**M E M O R A N D U M**

DATE: August 14, 2023

TO: CLASS Faculty Members

FROM: Sean Quinlan, Dean, CLASS

SUBJECT: Kurt O. Olsson Early Career Research Grant Information

The CLASS Dean’s Office invites proposals for the 2023-24 Kurt O. Olsson Early Career Research Grant. The program’s objectives are to promote research and creative activities in the humanities, arts, and social sciences that will attract outside funding and/or result in publications, patents, or exhibitions/performances where appropriate. This program targets recently hired faculty and is intended to help develop scholarly/creative programs or complete or supplement ongoing projects.

Grants for work in a single discipline or cross-disciplinary scholarly/creative activities will be awarded. Awardees are encouraged to develop and submit proposals for external funding. The funding period is from May 1, 2024, through June 30, 2025. The proposal process is highly competitive. It is strongly recommended that a colleague and the department chair review the proposal before submission.

**Eligibility**

Untenured faculty, early in their careers (five years or less) in tenure-track lines in the College of Letters, Arts & Social Sciences are eligible to apply. A faculty member’s name may appear on only one Olsson grant proposal per year. Faculty members who have received an Olsson grant previously are ineligible.

Principal investigators may submit a proposal with co-PIs from other colleges.

## Guidelines

**A draft proposal and budget must be received by Heather Taff (heathertaff@uidaho.edu) in the CLASS Budget Office by 5:00 p.m., March 11, 2024, for budget review. The final proposal, organized as listed below,** **must be uploaded in** [**Qualtrics**](https://uidaho.co1.qualtrics.com/jfe/form/SV_5aTCCAzBqp2cnu6) **by April 1, 2024, before 5:00 p.m.** Any questions or concerns should be referred to Associate Dean Traci Craig (tcraig@uidaho.edu). If you would like someone to review an early draft or discuss your proposal idea, please contact Traci Craig. Please use single spacing and font size of at least 12 pt. Extra materials will be removed from your proposal before it is reviewed.

1. **Cover Sheet (1 page)**: Complete the cover sheet included in this application packet. Include signatures of PI(s), departmental administrator(s), and CLASS fiscal officer.
2. **Abstract (1 page)**: Provide a brief (limited to 200 words), non-technical description of the problem, work to be performed, and expected outcome.
3. **Narrative (2 pages)**:

* Describe the proposed scholarly or creative activity and include some background on the problem, specific objectives, and methods.
* Explain how the proposed activity would contribute to the faculty member's discipline or other disciplines and its potential for outside funding, publications, or patents.
* Specify the institutional resources available.
* Supply a bibliography, if applicable. This document will not be counted toward the two-page limit.
* When appropriate include information regarding approval for use of Animal subjects or Human participants or a note indicating such approval will be sought if funded.

1. **Budget Form**: Salary and fringe benefits, up to $4,500 towards course reassignment with permission of your chair, expendable supplies, capital outlay, and travel. Summer salary support for faculty is allowed, as is salary support for graduate students or their fee payment. The maximum award is $12,000.
2. **Other Information (3 pages):** Do not include a full CV or resume. Please include

* Field and date of investigator's highest degree.
* Date of initial appointment as a faculty member at UI.
* Present academic rank.
* Publications, exhibitions/performances, and patents during the past five years.
* Proposals submitted and funding received during the past five years.

Ownership of any and all **intellectual property** created through the use of these funds shall be determined as defined in *UI Faculty Staff Handbook 5300*.

Upload your full proposal here: <https://uidaho.co1.qualtrics.com/jfe/form/SV_5aTCCAzBqp2cnu6>

**Evaluation**

On the proposal cover sheet, the PI must indicate the most appropriate Review Area: (a) creative/performing arts; (b) social sciences; or (c) humanities. Referees evaluate each proposal on the following:

* Merit (45%)
* Significance (30%)
* Overall proposal quality (15%)
* Budget (10%)

A committee appointed by the Interim Associate Dean of CLASS will rank proposals on the basis of these criteria and make funding recommendations to the Dean of CLASS. The Dean’s Office may require modifications in the budget as a condition of funding.

**Deliverables and Acknowledgement**

For each grant awarded, the principal investigator will submit a report to the CLASS Dean’s Office **no later than September 30 of the year in which the grant period ends**. This report consists of the following:

1) Cover Sheet for final reports (included with this application packet)

2) Summary of work completed (1/2 page)

3) Work completed (2 pages)

4) Future work expected (1/2 page)

5) Personnel who participated in the project

6) Budget summary

7) Grant proposals submitted or in preparation

8) Appendix (e.g., preprints or reprints of articles or scores)

When publication or presentation occurs, the PI should file a copy of the publication or paper with the CLASS Dean’s Office.

The principal investigator is expected to acknowledge the support of the CLASS Dean’s Office in any publications.

