

Collaborative Faculty-Student Project Awards (CFSPA) encourage and support joint faculty-student research or creative pursuits within NKU's College of Arts and Sciences. Basic award guidelines follow:

1. **Award Purpose and Priorities:** Funding is allocated on a competitive basis to proposals that might best achieve the following outcomes:
  - a) Encourage collaborative, learner-centered research/creative endeavors between NKU faculty and students;
  - b) Generate additional external funding or strengthen the potential for securing external grants for future research/creative projects;
  - c) Contribute to students' professional growth in Arts & Sciences disciplines;
  - d) Enrich the research base or creative scholarship within Arts & Sciences disciplines.
  
2. **Faculty Eligibility:** Tenure track (TT) or non-tenure track renewable (NTTR) NKU Arts & Sciences faculty (including chairs) are eligible:
  - a) Faculty must participate actively in all aspects of the project, even when working collaboratively with other colleagues;
  - b) Faculty may receive this award and still teach summer classes if the department chair approves the combination of assignments.
  
3. **Student Eligibility:** Full-time NKU undergraduate students majoring or minoring in College of Arts & Sciences disciplines are eligible, however priority consideration will be given to students majoring in disciplines within the college. NKU graduate students in the College of Arts & Sciences disciplines are also eligible.
  - a) Students must complete their portion of the project *before* they graduate;
  - b) Student participants **must be named** in the proposal application;
  - c) Students must present some aspect of the project in the Celebration of Student Research and Creativity, after the project is complete.
  
4. **Funding:**  
***Maximum allocation = \$6000/project.*** Recipients may receive the full amount requested or a smaller amount as determined by proposal reviewers and the Dean of Arts & Sciences.
  
5. **Proposal:**  
***The faculty member submits all materials:***
  - a) Cover Page (due with completed proposal by **October 20, 2023 by 4:30pm**, or sooner).
    - i. Cover page requiring the chair's signature/approval for the faculty member to pursue the award is due with proposal submission; electronic signatures are permissible.
  - b) Full project proposal with budget are due by: **October 20, 2023 by 4:30 pm**. Submit the proposal as a .docx or .pdf document attached in an e-mail to Bethany Bowling at [bowlingb2@nku.edu](mailto:bowlingb2@nku.edu) with "**CFSPA Proposal**" in the subject line. See "CFSPA Proposal Guidelines" for additional information.
    - i. The proposal must clearly and fully explain the nature of student involvement.
    - ii. The review committee will consider only those proposals that conform exactly to stipulated guidelines.
    - iii. ***For any questions,*** contact Bethany Bowling at [bowlingb2@nku.edu](mailto:bowlingb2@nku.edu).
  
6. **Proposal Review Process:**  
An Associate Dean of the College of Arts & Sciences or a representative serves as chair for the preliminary review committee.

- a. Preliminary review: A committee of Arts & Sciences faculty from various disciplines reviews award proposals. Using project selection criteria noted below, the committee makes award recommendations to the Dean of Arts & Sciences. ***Committee members may not also be project award applicants.***
- b. Final review: The Dean of Arts & Sciences reviews award proposals and preliminary review committee recommendations and then determines awards.

7. **Proposal Selection Criteria:**

You will strengthen your proposal significantly by clearly addressing all of the following essential criteria:

- a) Clarity of the project purpose and expected outcomes and their potential significance.
- b) Relevance of the research/creative project to the discipline.
- c) Clarity and appropriateness of project procedure(s).
- d) Documented qualifications of faculty and students to engage in this particular project.
- e) Feasibility of successfully completing the project within the estimated timeframe.
- f) Learning potential for collaborating students (i.e., likelihood they will learn, refine, and/or utilize appropriate research/creative techniques and methodologies).
- g) Appropriateness of budget requests.
- h) Potential that this award might generate future external funding.
- i) Documented proof of animal/human subjects protocol submission, if applicable.
- j) Plan for dissemination of results/outcomes.

8. **Summary Report:**

- a) The faculty member submits a final project report by the deadline.
- b) The report is a maximum 2 single-spaced pages (12-font) and includes a summary of the project purpose, the methodology used, the project outcomes, and any publications and/or presentations generated by the project. Photographs, when feasible, help enhance potential impacts of report.
- c) Submit the summary report electronically via email as a Word (.docx) document attachment to Bethany Bowling at [bowlingb2@nku.edu](mailto:bowlingb2@nku.edu) with "***CFSPA Summary Report***" in the subject line.

9. **Timeframe & Deadlines:**

- a) Full proposal (cover page with chair's signature of approval, proposal, and budget) due no later than **4:30 p.m. on October 20, 2023** (or sooner).
- b) Awards will be announced in **December 2023**.
- c) Funds are accessible within one week of the award announcement.
- d) Project completion deadline **December 31, 2024** (or sooner).
- e) Summary report deadline **Feb 15, 2025** (or sooner).

10. ***Project abstracts or proposals submitted after indicated deadlines will not be accepted or reviewed. Project proposals without required signatures will not be accepted or reviewed.***

10. **Acknowledgement:**

All publications, presentations, and/or performances resulting from CFSPA supported projects must acknowledge "***Northern Kentucky University College of Arts and Sciences Collaborative Faculty-Student Project Award***" for partial or full funding.