

## **Policy and Procedures for the Award of Research, Scholarship and Creative Activity Grants**

1. Recommendations for the awards shall be sent to the President or his/her designee by a reviewing committee comprised of the Leaves and Awards Committee, augmented by a graduate student appointed by the ASI President, in consultation with the Graduate Council. The Associate Vice President for Academic Affairs/Graduate Dean shall serve as the non-voting Executive Secretary of the reviewing committee. The President or his designee may approve or not approve the reviewing committee's recommendation. No award shall be made without the reviewing committee's positive recommendation.

### 2. Types of Awards

Each year, the reviewing committee, in consultation with the President or his designee, shall determine [consistent with systemwide guidelines] how the funds shall be allocated. The level of funding for any year shall not preclude the University administration from augmenting the resources provided to the program.

### 3. Criteria for applying:

Applicant shall:

1. be a Unit 3 employee; and
2. be willing to complete the appropriate reporting documentation; and
3. write a proposal in a style that makes the project comprehensible to a broad university audience.

### 4. Criteria for the granting of awards:

1. In deciding which proposals to recommend for funding, the Leaves and Awards Committee will apply the following criteria:

- a) adherence to the preparation guidelines (proposals not following the guidelines will not be recommended);
- b) significance and clarity of the research, scholarship, or creative activity goals for the faculty member, the discipline, and the University, including educational enhancement;
- c) clarity and documentation of the methods or techniques to be used for achieving the goals, including the nature of student involvement, if any;
- d) clarity of both the timeline and the budget, including budget rationale.

5. The awards are conferred on a university-wide basis. Since applications will come from a wide range of disciplines, applicants are encouraged to include letters of support from those who are familiar with the applicant's research (e.g. School or College Dean, Department Chair, department or disciplinary colleagues).

6. The reviewing committee, with the administrative assistance of the Executive Secretary, shall provide each applicant with application forms and procedural information. For the purpose of program planning, the applicant shall inform the Department Chair of his/her application. **14/AS/88/SEC /Ad Hoc Committee) Approved December 12, 1988. 14/AS/05/LAC/RSCAPC-Amendment to 14/AS/88/SEC Ad Hoc Committee approved June 13, 2005.**