**CIRCA/CAHSS SUMMER FACULTY RESEARCH FELLOWSHIP (SFRF) 2016-2017 APPLICATION FORM**

Due Date: February 15, 2017

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
DEPARTMENT OR PROGRAM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACADEMIC TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
E MAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAMPUS PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE OF PROPOSAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose of the CIRCA/CAHSS SFRF:

☐ DEVELOPMENT OF A GRANT PROPOSAL

☐ PRESENTATION, DOCUMENTATION, DISSEMINATION, AND/OR EXHIBITION SUPPORT

**DIRECTIONS FOR SUBMITTING PROPOSAL AND APPLICATION FORM**

The CIRCA/CAHSS SFRF proposal must be formatted as follows and include:

* FORMAT: Double-spaced, with one-inch margins, using a 12-point font.
* TITLE PAGE (cover page): Title of proposal, applicant’s name, and department or program.
* SUMMARY (half page): This should be written in non-technical language. Please keep in mind that all reviewers may not be experts in your field.
* TEXT (limited to three pages; texts exceeding limit will not be considered): Include a clear and concise statement of the specific aims and significance of the proposed creative research or scholarship. The applicant should clearly note how the CIRCA/CAHSS SFRF will be used to develop a grant proposal or to present, document, disseminate, and/or exhibit the applicant’s research. Applicants should address the project’s: importance to the field; potential for external funding; scope of dissemination (regional, national, or international venues); innovation and creativity; potential for successful completion.
* DOCUMENTATION **(one page):** Provide relevant Internet links and/or brief profiles describing funders, venues, publishers, exhibitors, etc. that you will draw upon to fund, present, document, disseminate, and/or exhibit your research.
* BUDGET (one page)**:** Include a one-page budget detailing expenses for this project. If the total need is greater than $6,000, explain how additional expenses will be met.
* CURRICULUM VITAE OF APPLICANT. Follow the UMBC format guidelines available at <http://cahss.umbc.edu/curriculum-vitae-format/> and attach to the CIRCA/CAHSS SFRF submission email as a separate Word or PDF document.

All documents must be submitted electronically (Word or PDF attachments) by close of business on February 15, 2017 to Carol Harmon [harmon@umbc.edu](mailto:harmon@umbc.edu):

* CIRCA/CAHSS SFRF application form (including applicant and chair signatures)
* CIRCA/CAHSS SFRF proposal (following the format guidelines)
* CV (following UMBC guidelines)

**CONDITIONS OF THE AWARD**The Applicant affirms that if a CIRCA/CAHSS SFRF is awarded, he or she will:

1. Develop and finalize a research proposal for external funding or a project during the summer of the fellowship or no later than December 31 of the year of the fellowship.
2. Submit a brief report to the Director of CIRCA no later than December 31 of the year of the fellowship.
3. Give a public presentation on the funded project at CIRCA, date TBD.

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| PREVIOUS CIRCA SUPPORT AND DATES: |
| PREVIOUS (PAST FIVE YEARS) SRAIS, SFF or SFRF SUPPORT AND DATES: |
| OTHER CONCURRENT AY 2016-2017 SUMMER SUPPORT OR PENDING APPLICATIONS? (check) ☐ Yes ☐ No |
| If yes, please specify source (check all that apply):  ☐ UMBC SRAIS ☐ UMBC SFF  ☐ DRESHER/CAHSS SFRF ☐ IRC/CAHSS SFRF ☐ MIPAR/CAHSS SFRF |
| Other: |
|  |
|  |



I have read and accept the conditions under which this fellowship will be awarded:

APPLICANT'S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_

CHAIR'S SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE \_\_\_\_\_\_\_\_\_\_\_

The Department Chair should submit a one-paragraph recommendation and ranking of proposals (if more than one per department) via e-mail to Carol Harmon (harmon@umbc.edu) on behalf of the applicant and the proposal by close of business on February 15, 2017.