



FORT HAYS STATE UNIVERSITY

Research and Scholarly Work Promotion Toolkit

The purpose of this toolkit is to help faculty, staff, and students identify ways to promote their work to the wider community. Promoting scholarship is a key component of FHSU's mission.

By promoting their scholarship and creative works, faculty, staff, students, and their programs and colleges can showcase the work that people at Fort Hays State University do throughout the year in their disciplines and their communities. This toolkit provides different ways that people can promote their work:

- Within Fort Hays State University
- Within discipline via publishing and/or displaying
- To Western Kansas and the surrounding area
- Through social media and within-unit marketing campaigns

Table of Contents

Funding	1
Internal grants.....	2
External grants.....	3
Writing Support	4
Scholarly Work Promotion.....	4
Events.....	5
Forsyth Library	5
Teaching Innovation and Learning Technologies (TILT)	7
University Communications	8
University Marketing.....	8

Funding

Internal Grants

Faculty Research Experience and Faculty Summer Funding Grants

The Faculty Research Experience (FRE) program supports Fort Hays State University faculty in pursuing scholarly, creative, and research activities aligned with the university's definition of scholarship. It offers seed funding to help faculty develop research projects, seek external funding, and cover expenses such as materials, equipment, travel, or time. The goal is to enhance the research experience and encourage broad dissemination of outcomes. All current full-time faculty are eligible to apply. FRE grants are reviewed by SEC subcommittee

Graduate Scholarly Experience Grants

The Graduate Scholarly Experience (GSE) Grant Program supports FHSU graduate students in engaging with scholarly, creative, or research activities each fall and spring semester. Grants cover project supplies or travel expenses related to presenting their work. All current FHSU graduate students are eligible to apply. Reviewed by SEC subcommittee.

Undergraduate Scholarly Experience

The Undergraduate Scholarly Experience (USE) Grant Program supports FHSU undergraduate students in engaging with scholarly, creative, or research activities. Grants cover project supplies or travel expenses related to presenting their work. All current FHSU graduate students are eligible to apply. Reviewed by SEC subcommittee.

Undergraduate Research Experience Grants

The Undergraduate Research Experience (URE) is intended to support best practices and to encourage faculty to work with undergraduate students on research activities that ultimately lead to publication or public presentation. Administered by FHSU Office of Research.

Experiential-Learning Innovation Grants

Experiential-Learning activities are hands-on, reflective experiences that help students connect knowledge learned in the classroom with real-world situations. Activities include but are not limited to service learning, undergraduate research, study abroad, and internships.

John Heinrich Outstanding Undergraduate Research Mentor Award

The John Heinrichs Outstanding Undergraduate Research Mentor Award recognizes the commitment, time, and energy necessary to foster undergraduate research. Undergraduate research encompasses scholarly, creative, and research activities. All current faculty and unclassified staff members at levels comparable to academic faculty are eligible.

FHSU Provost's Service-Learning Faculty Fellows Program

The purpose of the Provost's Service-Learning Faculty Fellows program is to provide an opportunity for faculty to share their passion for and knowledge about service-learning with campus and community partners in ways that strengthen service-learning opportunities and

enhance the climate of engagement. One fellowship awarded each year for the purpose of encouraging faculty to create and engage with service-learning opportunities with their courses

Outstanding Graduate Teaching Assistant Award

Acknowledges and recognizes an outstanding graduate teaching assistant for their contributions to the teaching mission of Fort Hays State University.

The Outstanding Thesis/Dissertation Award

Recognizes exceptional research and written work by graduate students at FHSU and encourages the highest levels of scholarship, research, and writing.

Outstanding Graduate Student Research and Creative Activity Award

Recognizes and encourages excellence in research and creative activity by graduate students.

Outstanding Graduate Advisor Award

Awarded to an advisor who has demonstrated qualities associated with outstanding academic advising of graduate students at Fort Hays State University. Nominations are restricted to graduate advisors currently serving graduate students.

External Grants

The FHSU [Office of Research](#) provides several ways for students, faculty, and staff to find external funding sources for scholarship and creative works, including:

Pivot-RP

A comprehensive funding database that helps researchers identify grant opportunities tailored to their interests and expertise. Use it without an account while connected to FHSU Wi-Fi or create an account with your @fhsu.edu email address to set up personalized funding alerts.

Grant Interests Survey

Grant seekers can complete their Grant Interests Form, and the Office of Research will send related grants via Pivot-RP or email.

Contact The Office of Research

If you would like to discuss your research and creative works interests in detail, please contact Aubrey Engel, Pre-grants Coordinator, to schedule a Teams or in-person meeting.

Free Grant Databases

In addition to Pivot-RP, grant-seekers can use several free online databases including:

- [Grants.gov](#) – lists federal grants available across all federal departments
- Department-specific grant pages like [NSF](#) for science or [DOJ](#) for criminal justice
- [Kansas Office of the Governor](#) for Kansas grants

Writing Support

TILT and WAC collaborate to provide faculty writing support programming. These events are an opportunity to work on academic writing such as journal articles, book reviews, grant proposals, conference proposals or presentations, peer reviews of articles, book chapters, content for your organizational website, communications for your professional association or service organization, fiction, non-fiction, and poetry, prompts and rubrics for your writing assignments, and more.

