**St. Norbert Collaborative**

**Center for Undergraduate Research, Scholarship and Creative Activities**

**and**

**Office of Faculty Development**

**Collaborative Research Grants**

The Collaborative Research Grant program is designed to support undergraduate research as a collaboration between students and faculty. These collaborations can run the gamut from scholarly, creative, artistic, and teaching-learning projects. The intent is to foster projects that strive toward original scholarly or pedagogical insights, new interpretations or applications of existing knowledge, or the creation of new works. These grants are complementary to the Student-Faculty Development Endowment Fund, which began generating awards in 1990.

Collaboration replaces the traditional archetypes of teacher and student with a partnership where the faculty and student are sharing ideas with each other and working together on a joint project. This collaboration triggers a four-step learning process:

1. The identification and acquisition of a disciplinary or interdisciplinary methodology;
2. The setting out of a concrete investigative or interpretive problem;
3. The carrying out of the actual project;
4. The public sharing of the project results.

Scholarship varies across disciplines; consequently, the Collaborative and Faculty Development encourages applications from all divisions.

**Categories of Research Grants**

The Collaborative and Faculty Development offers three categories of grants:

*Student-Faculty Development Endowment Fund Grants: $1000*

These grants (total of 10) are designed to support research that will be undertaken during the spring semester.

Application Deadline: October 4, 2010

*Collaborative Summer-Fall Grants: $1000*

These grants (total of 5) are designed to support research that will be undertaken during the summer or during the fall semester.

Application Deadline: March 25, 2011

*Continuation Grants: $500*

These grants (total of 4) are designed to provide additional support for previously funded collaborative research projects. These projects may have been funded by the Collaborative, the Office of Faculty Development, the Center for Community Service and Learning, the Office of Admission’s Research Fellows Program, or some other funding organization.

Application Deadline: rolling application until April 18, 2011

**Eligibility**

All full-time, tenure track SNC faculty (as described in the *Faculty Handbook*, Article I, Section 1, page 1-4) and students are eligible to apply for Collaborative Research Grants.

**Application Deadlines**

*Student-Faculty Development Endowment Fund Grants: October 4, 2010*

*Collaborative Summer-Fall Grants: March 25, 2011*

*Continuation Grants:*  *April 18, 2011*

**Application Process**

Electronic applications are preferred. Please submit via email attachment to the addresses below.

Check Grant Category for Application

\_\_\_\_\_\_ *Student-Faculty Development Endowment Fund Grants (submit to gayle.lenz@snc.edu)*

\_\_\_\_\_\_*Collaborative Summer-Fall Grants (submit to* [john.pennington@snc.edu](file:///\\CLUSTER1-DEPARTMENT-SERVER\DEPARTMENT\J-Department\Undergraduate%20Research\Programs\john.pennington@snc.edu))

\_\_\_\_\_\_*ContinuationGrants (submit to* [john.pennington@snc.edu](file:///\\CLUSTER1-DEPARTMENT-SERVER\DEPARTMENT\J-Department\Undergraduate%20Research\Programs\john.pennington@snc.edu))

*Researcher Information*

STUDENT

Name:

Year and major:

Anticipated date of graduation:

Campus Address:

Ext.:

FACULTY MEMBER

Name:

Position:

Campus Address:

Ext.:

PROJECT/ACTIVITY TITLE:

ABSTRACT OF PROJECT OR BRIEF DESCRIPTION OF ACTIVITY:

INCLUSIVE DATES OF PROJECT OR ACTIVITY:

HAVE YOU MADE APPLICATION TO THE SNC INSTITUTIONAL REVIEW BOARD: (Please check one)

|  |  |
| --- | --- |
|  | YES - please attach your IRB application to this form, and, if available, a copy of the letter documenting the IRB approval of your project |
|  | NO - please explain: |
|  | N/A - please explain: |

**HAVE YOU MADE APPLICATION TO THE INSTITUTIONAL ANIMAL CARE AND USE COMMITTEE:** (Please check one)

|  |  |
| --- | --- |
|  | **YES - please attach your IRB application to this form, and, if available, a copy of the letter documenting the IRB approval of your project** |
|  | NO - please explain: |
|  | N/A - please explain: |

STUDENT (electronic signatures accepted)

Signature

Date

FACULTY MEMBER

Signature

Date

**Project Proposal**

The proposal includes a faculty narrative, student narrative, timetable, budget and C/V or resume.

