CUE Grant Applicant Information
2016-17

General Requirements

• Faculty must submit an application packet as described below by the application deadline to the Institute (cci@sfsue.du).

• Selected applicant(s) will be notified of their selection by email and receive an award letter.

• Awardee will meet with the Institute Director immediately after notification of award to draft and co-sign an informal contractual agreement. The agreement will include scope of work, IRB processes if applicable, start- and end-dates, deliverables, including the final report, procedural requirements and other commitments.

• Awardee will meet with the Institute Director and/or CUE Committee at mutually agreed intervals in the project timeline to review progress and receive feedback.

• Awardees will meet with a representative from the Office of Research and Sponsored Projects during their project period to discuss possible future funding strategies.

Timeframe:

• Application Deadline – November 14, 2016

• Award(s) will be announced by November 30, 2016;

• Project(s) should commence in the Spring or Summer of 2017;

• Project(s) should be completed within a maximum of twelve months of start-date.
Application materials

1. **Cover page**, listing:
   - Title of Project
   - Name(s) of Project Investigator(s) / Department(s)
   - Community Partner(s)
   - Abstract (no more than 100 words)
   - Amount requested

2. **Short CV** (2 pages suggested) for each faculty member involved

3. **Project proposal** (maximum of 4 pages, double-spaced) including the following elements:
   - a. Project description
   - b. Relevance for community or policy impact
   - c. Description of partners; their roles, skills, and expertise
   - d. Description of student involvement
   - e. Expected product(s) (e.g., a culminating event, a data set, public presentation of findings, final report)
   - f. Timeline
   - g. Sustainability: Possibilities for, and financial viability of, continued work beyond what is funded by CUE; possible fund-raising strategy

4. **Budget**

5. **Letter from community partner(s)** expressing level of commitment and role in the project.

→ A single PDF of application materials should please be emailed to cci@sfsu.edu.

**Additional Information**

- While funded projects will have a CoES faculty member as the Principal Investigator; collaboration with Co-PIs from other SF State Colleges or other institutions are welcome and encouraged.
- Funding may be requested to support work already under way, or combined with other funding sources.
• Projects may involve academic/historical/cultural/artistic/literary events or products.

• Funds may be used for:
  o Supplies and equipment
  o Services
  o Participant incentives
  o Honoraria
  o Research Fellowships
  o Temporary staff or student assistants
  o Independent Contractors / Special Consultants
  o Hospitality
  o Travel

• Funding may not be used for course buy-outs at this time
• Supplements to faculty salary/stipends are not possible