Writing Accountability Groups

Writing Accountability Groups (WAGs) are hosted by TILT. Participants meet for two hours, spending approximately 5-10 minutes at the start with each member sharing their writing progress over the past week, and their goal for the silent writing time. After a silent writing time of about 100 minutes, the group will again spend about 5-10 minutes to share the progress they made, and their writing goals for the next week until the group meets again. Accountability in these groups is *encouraging*, rather than *punitive*.

Summer Writing Retreats

Hosted by TILT and WAC, Summer Writing Retreats are an opportunity to work on academic writing. Participants will spend some time discussing goals, then write in silence together, and wrap up by sharing progress.

Shut Up & Write

Occurs during Professional Development Days and is hosted by TILT and WAC. Participants gather briefly, write quietly together for a set period (usually an hour), then regroup to share what they achieved.

Scholarly Work Promotion

Faculty and their departments are encouraged to identify appropriate newsletters, organizations, and associations that publish newsletters, magazines, blogs, and other publications that solicit announcements and news from their members to cross-promote accomplishments within the discipline. These may be local, state, regional, or national organizations, depending on the discipline and the specialized expertise of the faculty within the department.

Consider developing a list during a faculty meeting and having it in a centralized spot for reference when an announcement (e.g., grant, book publication, digital humanities launch, etc.) is ready to publicize.

Events

Scholarship & Creative Activity Days (SACAD)

Originally starting in 2005, the John Heinrichs Scholarly and Creative Activity Days (SACAD) is an annual celebration in April to showcase the work of our students, faculty, and staff in-person and online. This includes traditional research poster presentations, art and creative works, musical performances, applied technology projects, and an opportunity to meet published authors. The poster presentations of award winners from past events are available in the FHSU Scholars Repository. Submissions from all disciplines are welcome!

Kansas Capitol Graduate Research Summit

This event showcases the work of Kansas graduate students representing each of the state's public institutions. The purpose of this event is to demonstrate the unique opportunities graduate students have to participate with faculty members in research at all state institutions. This event also emphasizes higher education's role in developing educated citizens and preparing a workforce with the necessary skills to further the economic growth of the state.

Kansas Undergraduate Research Day at the Capitol

An opportunity for students to present their research experiences with state lawmakers in Topeka. Featuring work from each of the state's public 4-year institutions, this event demonstrates the unique opportunities undergraduate students have to participate in research activities with faculty. This event also emphasizes higher education's role in developing educated citizens and preparing a workforce with the necessary skills to further the economic growth of the state.

Times Talk – American Democracy Project (ADP)

Informal presentations provided by campus experts in a particular area that is salient to the wider public. This venue is hosted by the American Democracy Project within the Department of Communication Studies, Law, and Political Science. ADP members will schedule presentations the semester prior to the event and assist with its advertisement. Contact [Polysci](#) for scheduling.

Science Cafes – Science and Math Education Institute

Facilitate presentations on Science, Technology, Engineering, and Mathematics topics. They appreciate a wide range of presentations on these topics to capture a wider audience. Schedule a semester in advance, with the Institute reaching out if there are gaps in the schedule or topics of interest. Contact [Ann Noble](#) for details.

Public Presentations at the Hays Public Library (HPL)

Public presentations on topics of interest are frequently hosted by the Hays Public Library. Potential presenters should contact the [Adult Programming Librarian](#) to request a slot at least three months in advance for inclusion in their program magazine. Events will also be advertised on HPL social media pages for at least one month.

Forsyth Library

Forsyth Library provides several tools and services for faculty, staff, and students that they can use to advertise the work they do.

Scholarly News Form

Faculty and/or staff who have recently published a scholarly article or book or showcased creative works can submit the Scholarly News Form to be recognized for your exciting accomplishment. Your news will be shared on social media, featured in the Scholarship Spotlight slideshow in the library and online, and recognized in an annual press release and event celebrating faculty scholarship. Submissions will also be analyzed, and eligible works will be invited to be deposited into the FHSU Scholars Repository.

Scholars Repository

Collects and preserves the creative and scholarly works of the FHSU community and to make these works available to a global audience. The repository is also home to a growing collection of historical documents about the university and the surrounding region. Faculty members may also upload their CVs for document searches to add to the Scholars Repository.

Technology Checkout

FHSU students, faculty, and staff can check out a variety of technology, including microphones, projectors, video cameras, greenscreens, and other specialized tools with their FHSU ID card. Starting March 2026, audio booth rental will also be available.

Scholarly Communications & Publishing Guides

Forsythe Library has compiled several guides to assist with scholarly promotion, including [submitting](#) and [publishing](#) scholarly work. These guides are a collection of various external resources, including [How to Submit a Journal Article](#) and [a list of open-access journals](#).

