

Mini Grant November 2019

Mini Grant applications are to be used for requests up to \$1500. Applications will be rated for quality and significance through the point system, totaling 40, as indicated in scored sections. Additional information requested by the application is also taken into consideration in its evaluation.

Lastname	First name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone	Email
<input type="text"/>	<input type="text"/>

On campus Address	Department
<input type="text"/>	<input type="text"/>

Select One	Select One
<input type="text"/>	<input type="text"/>

Start date at Rhode Island College

Are you applying for both a Mini Grant and a Major Grant?

Yes No

You will only be able to receive one grant per cycle.

NB: CFS&D is no longer accepting multiple mini grant proposals.

Proposed Project Start Date	Proposed Project End Date
<input type="text" value="5/6/2020"/>	<input type="text" value="5/10/2020"/>

*What is the date you plan to begin your research?
Must be after 7/1/19*

*What is the date you plan to complete your
research? Must be before 6/30/20*

Total Cost of Project	Total Amount Requested
<input type="text" value="\$1,280.00"/>	<input type="text" value="\$1,280.00"/>

Do not request an amount greater than \$1500

Title of Project

My proposal involves the use of human participants, animals, recombinant DNA, infectious or hazardous biological materials

Yes No

Collaborators

Please list any collaborators from Rhode Island College and their roles in the proposed work.

In the last three years, have you previously received a grant from the CFS or Faculty Research Committee or Faculty Development Fund?

Yes No

Reports for each successful grant must be filed by September 30th of the year for which it was received (e.g., 2018-2019 - by September 30, 2019). Final grant report forms may be found on the CFS website.

Please list grant titles and approximate date of the activity of CFS &D grants

"Sources of Anglo-Saxon Literary Culture Database Creation," ongoing, AY 2019-2020.

"International Congress on Medieval Studies 2019 Travel Funding," May 2019.

"International Congress on Medieval Studies Travel Funding," May 2018.

Please list grant titles and approximate date of the activity of Faculty Development or Faculty Research grants

"Travel Funding for Seafaring Conference," November 2016.

"Travel Funding for the 52nd ICMS," May 2016.

These grants were replaced by grants from the CFS&D in spring 2018.

Applicants are reminded to avoid technical jargon in their project description, keeping in mind that they are writing for a multidisciplinary audience.

NB: This form is only capable of calculating length in characters, not words. For instructions how to count characters in Microsoft Word, go to <https://support.office.com/en-us/article/Show-the-word-count-and-more-3c9e6a11-a04d-43b4-977c-563a0e0d5da3> (Windows) or <https://support.office.com/en-us/article/Show-the-word-count-and-more-in-Word-for-Mac-441b6035-17fc-46df-9f6d-9174bd5c3bf1> (Mac)

Please answer questions as fully as possible within the character limit.

Objectives for Funding Request: Why are you requesting these funds?

I seek funding to cover expenses related to my travel to and attendance at the 55th International Congress on Medieval Studies (ICMS) in Kalamazoo, Michigan, May 7-10, 2020. My primary reason for attending this conference is to report on and participate in further planning for the Sources of Anglo-Saxon Literary Culture (SASLC) project, particularly related to my ongoing grant for database creation (2019-2020). I will present about our grant-funded work on "Source Study and Undergraduate Research: A Roundtable," and I will attend the annual business meeting of the SASLC project as an Editorial Board member of the project Co-Director of the Digital Research Center. As the largest annual conference for scholars of medieval studies, the ICMS is the most significant conference that I attend within my discipline. Presenting, networking, and engaging with fellow medievalists at the ICMS provide valuable opportunities to develop my teaching and research.

1000 characters or fewer. Score: 0-10

Expected Outcome for the Funding Request: What will result from accomplishing these objectives?

Each year at ICMS I reconnect in person with fellow collaborators on the Sources of Anglo-Saxon Literary Culture (SASLC) project, comprising an international team of scholars. With this project, I have contributed to forthcoming publications, and I currently act as a member of the Editorial Board and Co-Director of the Digital Research Center. In this capacity, I lead work on the project's online, open-access platform, a repository of resources for scholars and teachers, and to facilitate better engagement between project collaborators. This year, I have been awarded a FS&D grant to work with students toward creating a database for the online part of the project. Attending the annual business meeting at ICMS will allow us to plan future initiatives for this project, including further funding options. A group of us on the project will also showcase our project, on a roundtable about student-faculty research.

Please describe what will result from your grant, e.g, published paper; conference presentation, course enhancement, etc. 1000 characters or fewer. Score: 0-10

What impact will this have on your teaching effectiveness and/or professional competence?

Attending the ICMS will primarily help with my research goals and pedagogical development. Attending the annual meeting of the SASLC project will enable me to work with the project editors and collaborators to plan the next year of activities and publications. Furthermore, presenting on the roundtable will help me to highlight one aspect of high-impact learning: faculty-student research. The roundtable format will also allow participants to brainstorm and workshop with others interested in this type of work to develop better approaches to pedagogy and research outside of traditional classroom-based activities.

