Description:

The Pace Office of Research invites proposals from faculty who are developing creative projects into publishable book manuscripts or performances. Proposals are welcome for projects that are in the early, developmental stage as well as projects that are nearing completion.

More information on the steps involved in publishing a book can be found here:
https://www.centerforengagedlearning.org/publishing-a-sotl-book/

Three to four grants of up to **$5,000** (placed in a Scholarly Research Account) will be awarded. The funds can be used for research supplies, paying for services such as indexing, course release (upon college approval) or summer salary. Applications are encouraged from full-time faculty in any discipline and across all schools.

Eligibility

- Open to clinical, tenure-track or tenured full-time faculty members
- A faculty member may submit only *one* proposal to the Book and Performance Completion Award
- Scholarly translations or edited collections by various actors are <u>not</u> eligible for this award
- Applications are invited from faculty members in any discipline
- Previous BPCA Award winners are not eligible to apply

The deadline for proposal submission is Friday, November 12, 2021 at 5pm.

Instructions for Proposal Preparation-Please use the proposal template starting on page 4.

1. Proposal Format
Each proposal must be a maximum of 6 pages (single spaced, 12 pt. font, one-inch margins).

A. Signature Page (one page) Please include your name, the names of the Department Chair and the Dean

B. Title Page and Summary (one page)
Project title, your name and school, and a 200-word summary of the work to be completed.

C. Project Description (three pages)
- Description of the manuscript or performance project
- Production timeline
- Proposed use of the grant funds

For a <u>book project</u>, the application should include a description of the preparation, editing, copyediting, fact checking, indexing required for submission or acceptance by an established publishing house. Applicants with a signed book contract with a publisher should append the contract. If you don't have a contract but have been in communication with a publisher, please include the most recent correspondence. For a <u>performance award</u>, please include a full description of how your performance will be staged, who else will be involved and their role(s) in the production, and include any correspondence regarding the staging of the performance.

D. Budget (one page)
Use the budget template provided below briefly describe your <u>budget and justif</u>y the expenses requested. You can request course release time (with approval), summer salary, materials/supplies or graduate assistant stipends etc.

E. Additional Required Information (not included in the 6-page limit)
  (i) <u>Citations</u> can be added on a separate page(s)

  (ii) <u>Current and Pending funding</u> (if none, then state 'none')

  (iii) Append a <u>biosketch</u>. You can use the biosketch template included in the proposal form or, include your current NSF or NIH biosketch.

  (iv) Contract or correspondence from publishing house or performance venue

2. Proposal Submission

Proposals must be submitted via our <u>online submission system</u> as a **single PDF** and contain the following:

1. Signature Page
2. Title and summary
3. Project description
4. Budget and budget justification
5. Additional Required information (citations, biosketch and current/pending funding, contract or correspondence).

3. Review & Evaluation Criteria

A faculty committee will review each proposal and consider the following criteria:

• Overall quality, organization, and clarity of the proposal
• Contribution of the project to the applicant's discipline or field of study
• Feasibility of the production/performance timeline and suitability of the use of funds
• Contributions of the work towards the career development of the applicant
• Involvement of Pace students in the proposed project

SIGNATURE PAGE

*Please note that your application is incomplete until all the signatures are obtained.
Should you require assistance, The Office of Research can help with obtaining the signatures via Adobe Sign.

A. Signature Page:

Title of Proposal:

Pace School/College:

Department:

Principal Investigator

Name:

Signature: _____ Date: _____

Department Chair

Name:

Signature: _____ Date: _____

Dean

Name:

Signature: _____ Date: _____

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PI:

CoPI should sign on this page. If there is more than one CoPI, please attach additional CoPI signature pages.

Title of Proposal:

Pace School/College:

Department:

Co Principal Investigator

Name:

Signature: _____Date: _____

Department Chair

Name:

Signature: _____Date: _____

Dean

Name:

Signature: _____Date: _____

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PI:

B. Project Title Page and Summary (one page):

- PI Name:

- Pace School/College:

- Proposal Title:

- Proposal Summary (200 word maximum):

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PI:

C Project Description (3 pages maximum):

- Description of the manuscript or performance project
- Production timeline
- Proposed use of the grant funds

For a book project, the application should include a description of the preparation, editing, copyediting, fact checking, indexing required for submission or acceptance by an established publishing house. Applicants with a signed book contract with a publisher should append the contract. If you don't have a contract but have been in communication with a publisher, please include recent correspondence.

For a performance award, please include a full description of how your performance will be staged and who else will be involved.

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PI:

D. Budget (one page)

You can request course released time (at adjunct rates, with approval from your Chair and Dean), summer salary, materials/supplies or graduate assistant stipends etc. Please use this form and justify all expenses requested. The total request must not exceed $5,000.

Item	Amount	Fringe Benefits*	Total
Supplies			
Research Assistant			
Travel			
Other*			

*   *Fringe on summer salary is 8.44%*
   Fringe on part-time research assistants is 14.32%

** *Course release may be requested at adjunct rates. Please include any applicable fringe benefits.*

*** *Please describe in budget justification, if requested.*

Budget Justification (use the rest of this page only)

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E. Additional Required Information (not included in 5 page limit)

(i) <u>Citations</u> can be added on a separate page(s)

(ii) <u>Current and Pending Funding</u>
If you have grant support please describe it briefly here. If you recently applied for a grant then please describe that as well. If you have neither, state 'none'.

(iii) Append a <u>Biosketch</u> to the proposal. A biosketch template is on the next page.

   Alternatively, include your current NSF or NIH biosketch if you have one.

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PI:

BIOSKETCH

Provide current 2-page biosketch in NSF format, or complete the following form (no more than 2 pages).

Name: Rank:
Department: School:

Telephone:
Email:

Education: (bachelors and above, include dates)

Academic and professional recognition: (awards, invited talks at conferences, service on committees of societies, editorships of journals, etc.)

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PI:

Research History: List five most recent publications/books/performances or other significant scholarly achievements.

Synergistic Activities: Include service such as review committees; community outreach, broadening participation of undergraduates in research etc.

Educational and Training Experience (last five years only): List PhD students (active and graduated), Master's students, mentoring of undergraduate students, special teaching activities and curriculum development activities.

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PI:

Checklist

☐   Signature page
☐   1-page Title Page and Summary
☐   3-page Project Description
☐   1-page Budget and Budget Justification
☐   Additional pages including Citations, Current/Pending Funding and Biosketch

Each complete proposal must be uploaded as a single PDF onto our online submission site by Friday, November 12 at 5pm.

bit.ly/bpca2021

Questions?

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