**College of Arts & Sciences**

**Baylor University**

**Summer Research Award (SRA) Application Instructions**

**Summer 2024**

**Deadline for submission of complete application: Monday, October 2, 2023**

The **Summer Research Award Program** is a competitive, internal research award program for all tenured and tenure-track faculty in the College of Arts & Sciences. This program is designed to support faculty who seek to submit **external research proposals** or **external fellowship proposals** in the following academic year.

Awards will fund a research project for one summer, a portion of which *can be* allocated as a personal stipend to help cover child-care expenses and expenses related to summer travel. A simple itemized budget should be prepared detailing travel costs, student stipends, other relevant research expenses, and, if appropriate, a personal stipend. The total award cannot exceed **$15,000** and the portion allocated as a personal stipend cannot exceed **$4,000.**

***NOTE:*** *The amount awarded cannot exceed* ***$15,000*** *including any possible stipend.*

The **Summer Research Award Committee** will score all applications and will strive to distribute the awards evenly among ranks of tenure-track and tenured faculty and across disciplines in the college, but they will prefer projects that have a **high potential of successfully being funded by external funding agencies and foundations**.

Faculty who are awarded an SRA are expected to submit a grant proposal or fellowship application for external research funding in the academic year following the award, and details of the intended external funding opportunity are a required component of the SRA application.

**Summer Research Award Application Materials**

* + A cover sheet (1 page);
    - Include name, rank, department affiliation, amount of funding requested, and a brief non-technical abstract of the proposed project.
  + Short CV/Biosketch (1-3 pages);
    - Include condensed details from CV including up to five of the most relevant publications.
  + Project description (1-3 pages plus additional for references as needed)
    - Describe the research project in non-technical language to be evaluated by the SRA Committee. Include a description of the work to be supported by the SRA.
  + Simple Budget (1 page);
    - Provide an itemized list of expenses related to the project with a brief justification of each item.
  + Details/RFP of the external funding opportunity that will be pursued in the following AY;
  + Any other supporting documentation related to the proposed research.

**Submission** of application materials: See below **Instructions for Electronic Submission.**

**Deadline is midnight, October 2, 2023.**

**Required Final Report**: All faculty who are awarded an SRA will be expected to submit a report to the SRA Committee via email to [A\_S\_SummerAward@baylor.edu](mailto:A_S_SummerAward@baylor.edu) by October 1 following the award summer. The report should include all outcomes of the funded project as well as a list of students supported and items funded by the award and a copy of the external proposal or fellowship application, once available.

Any questions regarding this program should be directed to Associate Dean Brian Raines, [brian\_raines@baylor.edu](mailto:brian_raines@baylor.edu).

**COLLEGE OF ARTS & SCIENCES**

**Baylor University**

**Instructions for Electronic Submission**

**of Summer Research Award and Competitive Research Leave Applications**

Application instructions will be e-mailed to faculty. Chairs/Directors are encouraged to make sure their faculty are aware of all Leave and Award opportunities.

When application is ready for submission, send an e-mail to:

[A\_S\_ResearchLeave@baylor.edu](mailto:A_S_ResearchLeave@baylor.edu) (for Competitive Research Leave Application) or

[A\_S\_SummerAward@baylor.edu](mailto:A_S_SummerAward@baylor.edu) (for Summer Research Award Application)

to request a BOX (Baylor’s file-sharing service) folder link.

**Do *not* attach application documents to this e-mail.**  A BOX folder link will be sent via email to you, and to your Department Chair for Competitive Research Leave Applications.

Follow these steps for uploading to BOX:

* Name your application documents as follows for **Competitive Research Leave**:
  + **Application: *Last name, First name APP (example: Bear, Bobbie APP)***
  + **CV: *Last name, First name CV***
  + **Optional Supplemental Materials: *Last name, First name SUPP***
* Name your application documents as follows for **Summer Research Award**:
  + **Cover Letter: *Last name, First name COVER (example: Bear, Bobbie COVER)***
  + **CV: *Last name, First name CV***
  + **Project: *Last name, First name PROJECT***
  + **Budget: *Last name, First name BUDGET***
  + **Details/RFP: *Last name, First name DETAILS***
  + **Optional Supplemental Materials: *Last name, First name SUPP***
* Open BOX using the folder link received by e-mail.
* Log in using your Baylor log-in. <https://helpdeskplus.web.baylor.edu/software/baylor-box-login>
* Upload your application documents by dragging and dropping or using the file browser.
* You may make changes to uploaded documents until midnight on the deadline day.

FOR COMPETITIVE RESEARCH LEAVES: After your documents are uploaded, notify your **Chair who will review and note their approval in your Box folder with a Box Note after your application has been uploaded.** It is the **applicant’s responsibility to have Chair approval before the submission deadline**.