

Research/Creative Activity Grants Guidelines (RCA)

Research Enhancement Program



Research and Creative Activity grants (RCA) provide substantive support for research and creative activities and are awarded through an annual competition held each fall. These grants are intended for larger faculty research and creative projects that require more support and time. RCA awards are not for the development or evaluation of curricular materials or instructional support.

RCAs are authorized by the university's Research Enhancement Program and administered in accordance with the fiscal year (Sep 1 – Aug 31). Applicants are limited to one RCA, RGD, or RPS award per fiscal year. Applications are reviewed and funds are awarded by the University Research Council and managed by the Office of Research and Graduate Studies.

Approximately 5-7 RCA proposals are awarded per year with funded proposals carried out in the spring and summer semesters (January - August). Applications are divided into two categories - (1) Research and (2) Creative Activities - and evaluated based on separate criteria.

Award limit

In addition to 6-week summer salary for the applicant, funding up to \$10,000 for other allowable costs. RCA funds are not allowed to support GRA appointments, and should not supplant other funding sources (i.e. department, state, federal).

Deadline: Fall

Eligibility

Individuals with a full-time academic appointment as professor, associate professor, assistant professor, instructor, or librarian I-IV are eligible to apply. Non-tenure track faculty are not eligible.

Applicants are limited to one competitive award (RCA, RGD, or RPS) per fiscal year. Other limitations include:

- Individuals cannot receive a competitive award (RCA, RGD or RPS) during the same semester(s) that they are on faculty development leave or sabbatical.
- Individuals cannot receive a Project Support award at the same time as an RGD or RPS award.
- Individuals who receive an RCA cannot receive a Travel Support or Project Support minigrant award during the summer period when RCA work is being done.

Funding Priorities

Special consideration will be given to applications in the below categories. Priority consideration will not, however, overshadow the need for sound and innovative research or creative endeavor.

- Support for junior faculty and others beginning new research programs;
- Applications which are directly related to the possible acquisition of external funding for research;
- Activities which will enhance the research capabilities of the faculty member, the department, or SFA.

Allowable costs

- 6-week faculty summer salary (may be spread over both summer sessions)
- Travel to collect data (travel to conferences is not allowed nor is student travel)
- Supplies and materials
- Minor equipment (a single item less than \$5,000; See the SFASU Property Manual for definitions and examples)
- Student assistant wages
- Contractual expenses (i.e. translator, sample analysis, etc.)

Activities that are never eligible for RCA support, regardless of worthiness, include:

- Personal computers and printers (upgrades or software will be considered if directly related to research activities);
- Materials for routine use in academic courses;
- Professional development activities, including speaker fees;
- Program development or curriculum development activities;
- Non-faculty requests (students or staff), or requests from adjunct faculty or visiting faculty;
- State-imposed limitations on the use of the funds (e.g., non-per diem food, door prizes, gift certificates, or other participant costs);
- Support for faculty dissertations or student theses and dissertations;
- Salary for research assistantships.

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Awarded RCAs

All awardees will receive an 'award email' from ORGS with details on the grant FOP, award amount, reporting requirements, etc. The awardees will be required to attend a project orientation in January with ORGS staff.

Expenditures

Funds should be expended within the time frame specified in the award notice. All funds must be expended in the fiscal year in which they are awarded. This deadline for expenditures (other than salaries and benefits) is July 31 of each fiscal year to meet purchasing deadlines. Salaries may be expended through August 31. All internal grant funds must be expended in accordance with the approved budget and are subject to applicable state and federal laws and regulations, as well as university policies and procedures.

Publication Credits:

Any publication, presentation, or exhibition resulting from an RCA award shall include the following acknowledgement:

“The project was conducted under a Stephen F. Austin State University Faculty Research/Creative Activity Grant.”

Final Report:

A final report is due within 30 days of the project end date. Reports should be three to five pages in length, single-spaced, and should detail your research activities and findings for each project objective. A 200-word abstract is also required. Both of these items should be submitted electronically in a format suitable for internal publication and posting on the ORGS website.

Results from previously funded internal grants will be considered in subsequent awards, as will the timeliness of the final report submission. Individuals with outstanding or incomplete reports will not receive additional Research Enhancement (internal) funds.