**COLLEGE OF LETTERS, ARTS AND SOCIAL SCIENCES**

**2023-24 Kurt O. Olsson Early Career Research Grant Evaluation Sheet**

Principal Investigator \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **1.** **Purpose and Eligibility for Grant (in order of priority)**  To promote research and creative activities in the humanities, arts, and social sciences that will attract outside funding, and/or which will result in publications, patents, or exhibitions/performances where appropriate.  a. Help untenured faculty or instructor establish a scholarly program; or  b. Complete or supplement an on-going project. | Check one: |
| **2. Merits of Proposal (45 points total)**  **15 points each for Subparts a, b, c, below as follows:**  **Excellent 13-15, Good 10-12, Fair 6-9, Poor 3-5, Unacceptable 0-2** | Points (max) |
| Does the proposal present convincing evidence that:  a. The proposed scholarly activity is appropriate and can be implemented?  Comments: | \_\_\_\_\_\_ (15) |
| b. The resources requested or available are adequate to complete the project?  Comments: | \_\_\_\_\_\_ (15) |
| c. The proposed objectives can be completed within the project’s timeframe?  Comments: | \_\_\_\_\_\_ (15) |
| **3. Significance of the Proposal (30 points total)**  **15 points each for Subparts a and b below, as follows:**  **Excellent 13-15, Good 10-12, Fair 6-9, Poor 3-5, Unacceptable 0-2**  Has the applicant made a convincing argument that: |  |
| a. Demonstrates this scholarly/creative activity contributes to the field?  Comments: | \_\_\_\_\_\_ (15) |
| b. Demonstrates this scholarly/creative activity will lead toward a patent, publication, exhibition/performance?  Comments: | \_\_\_\_\_\_ (15) |
| **4. Overall Quality and Clarity of the Proposal (15 points total)**  **Excellent 13-15, Good 10-12, Fair 6-9, Poor 3-5, Unacceptable 0-2**  Comments: | \_\_\_\_\_\_ (15) |
| **5. Budget (10 points total)**  **Excellent 10, Good 7, Fair 4-5, Poor 1, Unacceptable 0**  Evaluate the appropriateness of the budget to achieve the project’s objectives.  Comments: | \_\_\_\_\_\_ (10) |
| **TOTAL POINTS** | (100) |

**SIGNATURE OF EVALUATOR**

**2023-24 KURT O. OLSSON EARLY CAREER RESEARCH GRANT**

**Cover Sheet for Proposals**

Review Area (check one): ☐ Creative/Performing Arts

☐ Social Sciences

☐ Humanities

**Please Type Form**

|  |
| --- |
| **PRINCIPAL INVESTIGATOR**:  Name:  Title:  Department:  Phone:  **ADDITIONAL INVESTIGATORS**:  Name:  Title:  Department:  Phone:  Name:  Title:  Department:  Phone:  **AMOUNT REQUESTED (maximum $12,000): $**  Are human subjects involved? ☐ Yes ☐ No Are animals involved? ☐ Yes ☐ No  **PROPOSAL TITLE**:  **SIGNATURES OF APPROVAL**:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Principal Investigator Department Head CLASS Fiscal Director (date)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Co-Principal Investigator Department Head  (date) |
| **PROPOSAL CHECKLIST**  **Eligibility for Kurt Olsson Early Career Grant:**  ☐ Cover Sheet ☐ Untenured CLASS faculty in tenure-track line  ☐ Abstract (1 page)  ☐ Narrative (2 single-spaced pages)  ☐ Budget Form  ☐ Biographical Data  ☐ Publications/Exhibits/Performances (5 years)  ☐ Proposals Submitted/Funded (5 years)  ☐ Applicable animal/human requests for approval  ☐ Electronic Copy  Has a proposal been submitted to an outside organization? ☐ Yes ☐ No  If so: Organization  Date Submitted: |
|  |

**2023-24 KURT O. OLSSON EARLY CAREER RESEARCH GRANT**

**Budget Request Form**

|  |  |
| --- | --- |
| **Salaries & Wages**  (list individuals, amounts, and appointment periods) | **Total**  $ |
| **Course Reassignment**  ($4,500 can be budgeted to support the department in funding a course reassignment for a regular semester.) | $ |
| **Fringe Benefits**  (faculty 31.0%, students 2.5%) | $ |
| **Registration Fees/Health Insurance for Graduate Research Assistant**  (see UI Student Accounts website for amounts; list semesters and amounts) | $ |
| **Travel**  (destination, description of expenses) | $ |
| **Supplies, Services and Other Expenses**  (description of supplies, services, or other purchases) | $ |
| **Capital Outlay**  (description of equipment costing $5,000 or more) | $ |
| **Total Requested (maximum $12,000)** | $ |

COVER SHEET FOR FINAL REPORTS

CLASS Research Grant Programs

**Please Type Form**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **CLASS Grant Fund**: (Check one)  ☐Early Career Research Grant ☐Key Fund ☐Summer Grant  Budget Number (if applicable) | | | | | **Amount Awarded**: | | | | | | | | |
| **Name of Principal Investigator**: | | | | | **Department**: | | | | | | | | |
| **Title of Project**: | | | | | | | | | | | | | | |
| **List all Publications in Journals(J), Abstracts(A), and/or Proceedings; Patents; or Presentations(P) Resulting from this Award**  (Include initials noted above and indicate if submitted or accepted) - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | | |
| 4. | | | | | | | | | | | | | | |
| 5. | | | | | | | | | | | | | | |
| **List all Extramural Funding Resulting from this Award** - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| Source of Support  (Granting Agency) | | Project Title | | | | | Amount of  Award | | Period Covered by  Award | | | |
| 1. | |  | | | | |  | |  | | | |
| 2. | |  | | | | |  | |  | | | |
| 3. | |  | | | | |  | |  | | | |
| **List all Pending Grants Resulting from this Award** - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| Source of Support  (Grant Agency) | Project Title | | | | | Amount of  Award | | Expected  Date of  Filing | | | Period  Covered by  Award |
| 1. |  | | | | |  | |  | | |  |
| 2. |  | | | | |  | |  | | |  |
| **Student Participation in this Project** - Attach additional page(s) if needed | | | | | | | | | | | | | | |
| Student Name | | | Degree | Field | | | | | | Year of Completion | | | |
| 1. | | |  |  | | | | | |  | | | |
| 2. | | |  |  | | | | | |  | | | |
| **Other Participation in this Project** - List any cooperating faculty or other collaborators | | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | | |