

### **Purpose**

Scholarly and Creative Activity (SCA) Awards, for amounts up to \$5,000 from the Office of Research and Economic Development, are intended to enable work in the arts, humanities, and social sciences to enhance faculty member's scholarly and creative endeavors in areas for which there are few private and federal funding sources.

### **Restrictions**

Funds must be expended by the end of the fiscal year (August 31), additionally subject to UNT BSC fiscal year-end procurement deadlines.

Funds from SCA Awards may not be used for travel to workshops and conferences. UNT Colleges frequently provide "supplement travel support" for other travel purposes. Travel reimbursement will be based on actual expenses (up to the GSA per diem limit) and itemized receipts will be required. In addition, certain items may not be paid for using state funds, for example, alcohol, tips and gratuities, and gifts cards.

Only one SCA may be awarded to a faculty member each year. Successful applicants are required to submit a one page written report before September 30 of the fiscal year following the award.

### **Eligibility**

To be eligible for a SCA Award the faculty member must be employed on a full-time basis in a permanent or tenure track position in the arts, humanities, or social sciences.

### **Selection Criteria**

Proposals will be evaluated by a committee of faculty considering (i) the intellectual significance or artistic merit of the project, including its potential contribution to the field; (ii) the appropriateness of the methodologies, theory, or strategies, and the feasibility of the plan of work; (iii) the qualifications and expertise of the artist or scholar in relation to the project goals and the stage of the applicant's career; (iv) the promise of the quality and the impact of any resulting publication or work of art; and (v) the potential for success, including the likelihood that the project will be completed with the projected time frame, and the appropriateness of the budget.

### **Deadline**

Applications for the SCA Awards must be turned in by 12:00 pm (noon) the Friday following or coinciding with October 15th.

### **Submission**

Fill in each section of the application and return to The Office of the Vice President for Research and Economic Development, Hurley Administration Building, or send a scanned image of the completed and signed form via email to [intramuralgrants@unt.edu](mailto:intramuralgrants@unt.edu).

# OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

## SCHOLARLY AND CREATIVE ACTIVITY AWARD

### Section I

Applicant Name: \_\_\_\_\_ Emplid #: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Division/Dept.: \_\_\_\_\_

School/College: \_\_\_\_\_

Academic Rank: \_\_\_\_\_ Tenure Status: \_\_\_\_\_

Years at UNT: \_\_\_\_\_ Latest Degree & Year Completed: \_\_\_\_\_

Provide an abstract for the proposed work that can be understood by a person not familiar with your discipline (limit 200 words).

# OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT

## SCHOLARLY AND CREATIVE ACTIVITY AWARD

| <b>SALARIES &amp; WAGES</b>   |    |
|---|----|
| Classified Salaries*  | \$ |
| Wages **  | \$ |
| <b>ITEMIZED COSTS***</b> <i>(List each major category of cost, e.g., consumable supplies, equipment, postage, printing, research travel, professional fees)</i> |    |
|   | \$ |
|   | \$ |
|   | \$ |
|   | \$ |
|   | \$ |
|   | \$ |
| <b>TOTAL</b>  | \$ |

\*For staff members paid a salary by the university, including salaried student research assistants

\*\*For hourly, part-time employees, including hourly student research assistants.

\*\*\*Funds may not be used for professional memberships or journal subscriptions. Funds from SCA Awards may not be used for travel in pursuit of extramural funding or to professional workshops and conferences. Funds may not be used for certain items such as tips or alcohol, capital equipment, or payment for services rendered prior to the approved grant.

## **PROJECT NARRATIVE, CV**

On the following (up to) four pages, provide a narrative description of the project you intend to carry out. It is critical that this portion of the application be written in a manner so that someone outside your field will be able to understand the importance, approach, and (if applicable) the follow-on funding plan of the project.

Describe the importance and impact of the project and explain how it will advance your artistic or scholarly program.

Provide a plan of work that includes a description of the methodologies or processes to be used and a time table.

In addition to the project narrative you should attach, with a maximum of four pages, a curriculum vita or portfolio.

TYPE THE NARRATIVE AND CV IN A 12 POINT FONT WITH ONE INCH MARGINS.

## RESEARCH COMPLIANCE CHECKLIST

If your proposed project involves any of the following, please submit a copy of the approval letter or approval form from the relevant committee. If the proposal is selected, funding will not be released without the appropriate approvals. Check each box that applies to your project.

- Yes  No  Use of **human subjects** in research. Website for the UNT Institutional Review Board (IRB): <http://research.unt.edu/faculty-resources/research-integrity-and-compliance/use-of-humans-in-research>
- Yes  No  Use of **live vertebrate animals** in research. Website for the UNT Institutional Animal Care and Use Committee (IACUC): <http://research.unt.edu/faculty-resources/research-integrity-and-compliance/use-animals-research-iacuc>
- Yes  No  Use of **biohazardous agents, human materials or recombinant DNA molecules** in research. Website for the UNT Institutional Biosafety Committee (IBC): <https://aits-conf.unt.edu/display/RMS/Institutional+Biosafety+Committee>
- Yes  No  Use of **radioactive materials, radiation producing devices, or lasers** in research. Website for the UNT Radiation Safety Committee (RSC): <https://aits-conf.unt.edu/RMS/Radiation+Safety+Committee>

**OFFICE OF RESEARCH AND ECONOMIC DEVELOPMENT**

**Scholarly and Creative Activity Award**

**Section II – Signatures**

**Applicant's  
Printed Name:**

\_\_\_\_\_

**Applicant's  
SIGNATURE:**

**Date:**

\_\_\_\_\_

**Funds Granted: \$**

**Acct:**

\_\_\_\_\_

\_\_\_\_\_

**Office of Research &  
Economic  
Development:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_