The College of the Arts awards [Catalyst Grants](http://www.kent.edu/node/426271)to faculty for interdisciplinary research and creative projects involving undergraduate students. Applicants are encouraged to design their projects by innovating across disciplines and engaging students as meaningful collaborators.

Catalyst grants are available for up to $5,000. Faculty MUST collaborate with at least one faculty/staff from another school in the College of the Arts, from another college at Kent State University, or a partner external to KSU. **All projects MUST also include the involvement of undergraduate students as research collaborators (more than just participants or laborers).**

* **Applications are due** **by 5pm on Friday, September 15, 2017**. All applications must be completed online here [**COTA Catalyst Grant Application**](https://kent.qualtrics.com/jfe/form/SV_cXYc2o0RwEqejYh)
* **All funded Catalyst Grant projects must be completed by June 15, 2018 unless approved in advance.**
* **An interim progress report is required of all grant recipients by December 15, 2018.**
* **A final report MUST be submitted by June 15, 2018.**

**If you received Catalyst Grant funding in AY 16/17 or still have a project in progress, you are ineligible to apply again in AY 17/18.** Please note policies on Page 3 of this application.

If you have any questions, please contact Associate Dean – Research, J.R. Campbell, jrcamp@kent.edu, which includes the signed endorsement of the principle investigator/project lead’s School Director.

The online application will ask you to complete the following (you may use this sheet to help prepare).

**Cover Page Info:**

You will be asked to select one of the following:

 Internal project (involving another School within the College of the Arts)

 External project (involving another College at Kent State University or external partner)

1. Name of Principle Investigator (last, first):
2. Name of Project:­­­­­­­­­­­­­
3. You will be asked to select one of the following:

 Internal project (involving another School within the College of the Arts)

 External project (involving another College at Kent State University or external partner)

1. Brief Description of Project Goals (one or two sentence summary, 50 words max):
2. E-mail address of primary contact:
3. School:
4. Campus Address:
5. Campus Telephone:
6. Amount requested:
7. Names, KSU e-mail, School/Dept. of all co-investigators or collaborative team members:

**Proposal**

1. ***Project Summary*** (500 words max). The abstract should address the following items:
2. Project description: Describe the motivations, content, and breadth of the project on one page only, in a way that can be understood by colleagues outside your field. What are the intended or expected outcomes? What are the specific learning outcomes for the undergraduate student collaborators on the project?
3. Relevance: How does this project relate to the strategic goals of the School, College and University?
4. Student Involvement: How will the project directly engage undergraduate students on the Kent

Campus? What are the student learning outcomes?

1. Creative impacts: How will this project encourage creative thinking or novel insights in the field/ community/population? What innovative outcomes are expected, and why?
2. Community impact: How will the project impact the campus community, overlapping with other departments/schools? Will it reach beyond the campus for local, statewide, national or international impact?
3. Evaluation: How will you improve the quality of the project as work is being conducted? How will you evaluate the outcomes of this project?
4. Documentation and Dissemination: How will the research or outcomes of the project be captured and shared with the university and external community? Please give details of both internal and external dissemination plans for the research.
5. ***Project timeline***. Provide logistical details about how the project will unfold, noting key milestones/dates. Please include activity beginning and end dates. Note: Projects must be completed by June 15, 2018.
6. ***Project budget summary***. Provide a brief budget narrative explaining how the requested funds will be used *(actual budget table will be included in the next question*). Specify where any other sources of funding might be coming from (including any financial contribution from the School) and/or how this project will position you for external funding from grants or agencies.
7. ***Project budget table***. Provide both a budget table *(use attached excel form, which you will be able to upload with this question)* of expenses.

Does your project include research involving human subjects? For more information on requirements related to human subjects research go to <http://www.kent.edu/research/research-humans>.

Prior to completing the application, it is ***highly recommended*** that you consult with your School Director about your proposal. **AFTER** you submit your proposal application to the Dean’s office, notification of the proposal and it’s contents will be sent to your School Director to provide comments and endorsement for your project. In this way, you will not be required to seek your School Director’s signature prior to submitting your proposal.

**Catalyst Grant Guidelines 2017/18**

* Faculty applicants must be full-time faculty on the Kent Campus.
* All projects must include the involvement of undergraduate students. All students, including student employees, must have a significant role in the project with identified learning outcomes.
* Grants are awarded for one academic year. Projects must be completed by June 15, 2018.
* A progress report is required of all grant recipients by December 15, 2017.
* A final report must be submitted to the Associate Dean - Research by June 15, 2018. The report should include a section describing how the funds were spent. All receipts for expenditures are due by May 31, 2018.
* The outcomes of each funded catalyst grant MUST be documented & uploaded to the A2RU website as part of the final report requirements.
* Catalyst grant recipients must plan to give a maximum two-minute presentation or video as part of the Fall 2018 College of the Arts retreat meeting.
* Grant funds CANNOT be spent on travel.
* Grant funds may not be used to pay stipends to faculty.
* Grant funds may not be spent on food or entertainment.
* Faculty awarded Catalyst Grants must attend an orientation for spending processes and procedures.
* All expenditures are subject to college, university and state policies and procedures.
* If your budget includes hiring/paying students as research collaborators, each student must be hired by the School in consultation with the Dean’s Office, with the principle investigator as the official approver of the student’s time cards.