**Faculty Narrative:** To be completed by faculty with student input (2-4 pages)

•*Genesis and description of project or activity*

•*Collaborative Nature of the Project* Describe how the project is collaborative (see page 1 for definition). Please indicate the specific responsibilities of the faculty for the collaboration, and how the student will be integrated into the process.

•*Projected outcomes* (Please specify: performance, exhibition, publication, presentation, new course, enhanced instructional skills, etc.).

•*Significance and originality of the work* (e.g., Does it improve either teaching-learning or the curriculum? Does it advance scholarship? What is its potential impact?).

•*Applicability* (Explain the value of your proposal in relation to your personal and professional growth and to the betterment of the academic programs of the College.).

•*Method of evaluation* (Other than completion of the project, what will be the primary indicators of success? How do you propose to assess the success of your project or activity?).

•*Contracts* If you are under a 12 month contract, address how you will accomplish your administrative duties in addition to the responsibilities of this grant.

**Student Narrative:** To be completed by student with faculty input (2-4 pages)

•*Genesis and description of project or activity*

•*Collaborative Nature of the Project*. Describe how the project is collaborative (see page 1 for definition). Please indicate the specific responsibilities of the student for the collaboration, and how the faculty will be integrated into the process.

•*Projected outcomes* (Please specify: performance, exhibition, publication, presentation, new course, enhanced knowledge of a field, improved research skills, etc.).

•*Significance and originality of the work* (e.g., Does it improve either teaching-learning or the curriculum? Does it advance scholarship? What is its potential impact?).

•*Applicability* (Explain the value of your proposal in relation to your personal and academic growth, and to your personal and professional goals.).

•*Method of evaluation* (Other than completion of the project, what will be the primary indicators of success? How do you propose to assess the success of your project or activity?).

•*Study Abroad*. If the student is studying abroad during any portion of this project, explain how the project will be carried forward.

**Timetable:** Identify key phases of the project, the specific work to be completed during each phase, and the projected completion dates; also give an accounting of how the project will be carried out if the student partner is scheduled to graduate before the project's scheduled termination date.

**Budget:** Submit a detailed budget for expenses, and a statement—if applicable—of current or pending support either from other College funds or from external sources.

•Fund monies may be taken in the form of student work hours and/or may be placed in an expense account. The collaborative team will decide how the monies will be allocated. Only students can receive work hours.

•Students requesting work hours who are currently receiving financial aid should check with the Financial Aid Office to determine how a monetary award might affect their financial aid package.

•Expense monies may be received in the form of a travel advance or reimbursement.

**Current Vita/Resume:** Both faculty member and student should submit their qualifications for the project.

If you have any questions, please contact John Pennington, Director of the Collaborative: Center for Undergraduate Research, Scholarship and Creative Activities at [john.pennington@snc.edu](file:///C:\Users\Gretchen\Downloads\john.pennington@snc.edu).

**Selection Criteria**

The proposals will be judged using the following criteria (listed in order of importance):

•*Quality of the proposal* (e.g., clarity of objectives and methodology; reasonable timetable; carefully formulated plan for carrying out the project, as well as for evaluating its results);

•*Significance of the project* (i.e., to the collaborative team, to the SNC academic program, to the wider academic community)

•*Quantity of work remaining on the project*:

* 1. Likelihood of completing the project, or a significant component of it, within the time frame specified in the proposal;
  2. Ordinarily the student’s work on the project should *not* be done for course credit; if the project is to be done for course credit, the applicants must provide documentation (e.g., syllabus, projected outcomes, timetable) which distinguishes

the project from a regular independent study, thesis, or classroom experience;

•*Probability of success*

**Administration**

Applications will be judged and the awards will be made by the St. Norbert Collaborative.

**Report**

Recipients of Collaborative Research Grants will submit a brief (1-2 page) written report to John Pennington, Director of the Collaborative ([john.pennington@snc.edu](mailto:john.pennington@snc.edu)) on the work accomplished under the grant. The reportshould include an evaluation of the project or activity, a summary of budget expenditures, and if your application indicated that approval by the IRB or IACUC was necessary, a copy of that approval. The Director of the Collaborative will review all reports. In order to remain eligible for subsequent applications all recipients must file final reports.