Overview

The College of Education and Social Services offers three internal grant programs for faculty. Funds are expected to promote innovation during the 2023-2024 academic year and during summer 2024. Eligibility includes CESS full-time faculty (all ranks), or proposals involving faculty, staff, and students with faculty serving as key personnel and the Principal Investigator/Lead Applicant.

Proposals may be submitted at anytime but are reviewed in two basic time periods.

The CESS Research Grants and the Global Seed Grants will be reviewed at two times, the first after October 6, 2023 and again after January 19, 2024.

The CESS Academic and Curricular Innovation Fund will be reviewed after January 19, 2024.

Each of the three grant programs are detailed below.

General Grant Application Submission and Review Procedures

- Prior to submission, discuss your proposal with your Department Chair or Director to both convey your initiative and receive their support for your activity. Their support is particularly necessary if there are workload implications.
- Questions about the grant programs should be addressed to Associate Dean Kieran Killeen. Budget development questions should be addressed to Kunie Renaud.
- Prepare your proposal narrative by attending to the required content of each grant proposal. The proposal narrative and required vitae for key personnel must be submitted as a unified PDF. The project budget should be included in the proposal narrative, either embedded in the text, or as a final page of the narrative.
- Complete proposals should be submitted using the online submission system available at this URL: https://forms.microsoft.com/r/M4CSf8VQh9
- Proposals may be funded, partially funded, invited to resubmit, or not funded. Determinations will be made as quickly as possible, or within 21 days of the specific grant program deadlines.
- All funded proposals are required to submit a one page final report and summary of activity on or before September 13, 2024. Outcomes associated with research projects are expected to be shared during the annual CESS Scholarship Symposium.
CESS Research Grants: OPEN

<table>
<thead>
<tr>
<th>Award Amount</th>
<th>Competitive. We expect to fund proposals in the $2500-$7500 range, pending availability of funds ($40,000).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline</td>
<td>Proposals may be submitted at any time. Proposal reviews will begin on October 6, 2023 and again on January 19, 2024 until funds are exhausted; Notifications will be provided within 21 days. Funds must be expended by August 31, 2024. Requests for no-cost extensions (up to 3 months) must be made by May 15, 2024.</td>
</tr>
<tr>
<td>Research Grant Goals</td>
<td>Support or seed research endeavors, including research production and/or dissemination services (e.g., software, editorial assistance, copyediting, publication fees, data collection, data preparation, data analysis, and/or conference presentations); Support projects that are highly likely to result in at least one application for extramural grant support and/or at least one peer-reviewed scholarly publication. Support research contributing to a faculty member’s advancement as a scholar. Support research activity not otherwise covered by current external awards, professional development funds, start-up funds, or other CESS or university funds. Support scholarship aligned with CESS’s Inclusive Excellence and Strategic Plans and commitment to being: 1) student and family-centered, 2) community-based, 3) culturally competent, and 4) collaboratively engaged.</td>
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</tbody>
</table>

Required Content & Application Procedures

<table>
<thead>
<tr>
<th>Proposal Narrative: Required Content</th>
<th>Overview and Significance of Research Program (1 - 2 pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Describe how project addresses the goals listed above.</td>
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<td></td>
<td>• Provide a rationale for how the proposed research program would contribute to an existing knowledge base/previously published studies.</td>
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<td></td>
<td>• Describe how the proposal aligns with our CESS Inclusive Excellence Plan and at least one of the four Pathways in the CESS 2017-2022 Strategic Plan.</td>
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<tr>
<td></td>
<td>• Provide a detailed plan for grant application and publication that includes anticipated funding sources and publication outlets.</td>
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<tr>
<td>Questions and Method (1 - 2 pages)</td>
<td>• Articulate proposed research questions, design and methods, techniques, or modes of inquiry. Empirical, theoretical as well as methodological studies are welcomed. Specify steps to be taken to ensure quality and fidelity to your chosen approach.</td>
</tr>
<tr>
<td>Goals/Activities/Timeline (1/2 page)</td>
<td>• List key research goals and activities (including plans for obtaining IRB approval, if needed) and a timeline for completion of proposed activities.</td>
</tr>
<tr>
<td></td>
<td>• If funds will be used to support research production and/or dissemination, describe plan for contracting services.</td>
</tr>
<tr>
<td>Key Personnel (1/2 page)</td>
<td>• Identify Principal Investigator/Lead Applicant and other key personnel.</td>
</tr>
<tr>
<td></td>
<td>• List roles and responsibilities of all key personnel.</td>
</tr>
<tr>
<td>Evaluation Plan (1/2 page)</td>
<td>• Describe indicators/metrics of success in relation to goals and activities, including the number of anticipated publications and applications for funding. These must be addressed in the final report.</td>
</tr>
<tr>
<td>Budget</td>
<td>• List and justify expenditures by category (staffing, graduate student support, supplies, equipment, consultant, travel, matching funds from other funding sources, etc.). Please contact your Department/Center’s business manager for assistance with budget development.</td>
</tr>
<tr>
<td>Vitae</td>
<td>• Include updated/brief CVs for all key personnel involved in the proposed program.</td>
</tr>
</tbody>
</table>
# CESS Global Seed Grants: OPEN

