2024 Early Career Faculty Grant

Scholarship, creativity, and engagement provide the intellectual foundation for faculty life at the University of Southern Indiana. To encourage and support early career faculty the University, through the Provost's Office, provides research and scholarship funding. The Early Career Faculty Gr0(ee)3y0 ena a (li)5maitf

r0(ee)3y0s

Review Criteria
1. Scholarly significance to the field supported by in-text citations.
2. Clarity of objectives and project description.
3.

Application Submission Instructions

1. Submit an Intent to Apply for internal grant application form no later than October 30, 2023. This Qualtrics form can be found on the OSPR website: www.usi.edu/sponsored-projects/internal-awards-and-grants

2. Once OSPR has received the Intent to Apply notice, we will create the proposal file in CAYUSE. You will be notified by email that you have been added as a user to a proposal and can start filling in the application.

3. Access CAYUSE 424 through myUSI through my.usi.edu
   a. Use your USI credentials to log-in to myUSI
   b. Look for the CAYUSE 424 icon under USI Online Services:
   c. Click on the icon to enter CAYUSE 424 and locate your project proposal shell.

4. Complete the R&R budget in CAYUSE detailing how the up to $5,000 grant will be used. See CAYUSE budget instructions on the OSPR at: www.usi.edu/sponsored-projects/cayuse-424

5. Attach a Budget Justification that supports the line-item budget. The budget justification should be saved as a .pdf file and attached on page 3 of the R&R Budget in CAYUSE, section K. An example can be found on the OSPR website: www.usi.edu/sponsored-projects/grant-proposal-and-federal-contract-development

6. Attach separate .pdf files including the following to the documents section under Proposal Summary in CAYUSE:
   1. Project Description (5 page maximum)
   2. Letter of support/site approval
   3. Short CV (2 page maximum)
   4. Other related materials
   See more explicit directions S

7. Submit the proposal for routing through CAYUSE 424 no later than 4:30 p.m. on November 6, 2023.
   Note: To submit your proposal you will need to approve the proposal in CAYUSE by checking the box next to your name in the routing and approval section. The CAYUSE 424 routing feature allows your department chair and dean to approve the proposal electronically following submission.

Budget Stipulations and Regulations

The amount requested should accurately reflect the cost of completing the project, up to a maximum of $5,000.

Grant funds may be used for the following:

o ███

- **Other**: Anything that does not fit into one of the above categories or categories listed on the Budget Form, such as rental or usage charges for equipment or payment to research subjects.