

SUNY ONEONTA STUDENT GRANT PROGRAM – CREATIVE ACTIVITY PROJECTS

Funded by the State University College at Oneonta Foundation, Inc. and the SUNY Oneonta Alumni Association
Administered by the College Senate Committee on Research and the Grants Development Office (GDO)

GUIDELINES/APPLICATION INSTRUCTIONS for **CREATIVE ACTIVITY AWARDS**

For new creative work conducted by students in areas including, for example, creative writing, music, and performing, visual and culinary arts.

(Separate guidelines and application forms are used for Creative Activity projects and Research projects.)

Spring 2018 Application Deadline

See separate required FORMS (student form and faculty form), which must be submitted independently.
Application materials are available on the [Committee on Research website](#).

Due date: <u>5:00 PM, Monday, March 19, 2018</u>
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General Program Description: To encourage and support student research and creative activity at SUNY Oneonta, the College Senate Committee on Research, with financial support from the State University College at Oneonta Foundation, Inc. and the SUNY Oneonta Alumni Association, awards grants for independent projects conducted by students with faculty sponsorship in any discipline or interdisciplinary area.

Student and Faculty Sponsor Eligibility and Expectations:

- Applicants must be full- or part-time SUNY Oneonta students during the period that the proposed work is to be conducted as indicated in the project description (no retroactive funding allowed).
- **Students graduating in May 2018 are not eligible to apply.**
- The program's priority is to fund undergraduate applicants; however, graduate students may apply. A maximum of 10% of the total funding allocated for a given year will be awarded to graduate applicants.
- Primary faculty sponsors must be SUNY Oneonta academic staff. Adjunct/part-time faculty **do** qualify as a sponsor **if** they have a current contract **and** expect to have a fall 2018 semester contract.
- The number of student participants on a single proposal may not exceed three [3]; the unique contribution of each individual student listed must be described in the proposal.
- No faculty member may sponsor or co-sponsor more than two [2] projects per grant cycle.
- Funding is intended to support **independent student** creative activity; faculty sponsors are expected to help plan the project, review the proposal/provide feedback to the student(s) prior to submission, assure that any applicable compliance issues are addressed, and assist with progress on the project and assure its completion within the specified time frame.
- Student applicants must write the proposal (with appropriate feedback from the faculty sponsor) and, if awarded: carry out the project, keep records, and present the project at a SUNY Oneonta Student Research & Creative Activity (SRCA) Day event (held annually in April).
- The Faculty Sponsor Form **must be submitted by the deadline separately from the student application**, and should clearly indicate the quality of the project and the student(s)'s ability to perform the project. Demonstration of support of the project will be taken into serious consideration by the review committee.

Budget Information: See Budget Page on the separate Student Application Form file. Also note:

- **Student Fellowships** (maximum \$300 *per project*, not per student if multiple students are listed) are not to be requested as part of the application budget. Rather, grant awardees will be eligible for fellowships as recommended by the faculty sponsor prior to SRCA Day and paid following participation in SRCA Day.
- **Faculty sponsors** will receive \$300 fellowships or travel/supply/book awards for each project sponsored (maximum of two); *for projects with multiple faculty sponsors, award will be split between sponsors*. Faculty fellowships or travel/supply/book awards are to be requested when student fellowship recommendations are made (see above).

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This program does NOT fund:

- Projects that are part of a regular course (independent study or internship projects *are* eligible).
- Lessons (private or otherwise) or training courses, workshops, etc.
- Travel to attend and/or present at conferences/meetings/performance/exhibits, etc. (only travel to *conduct* the project is allowed). The [Student Travel for Excellence Program](#) (STEP) provides support for students to travel to academic and co-curricular conferences, programs, and activities; and the [D'Antonio Undergraduate Student Travel Fund](#) supports student travel to professional conferences/meetings, with a preference to students presenting independent projects.
- Work that has been completed prior to award notification. (Grants will be awarded only for work that is to be undertaken during the timeline period specified in the Project Description.)
- Proposals that do not specifically follow the instructions and format described in the Guidelines/Application Instructions/Forms.

Other Considerations:

- Applications will be reviewed primarily on: [a] clarity and completeness of the Project Description, [b] quality and novelty of the creative activity proposed, [c] potential of the project to be carried out and completed by the student(s), [d] evidence of student-authored proposal, [e] demonstrated commitment/support of the faculty sponsor(s), [f] learning experience for the student, and [g] compliance with guidelines and instructions.
- If the creative activity project includes interviews, surveys, or other activities that engage human subjects, grant recipients may be required to address applicable [compliance issues](#) prior to commencing the project. *If applicable, applicants must include sample questions as an addendum to the proposal.*
- Proposals must be written to a generally educated 'lay' audience; do not use discipline-specific jargon that may not be understandable to reviewers outside of the relevant discipline. If use of such jargon is absolutely necessary, it must be clearly defined in lay terms at first use.
- Applicants are advised to carefully proofread their proposal prior to submission; applications with excessive typos, grammatical errors, etc. will not be competitive.
- The Committee on Research reserves the right to contact student applicants and/or their faculty sponsors with questions regarding the content of applications prior to award decision.
- Successful applicants and their faculty sponsors will be required to sign a Terms of Award Agreement, including acceptance of fiscal responsibility, prior to accessing awarded funds.
- Grant awards are not transferable to students other than the original applicant(s) without approval of the Committee on Research.
- Exhibition, publication or other dissemination of the work must carry the names of both the student awardee(s) and faculty sponsor(s), *and* acknowledge the grant program and support of the College at Oneonta Foundation and the SUNY Oneonta Alumni Association.

SUBMISSION: Use required FORMS – **Student Application Form** (to be submitted by the student applicant[s]), and **Faculty Sponsor Form** (to be submitted *separately* by a faculty sponsor) – available on the [Committee on Research website](#). **Email completed application as file attachment(s) [PDF or Word] to [Kathy Meeker](#)** no later than the **March 19th 5:00 PM** deadline.

Student Application and Faculty Sponsor Forms must be submitted separately by the deadline.

If you have questions about the eligibility of your project, specific budget items or other issues, please email the Committee on Research at research.comm@oneonta.edu.

Members of the College Senate Committee on Research:

- [Thomas Beal](#) – History: 436-3362 • [Tracy Betsinger](#) – Anthropology: 436-3394 • [Melissa Godek](#) – Earth & Atmospheric Sciences: 436-3375 • [Mette Harder](#) – History: 436-3262 • [Florian Reyda](#) (chair) – Biology: 436-3719
- [Kathy Meeker](#) (*ex officio*/Account Manager) – Director, Grants Development Office: 436-2632

Examples of previously funded Student Grant projects are available upon request; contact [Kathy Meeker](#)