

**Call for Proposals, FY 2017**  
**Scholarship and Creativity Grants for the Advancement**  
**of the Arts, Humanities, and Social Sciences**

**Deadline: March 15, 2017**

The Scholarship & Creativity Grant program supports scholarship and creative activity in the arts, humanities and social sciences. Full-time faculty at Montana State University who have earned terminal degrees are eligible to apply.

**Criteria**

A faculty committee representing the arts, humanities and social sciences will evaluate proposals according to these criteria:

- The project's intellectual significance or artistic merit and its potential impact and contribution to the field.
- The appropriateness of the project's methodologies, theories, or strategies, and the feasibility of the plan of work.
- The qualifications and expertise of the artist or scholar in relation to the project goals and the stage of the applicant's career.
- The potential for success, including the likelihood that the project will be completed within the projected time frame, and the appropriateness of the budget.
- The expected outcomes, including past successful outcomes, as well as the impact of the project in achieving extended supportive funding.

Please address each criterion in your proposal and write in a way that is accessible to your Montana State University colleagues who may not be in your discipline.

Each applicant may submit only one application to the S&C program each year. Within six months of completion of the project, successful applicants shall provide a written report of grant activities and outcomes to the Vice President of Research & Economic Development's Office, their dean, their department chair and the chair of the Scholarship and Creativity Grant Review Committee. Recipients are also strongly encouraged to present the results of their work to the university community through an exhibit, seminar or other appropriate forum. The submission of this final project report is required as a criterion for future S&C proposal consideration.

Awards will be announced by mid-April so that successful applicants can move forward with projects. Questions about application content may be directed to Michael Reidy ([mreidy@montana.edu](mailto:mreidy@montana.edu)), committee chair. Questions concerning electronic submission and budgets can be directed to Peggy Kastella ([peggy.kastella@montana.edu](mailto:peggy.kastella@montana.edu), ext. 2381) in the Office of Sponsored Programs.

**Budget**

Applicants may request funds for salary and benefits, supplies, travel and other expenses necessary to complete the proposed project. Award amounts will vary, but most will range between \$4,000 (minimum) and \$16,000 (maximum). **These funds are intended to be spent between July 1, 2017 and June 30, 2018.** Items that are often requested and funded include research/creativity travel and associated costs, summer salary, supplies, publication and book costs.

- The program funds up to \$6000 in summer salary. If you request summer salary, you must also include benefits at the rate of 35%. To apply for the maximum summer salary, you should budget \$8100 (\$6000 plus 35% of \$6000 for benefits).
- For travel expenses, we usually approve \$23 per diem for in-state travel and \$46 per diem for out-of-state travel. For international travel per diem, you may either retain receipts for reimbursement of actual expenses up to the federal per diem rate or claim the \$36/day per diem rate. Explain projected travel expenses in the budget narrative, being as specific and realistic as possible about the cost of transportation, lodging and other expenses.
- The following items are unlikely to be funded unless specifically justified: computers; equipment, unless it has a direct and clearly explained relation to the proposed project; post-production costs of books, articles or other creative activities; conference trips.

## Submission

Please submit your proposal electronically to the Office of Sponsored Programs by **5:00 p.m.** on **March 15, 2017** using the Electronic Proposal Clearance Form (ePcf). “MSU Vice President for Research (MONVIC001)” is the agency to which you are submitting. Form and instructions can be found at <http://www.montana.edu/research/osp/>.

Applicants should submit the following in **ONE document**, which will be distributed to external reviewers and S&C Grant Review Committee members.

Please attach to the “**Executive Summary/Abstract Attachments**” with the ePCF. **The following four items should be combined in one file:**

- A cover sheet, including a brief abstract of the project (the form is found below).
- A narrative of no more than five single-spaced pages addressing the importance and potential impact of the project, and how it will advance your artistic or scholarly program; a plan of work, including descriptions of methodologies or processes to be used; and a timetable for completion of the project.
- A budget, including budget notes or a narrative explaining budget items.
- A curriculum vitae.

In separate documents, applicants should also attach the following within the ePCF:

- “**Detailed Budget Attachments**” – the Budget again as a separate attachment.
- “**Miscellaneous Attachments**” – contact information (name, affiliation, address, phone number and email) of three appropriate reviewers, all external to Montana State University. Referees should be knowledgeable about your research area, but cannot be your dissertation advisor. We leave the selection of reviewers to applicants, but the committee finds more compelling reviews from those who are not closely acquainted with the proposer. Applicants must confirm that recommended reviewers will agree to the review and be available to complete it between **March 19 – April 1**.
- “**Miscellaneous Attachments**” – the narrative, budget and final report of any S&C grant you received in the last three years. Submit each year’s grant as a single document.

Forums to assist potential applicants will be held:

**Wednesday, February 8<sup>th</sup>, at 3:00 pm**, Department of History and Philosophy Conference Room, 2-155 Wilson Hall

**Thursday, February 9<sup>th</sup>, at 4:00 pm**, Department of History and Philosophy Conference Room, 2-155 Wilson Hall

**Cover Sheet**

**Scholarship and Creativity Grants for the Advancement of the  
Arts, Humanities, and Social Sciences, FY 2017**

**Name:**

**Department or School:**

**Rank:**

**Applicant's Email Address:**

**Title of Project:**

**Amount Requested:**

**Award Period Requested:**

**Abstract of Proposal (not to exceed 250 words)**

By submitting an S&C application, you confirm that you have read the Montana State University and Board of Regents Policy Agreement on Intellectual Property (Article 15) which can be found at:  
[http://www.montana.edu/research/osp/documents/IP\\_handout.pdf](http://www.montana.edu/research/osp/documents/IP_handout.pdf)