**GUIDELINES FOR FACULTY-STUDENT PROJECTS**
**DURING THE HHMI GRANT PERIOD**

This program funds a range of faculty-student projects not eligible for HHMI funding including but not limited to 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 members, full-time coaches, librarians 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 and student housing, project expenses, travel and other items related to the particular project. Faculty-Student Projects funding totals approximately $50,000. The funds are subject to change due to budget adjustments.

Please submit an internal grants cover sheet, a project narrative of no more than three single-spaced pages, a budget with a budget justification of no more than one page, and a current CV. (See *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
- Describe the faculty and student roles and activities in the project
- Proposed project outcomes, including a commitment to present the project results to the Southwestern University community within a year and one-half from the date of the award.
- Student learning objectives
- If at all possible, name the students
- Brief project timeline
- If you have received previous funding for this project, specify the funding received and the faculty and student outcomes achieved with this funding (articles, exhibits, performances, presentations, etc).

**Budget**

- List, in the attached table, all other internal faculty professional development funding you have received in the past three years and specify the faculty outcomes achieved with that funding.
- If other funding, internal or external, applies to this project, specify how those funds will be used.
- Describe on the internal grants cover sheet how you will use your $1,400 PDA in the academic year for which you are applying for Faculty-Student Projects funds. Please be specific.

**Itemize and justify the following:**

- Faculty stipend(s) – (summers only - $500 per week - $4,000 maximum for eight week projects)
- Faculty and student travel required for the project (list hotel and airline cost). Food per diem limited to $25 per day.
- Faculty and student travel for presentation of the work (if any)
- Faculty and student research expenses other than travel
- Student stipend (s) (summers only) – $375 for a 40 hour per week up to $1,500 per month
- Student housing (summers only – 8 week/56 day maximum) – on campus housing is charged at a rate of $15.00 per day, per student

**Please note that the Awards Committee will not consider incomplete or late applications.**

**<u>The deadline for proposal submission is February 22.</u>** It is anticipated that awards will be announced by March 1. Funds will be available the day after Commencement. Project work must be completed before April 30, 2014. Submit proposals via e-mail to Christine Vasquez (vasquezc@southwestern.edu). Direct questions to John McCann (x1233, mccannj@southwestern.edu).

*Last revised 12/19/12*

## LIST ALL OTHER INTERNAL FACULTY DEVELOPMENT FUNDING RECEIVED IN THE PAST THREE YEARS

| Date | Title | Amount Received | Faculty Outcomes |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

*Last revised 12/19/12*