Library staff can also help identify scholarly publishing opportunities, such as open-access publishing options and peer-reviewed journals and manuscripts.

Social Media

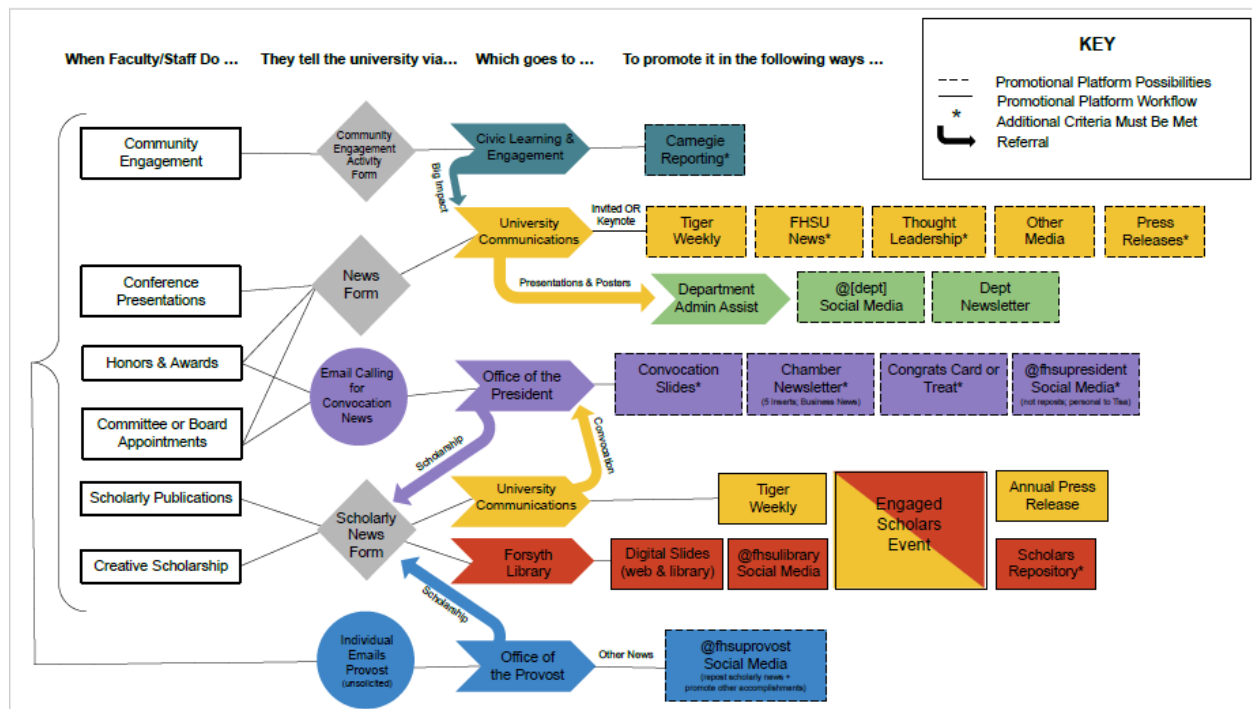
Those interested in using social media to promote scholarly work can read [A to Z of social media for academia](#) and [A Comparative Analysis of Academic Social Networking Sites](#) to get started.

Introduction to the Digital Humanities: Getting started

Intended to introduce scholars working in the Humanities to resources that can assist them in crafting exciting digital scholarship, including tools that aid in text analysis and visualization, standards for encoding, etc.

University Scholarship Promotion Flow-Chart

Faculty should submit their scholarly and creative accomplishments to the appropriate offices for promotion and media release, following the designated channels outlined in the flowchart below.



Teaching Innovation and Learning Technologies (TILT)

Communities of Practice

Communities of practice offer faculty the opportunity to spend time with colleagues who share their interest in a specific teaching, scholarly, or personal/professional growth topic. To host a session or request a topic, contact [Nicole Frank](#).

Tiger Learn blog

Features some innovative scholarship concerning pedagogical techniques

TILT Talk

Podcast hosted by TILT staff that promotes scholarship and innovation in teaching by sharing insights on educational tools, trends, and faculty development.

University Communications

University Communications can help promote scholarly work via traditional media (e.g., newspaper, radio, etc.) and can facilitate the creation of press releases to local media. Students, faculty, and staff can fill out their [Submit Your News Form](#).

University Communications also maintains a list of [University Experts](#) that journalists can contact when needing expert opinions/information on a specific topic. Faculty and staff can contact [Scott Cason](#) for more information or to be included on this list.

University Marketing

University marketing provides [logos](#) and a [Brand Standards Guide](#) to aid in the creation of program-generated material.

Students, faculty, and staff can also use their [Social Media Post Request Form](#) to have their work shared on the University-controlled social media profiles (Facebook, Instagram, LinkedIn, TikTok, X, YouTube).