FACULTY SCHOLARSHIP COURSE RELEASE
DEADLINE: February 27, 2015

The Provost and the University Research Committee seek to provide greater support for faculty research, scholarship and creative activity, and to streamline the processes for faculty to apply for such support. Up to ten course releases will be awarded annually. In addition to requesting a course release for the 2015-16 academic year, applicants may also request up to $2,000 each for research expenses such as travel, supplies, or student assistant support. All proposals will be reviewed and ranked by the University Research Committee in consultation with the Associate Provost for Research and Faculty Affairs. The Provost, in consultation with the appropriate dean, will grant the awards.

Eligibility (Note: School of Law faculty have separate programs and are not eligible for this opportunity.)

Course Release:
Only tenured faculty are eligible for a course release with the exception below:

- Faculty on sabbatical leave during the 2015-16 academic year are not eligible for a course release during that academic year. If a faculty member has an approved sabbatical for 2015-16, then he or she should not apply for this program for the 2015-16 academic year.
- Course releases through this program will ordinarily not be awarded to the same applicant more frequently than once every three years.

Application Guidelines (Note: page limits must be followed for application to be considered.)

1. Title. The title must start with the phrase “Course Release for”.

2. Non-technical abstract. The abstract should be understandable to faculty members who may have a general knowledge of the field but not specialists. The abstract must clearly state if the application is for a course release or for a summer stipend. (1 page maximum)

3. Project description. The main part of the application will be the narrative, including background, significance, goals, methodology, expected outcomes, and a dissemination plan. (2 page maximum)

4. Justification and impact. A case should be made for the necessity of the course reduction or summer stipend to move the project(s) forward. (1 page maximum)

5. Itemized budget for additional research expenses: Each applicant may request a supplement of up to $2,000 that could be used for research related expenses such as travel, supplies, or student assistant support. (Note: if such additional funds are awarded, then the applicant is not eligible for a University research grant during the same funding cycle.) (1 page maximum)

6. Brief curriculum vitae. The brief vitae should emphasize special qualifications, training, publications, awards, grants, and other data related to the proposed project. (2 page maximum)

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7. **Chair's Letter.** The proposal should include a letter from the department chair describing the impact on the department, and any additional resources the department would need in order to continue to meet its teaching obligations if the award were granted.

**Project Requirements**

A faculty member may submit *only one application*. Projects should focus on any research, scholarship, or creative work that will lead to publication or performance in a high-quality venue or the submission of a major research grant proposal. Course development or other teaching-related projects, including the development of textbooks or casebooks, will *not* be supported by these programs.

**Review Criteria**

The overall intellectual merit of the application will be reviewed with the following specific considerations:

- Significance of the project(s)
- Clarity of the project description
- Appropriateness of the project's scope and methods
- Quality of proposed dissemination plan
- Contribution to the applicant’s scholarly development

**Final Report**

Faculty members granted awards must submit a concise final report to the Provost describing the substantive scholarly results of the project and the extent to which the award facilitated the successful execution of the funded project.

**Application Submission**

To be considered, applications must be received by February 27, 2015. Please email your application to grants@scu.edu and complete the [Grants Application Form](https://docs.google.com/forms) via GoogleDocs.

**If you have any questions, please contact Kelli Bruggeman in Research and Faculty Affairs at x2746.**