<table>
<thead>
<tr>
<th>Award Amount</th>
<th>Competitive. We expect to fund up to five high quality proposals for a maximum of $2500 each, pending availability of funds ($10,000).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline</td>
<td>Proposals may be submitted at any time. Proposal reviews will begin on October 6, 2023 and again on January 19, 2024; Notifications will be provided within 21 days. Funds must be expended by August 31, 2024. Requests for no-cost extensions (up to 3 months) must be made by May 15, 2024.</td>
</tr>
<tr>
<td>Innovation Fund Goals</td>
<td>Provide seed funds for global research, teaching and/or program development. Support long-term development of international initiatives aligned with CESS’s Inclusive Excellence and Strategic Plans and commitment to being: 1) student and family-centered, 2) community-based, 3) culturally competent, and 4) collaboratively engaged. Encourage development of global partners in research, teaching and/or program development with the potential for long-term connections to CESS that contributes to the advancement of goals related to DEI and global engagement.</td>
</tr>
</tbody>
</table>

## Required Content and Application Procedures

**Overview and Significance of International Seed Grant (1 -2 pages)**
- Describe how proposal addresses the goals listed above.
- Describe the nature of the activity to be completed and how funds will be used in relation to future research, teaching and/or program development.
- Describe how the proposal aligns with our CESS Inclusive Excellence Plan and at least one of the four Pathways in the CESS 2017-2022 Strategic Plan.
- Explain why support for this project cannot be fully funded through professional development or other college or university funds.

**Goals/Activities/Timeline (1 page)**
- List key goals and activities (including preparation for international work) and a timeline for completion of proposed activities.

**Key Personnel (1 page)**
- Identify Principal Investigator/Lead Applicant and other key personnel.
- List roles and responsibilities of all key personnel.

**Evaluation Plan (1/2 page)**
- Describe indicators/metrics of success in relation to goals and activities. These must be addressed in the final report.

**Budget (use template included in proposal packet)**
- List and justify expenditures by category (staffing, graduate student support, supplies, equipment, consultant, travel, matching funds from other funding sources, etc.). Please contact your Department/Center’s business manager for assistance with budget development.

**Vitae (Appendix)**
- Include updated/abbreviated CVs for all key personnel involved in the proposal.
**CESS Academic and Curricular Innovation Fund: OPEN**

<table>
<thead>
<tr>
<th>Award Amount</th>
<th>Competitive. We expect to fund 3 high quality proposals for ~$7500 each pending availability of funds ($20,000).</th>
</tr>
</thead>
</table>
| Timeline     | Proposals may be submitted at any time. Proposal reviews will begin after January 19, 2024. Notifications will be provided within 21 days.  
Funds must be expended by August 31, 2024. |
| Academic Program Innovation Grant Goals | To support the development of new and innovative curricular programs (e.g., new majors, minors, certificates, or degree programs) or proposals to significantly revise an existing program;  
To promote enrollment growth by aligning new curriculum with new student audiences;  
Support innovation aligned with CESS’s DEI and Strategic Plans and commitment to being: 1) student and family-centered, 2) community-based, 3) culturally competent, and 4) collaboratively engaged;  
Promote curriculum and program innovation that reflects current research and practice and contributes to the advancement of diversity and cultural competence in the College;  
Promote innovation in course format and delivery (e.g., on-line and hybrid delivery at the program level). |

**Required Content and Application Procedures**

| Proposal Narrative: Required Content | Overview and Significance of Program Innovation Project (1 - 2 pages)  
- Describe how project addresses one or more of the goals listed above.  
- Provide a rationale for how the proposed program innovation will enhance your existing curriculum and program and lead to sustainable, long-term advancements in programming.  
- Describe how and when you expect proposed innovations to be implemented in existing, new or substantially revised programs. **Specify, what if any, shifts in workloads will need to occur for individuals implementing the innovation.**  
- Describe how the proposal aligns with our CESS Inclusive Excellence Plan and at least one of the four Pathways in the CESS 2017-2022 Strategic Plan.  
- Explain why effort toward the innovation requires support beyond time and/or resources available through the applicant’s workload and/or professional development activities or other funding available through the college or university.  
Goals/Activities/Timeline (1 – 2 pages)  
- Describe goals and activities associated with the project, and a timeline for completion of activities.  
- Provide a plan and timelines for course /program approval or other processes needed to operationalize the innovation you are envisioning (e.g., Courseleaf applications, approval from the CESS Curricular Affairs Committee and/or Faculty Senate, SOC deadlines, marketing by CESS or PACE, etc.)  
- Describe any technical support needs that may be required (e.g., support for transition to on-line/hybrid delivery).  
- Describe indicators/metrics of success in relation to goals and activities. These must be addressed in the final report.  
**Budget (use template included in proposal packet)**  
- List and justify expenditures by category (staffing, graduate student support, supplies, |
equipment, consultant, travel, matching funds from other funding sources, etc.). Please contact your Department/Center’s business manager for assistance with budget development.

**Vitae**
- Include updated/brief CVs for all key personnel involved in the proposed program.