**General Guidelines for Fleming Student-Faculty Collaborative**

**Fund (SFC) for Research and Creative Endeavor 2024-2025**

Access to application forms, evaluation criteria, model applications across numerous disciplines, final interim reports, and a list of the current committee members can be found [here](https://www.nebrwesleyan.edu/academics/experiential-learning-nwu/research/student-faculty-collaborative-research).

**General Information about Awards**

1. Both graduate and undergraduate students and their Nebraska Wesleyan University faculty collaborator(s)/mentor(s) in any discipline may apply for funds from the Fleming Student-Faculty Collaborative Fund (SFC) for Research and Creative Endeavor. Funding supports research, conference presentations, artistic endeavors, or other scholarly projects. Student collaborators must be enrolled, degree-seeking Nebraska Wesleyan University students at the time of application and for the duration of the performance period of the grant. Faculty collaborators/mentors must be currently teaching at Nebraska Wesleyan University when the proposal is submitted and for the duration of the performance period of the grant. Adjunct faculty who are submitted a proposal for work during a future term should include a letter from the department chair confirming expectation of contract during the performance period of the grant.
2. There are two types of funding from the SFC fund:
	* **Research, Artistic Endeavor, or Scholarship Grants** – this proposal can include an array of projects that include, but are not limited to, visual art installations, lab research (e.g., on topics such as sport performance, flow states, amphibians, etc.), participating in intensive writing workshops, and investigating archives. Costs related to supplies, equipment, travel, and other research expenses, as well as expenses related to the anticipated presentation of research, artistic, or scholarly work.
	* **Presentation Awards** –this award is only for students and a collaborating faculty member whose scholarship has been accepted for presentation at a conference or similar event. The proposal may include conference registration, supplies, transportation, hotel, per diem, and other travel related expenses.
3. Application deadlines differ for each type of funding:
	* **Research, Artistic Endeavor, or Scholarship Grants –** there are four deadlines each year for the Research, Artistic Endeavor, or Scholarship Grants. Applications must be submitted in advance of the proposed project. Please allow the committee a turn-around time of approximately 10 days to review your proposal. Applications are due by **5:00pm** on the following dates:
* Monday, September 16, 2024
* Monday, November 11, 2024
* Monday, February 17, 2025
* Monday March 31, 2025
	+ **Presentation Awards** – the Presentation Award has an open application deadline. Proposals should be submitted as soon as the student has been accepted to present at a scholarly venue. Please allow the committee a turn-around time of approximately 10 days to review your proposal.
1. Grant applications will be evaluated using the following criteria:
	* the intellectual significance of the project, including its potential contribution to scholarship
	* the quality or promise of quality of the applicant’s work
	* the quality of the conception, definition, organization, and description of the project
	* the feasibility of the proposed plan of work and the likelihood that the applicant will complete the project
	* the degree of collaboration between Nebraska Wesleyan University faculty and student members
2. Proposals will be evaluated by an interdisciplinary audience and should be written accordingly.
3. Approximately 15% of the grant funds will be reserved for qualified proposals presented in each of the four funding periods. Among qualified proposals during each funding period, the committee will be equitable with distribution of funds between different divisions. Within previous years, there have been a plethora of proposals within a given quarter. Due to this, there must be an expectation that it is possible not all proposals be funded, or proposals may only be given partial funding.
4. Applications requesting funding for international travel **must receive** preliminary approval from the Director of Global Engagement **before** submitting an application to the SFC Committee. Applications will not be considered if approval is not given. If a grant/award is funded, students must meet with the Director of Global Engagement and comply with all requirements set forth. All travel must conform to the Nebraska Wesleyan University [International Travel Policy](https://www.nebrwesleyan.edu/about-nwu/policies/international-travel-policy) for student travel.
5. Personal travel of students, faculty, and staff must follow Centers for Disease Control and Prevention (CDC) and Lincoln-Lancaster County Health Department (LLCH) guidance for recommended testing and/or quarantine.
6. Individual students are limited to **one** Research, Artistic Endeavor, or Scholarship grant **and** **one** Presentation Award per fiscal year.
7. Individual faculty members are limited to **one** faculty stipend per fiscal year.

**Guidelines for Proposal Submissions**

1. Applicants should inform their Division Representative (i.e., Arts and Humanities, Natural and Health Sciences, & Social and Applied Sciences) of the intent to apply and to ensure that their application type (Research, Artistic Endeavor, or Scholarship Grant versus presentation award) is appropriate. Model applications can be found [here](https://www.nebrwesleyan.edu/academics/experiential-learning-nwu/research/student-faculty-collaborative-research). Applicants are also strongly encouraged to submit a draft of the proposal to the Division Representative.
2. Proposals may come from an individual student, a group of students, or the faculty collaborator(s)/mentor(s). All proposals must demonstrate collaboration between faculty and students. Proposals may be student- or faculty-directed. If the proposal is student-directed, the collaborating faculty member has a responsibility to guide the student to ensure a high-quality proposal is submitted.
3. Each **Research, Artistic Endeavor, or Scholarship Grant** proposal can include a stipend for $250-$1,000 for the collaborating faculty member. This will be disbursed upon completion of all requirements associated with the grant. The number of hours the faculty member expects to spend **outside** **of normal coursework requirements** with this student should be considered when requested a stipend.The stipend is not considered in the project budget and faculty members are not expected to contribute their stipend to if all requested funding is not awarded to the project.
4. There is an associated budget sheet for all applications. Please be sure to show proof for fund requests (e.g., links to registration fees, receipts, proof of purchase for travel/lodging, per diem rates based on U.S. [GSA](https://www.gsa.gov/travel/plan-book/per-diem-rates) rates). Please note, students may request funds for traveling, lodging, per diem, etc., but are unable to request **stipends**. The intention of the funds is to help students obtain resources that will support their research or creative endeavor, not fund them for hourly work.
5. Once a proposal is awarded, Carrie-Meeske Holloway will send all recipients an award letter. This award letter **must be signed and returned to Carrie within two weeks.** If the award letter is not returned within this timeline, awards will **not be distributed.**
6. Once an award letter is signed and returned, students or faculty must submit receipts to receive reimbursement of expenses. This may be handled at the department level. Please contact the SFC Committee Chair if additional information is needed pertaining to this process.
7. All real property acquired with funds from a SFC grant/award belongs to Nebraska Wesleyan University unless otherwise authorized by the SFC Committee. Applications should address if the property already exists on campus, and what will happen with the property after the grant period.
8. Students who receive the **Research, Artistic Endeavor, or Scholarship Grant** may choose to enroll in the non-credit, pass/fail course IDS 2000 (Student-Faculty Collaborative Research) for a $25.00 fee. This fee may be included in the budget. Students should be enrolled for the course during the semester when research mainly occurs. The chair of the SFC Committee will be listed as the instructor of record for this course.
9. Once the awarded project is completed, the author of the grant (either student or faculty member) must submit a Final Interim Report to Carrie Meeske Holloway. This report should be completed no more than one-week after the funding period elapses.
10. Students who receive either a **Research, Artistic Endeavor, or Scholarship Grant** or **Presentation Award** will present results of their projects in a university-wide research symposium held each spring.

If questions arise throughout the process, please be sure to contact your Division Representative or the Chair of the SFC Committee for guidance. The committee looks forward to your applications.