid awarded through regular payroll (taxable). The deadline for proposal submission is February 22. Awards will be announced mid-March.). Please note that the awarded funds will be available after commencement. Project work must be completed before April 30. Please submit proposals via e-mail to Christine Vasquez (vasquezc@southwestern.edu). Please direct questions to John McCann (x1233, mccannj@southwestern.edu).

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