

Summer

Criteria for Faculty Summer Grant for Research, Creative, or Grants Activity

ELIGIBILITY FOR PROPOSAL SUBMISSION

All current full-time Fort Hays State University faculty and unclassified staff members at levels comparable to academic faculty are eligible to apply. Support is paid to the faculty member in the amount of 2.22% of **their base salary**. Successful applicants who are awarded a Faculty Summer Grant for Research, Creativity, or Grants Activity must have the permission of the Dean to teach a course in Summer 2026. Only complete proposals will be reviewed. Additional information may be attached, but all materials must be submitted by the deadline.

AVAILABLE FUNDING AND DEADLINES

Please note that awards will be made based upon available funding. Completed applications must be submitted to the Office of Research through Workday on or before **March 13, 2026** at 11:59 p.m. Emailed applications will not be accepted.

If funded, project summary reports are due to the appropriate dean no later than **October 1, 2026**. Failure to do so will impact future eligibility for internal grants.

Application for Faculty Summer Grant for Research, Creative, or Grants Activity

Type (check one):	☐ Research Proposal: complete parts I and IV
	☐ Creative Activity: complete parts II and IV
	☐ Grant Application Development: complete parts III and IV
Applicant Name:	Department:
Academic Rank:	
Co-Applicants (if any):	Department(s):
Title of Project:	
Location of Work:	

Part I – Research Proposal

Will the research involve:	Human subjects?	Yes ☐	No ☐	Animals?	Yes ☐	No ☐
	International Travel?	Yes ☐	No ☐			

Please be concise, yet complete. Use language understandable to a reviewer who may not be an expert in your field; define technical terms as needed. Please attach a Word Document with the following research proposal items. Title this document, Research Proposal.

Research question/Problem area: Define the problem area or formulate a precise research question derived from the problem statement. Be specific.

Significance: Describe the significance of the activity in reference to one or more of the following criteria: (a) timeliness (b) fills a gap in research, (c) addresses a practical problem, (d) enhances understanding of a concept or relationship, (e) relates to a particular population, (f) permits generalization to wider field of theory, and/or (g) extends an existing body of knowledge.

Supporting Evidence: Provide evidence of a literature review or other evidence justifying the significance of the activity and the methodology to be used.

Activity: The activities are the steps taken to achieve the objective.

Timeline: When does each activity begin and end? Use actual dates or clearly describe (e.g., 1 week, 1 month, 3 days, etc.)

Resources Needed: Equipment, supplies, data sets

Responsibility: PI, Student Worker, Research Assistant, Consultant

Evaluation: How will the activity be measured? Number of participants, survey, data collection, etc.

Student Involvement: If students are involved in the research activity, describe their responsibilities and what they will learn from the experience.

Links to the FHSU strategic plan: Describe how this project is linked to the FHSU strategic plan.
<https://www.fhsu.edu/president/strategic-plan/> What goals will this project support?

Activity	Timeline Start/End	Resources Needed	Responsibility	Evaluation

Part

II – Creative Activity Proposal

Please be concise, yet complete. Use language understandable to a reviewer who may not be an expert in your field; define technical terms as needed. Please attach a Word Document with the following research proposal items. Title this document, Creative Activity Proposal.

Need: Define the need or needs that the creative activity would be designed to meet.

Significance: Describe the significance or importance of the activity to the faculty member, department, or university.

Supporting Evidence: Provide evidence justifying the significance of the activity and the likelihood of success of the proposed activity.

Activity: Describe the proposed steps to be taken to achieve the objective.

Timeline: When does each activity begin and end? Use actual dates or clearly describe (e.g., 1 week, 1 month, 3 days, etc.)

Resources Needed: Equipment, supplies, and so on.

Responsibilities of others: If this is a proposal for collaborative creative activity, describe the responsibilities of the various participants in the creative activity.

Evaluation: How will the success of the activity be measured? Number of participants, survey, data collection, etc.

Student Involvement: If students are involved in the creative activity, describe their responsibilities and what they will learn from the experience.

<i>Links to the FHSU strategic plan:</i> Describe how this project is linked to the FHSU strategic plan. Activity	Timeline Start/End	Resources Needed	Responsibility	Evaluation

Part III: Grant Writing Proposal

Please be concise, yet complete. Use language understandable to a reviewer who may not be an expert in your field; define technical terms as needed. Please attach a Word Document with the following research proposal items. Title this document, Granting Writing Proposal.

Funding Source: Provide the target agency, foundation, organization and specific program (if appropriate).

Amount: What is the estimated value of the final budget? Include a projection of overhead costs; the Office of Research can assist with this calculation.

Project Timeline: Provide the proposed project timelines of the grant, if awarded. Provide the proposed start and completion dates, as well as dates for key activities.

Supporting Evidence: List previous, related granting efforts; include agency or source, proposal amount, outcome (funded, declined) and project dates.

Previous Granting Activity: Describe the outcomes of previous successful grants, e.g., publications, presentations (both peer reviewed and other), student employment, student scholarship, collaborations, etc.

Grant Deadline: Provide the grant submission deadline, as well as your target completion date (this date should include a minimum 1- week interval for internal FHSU review and approval).

FHSU Resources Needed if the Grant is Funded: Reassigned time, equipment, supplies, and related requests.

Responsibilities of others: If this grant will be developed collaboratively, describe the responsibilities of the various participants.

Student Involvement: If students are involved in the development of the grant, describe their responsibilities and what they will learn from the experience.

Links to the FHSU strategic plan: Describe how this project is linked to the FHSU strategic plan.
<https://www.fhsu.edu/president/strategic-plan/> What goals will this project support?

Part IV – All Proposals

Progress of Past Summer Research and Creative Activity Awards

List the name and date of each previous Summer Research and Creative Activity Award received. Indicate if the current request is a continuation of a past Summer Research and Creative Activity Award:

Provide the results of each Summer Research and Creative Activity Award in terms of publications, proposals, grants, contracts for outside support, and scholarly presentations. Be specific and complete. Please note that two copies of each resulting publication are to be provided to the recipient's dean projects by October 1.

List all grants written and submitted to any agency or to the University indicating status (funded/pending/declined)

Current Research and Support: Identify all current research support, including the source, amount, project title, and time period. Include Track I or II, or support from the department, college, or university.

Applicant Certification and Assurances:

By submitting this application, I certify that: (a) I have read and do understand the eligibility requirements, (b) I understand that this request is for salary only, (c) I understand the provisions if I resign or am terminated, (d) I understand that a project summary is required for all funded projects, and, [e] If requested, I agree to participate in university sponsored events recognizing the outcomes of this proposal.