Describe how the activity for which you are seeking funding will contribute to your advancement in your teaching practice or research/creative practice, in alignment with "The Criteria for Evaluation, Salary Increments, Promotion, and Tenure in the RIC/AFT Contract" (http://www.ric.edu/ricaft/pdf/ricaftagreement15_18.pdf). 1000 characters or fewer. Score 0-10

If applicable, please provide an explanation if you are requesting support for the continuation or another phase of a project previously funded by one or more Faculty Research or Faculty Development awards

I have benefited over the years from funding to attend the ICMS and participate in the SASLC project more widely. In every case, attending the ICMS has been integral to the development of the SASLC project, since the conference provides the opportunity for the Editorial Board and contributors to meet in person, present work accomplished over the previous year, plan future research objectives, collaborate on documents like grant applications, and create clear goals for the next year. The ICMS affords an annual opportunity to assess the project and take stock of objectives already met, as well as to motivate collaborators for continued work on the project. This year will be especially significant for such collaboration, because of grants that my Co-Director and I have for the Digital Research Center, as we hope to use our work to launch into the next phase of project development and seeking further funding in the long term.

A clear statement of justification for continued support must accompany an application requesting support for another phase of a project previously funded by one or more Faculty Research or Faculty Development Awards. Applications lacking such justification will be rejected.

If applicable, please provide an explanation of how students will be involved in the proposed work.

N/A

If students will be involved in the proposed work, explain the rationale, their role, and duties. 700 characters or less.

Budget

The form will automatically total the amount in the columns. To add another row, click "Add Item" below the table. To remove a row, click on the "x" to the left of the row that you want to remove. For an example budget, please see the application instructions on the CFS&D website. <http://www.ric.edu/Committee-for-Faculty-Scholarship/Pages/default.aspx>

Item	Total Project Cost (with or without CSF Funds)	Amount Requested from CFS
Airfare	\$525.00	\$525.00
Western Michigan University on-campus housing (5 nights at \$80/night)	\$320.00	\$320.00
Food (5 days at \$30 per diem)	\$150.00	\$150.00
Annual Medieval Academy of America membership (already paid)	\$120.00	\$120.00
ICMS registration	\$165.00	\$165.00
	\$1,280.00	\$1,280.00

Budget Justification

The entirety of my request is for financial support to directly defray costs of attending the International Congress on Medieval Studies. My needs include travel costs (airfare), lodging and food for four days, membership in the Annual Medieval Academy of America (one of the hosting organizations of the conference), and registration for the conference. All of these costs are directly related to travel to and attendance at the conference. The accompanying budget delineates each item for clarity: airfare, lodging, food, membership for the Medieval Academy of America, and ICMS registration. I have attached estimates for airfare costs from Short's Travel and base the line-item for travel on an average of their most feasible options. I will also seek a cheaper option for airfare if I can find one. I plan to stay in the dorms at Western Michigan University, in a room provided by the conference, which costs \$80 per night (a total of \$320). The line-item for food while traveling is based on the state rate of \$30 per diem for five days, which amounts to \$150.

Describe how the requested items will support the project objectives. Justify both the need and the amount of the request. Please provide information on other sources of funding for which you have applied or intend to apply to any portion of the project costs and detail the items of the budget that would be covered by external funds. Projects seeking support for travel must also complete the Travel Budget Justification. 1500 characters or fewer. Score: 0-10

Are you requesting travel support as part of your proposal?

Yes No

You must select "yes" if you are requesting travel funds.

Travel Budget Justification

Funding for travel should be requested only if there is a compelling reason to attend a conference, obtain materials, equipment, laboratory time, or to visit archives, collections, and research materials that are not accessible locally.

In order for travel costs to be reimbursed, cost estimates must be secured from the college's travel agent, Short's Travel. For more information, see the travel policy section of the RIC Accounting Office web page. Mileage can be calculated at no more than the Accounting Office and State's standardized mileage rate. Please visit the Accounting Office website for this rate:
<http://www.ric.edu/accounting/Pages/tprocedures.aspx>.

NOTE: Overnight Accommodations with NOT be allowed within a 55-mile radius of Providence. The distance cannot be used in calculating the 55-mile radius. 55-mile limitations INCLUDE the City of Boston. Any request for an exception to this must be in writing and submitted to the College Controller prior to booking lodging in Boston.

Travel Destination(s)

Kalamazoo, MI

Date of departure

5/6/2020

Date of return

5/10/2020

Travel must begin in the dates covered by the research period.

Are you requesting reimbursement for airfare?

Yes No

Estimate from Short's Travel agency for travel costs (see instructions)

Shorts Travel for ICMS 2020.pdf

You must attach a Short's Travel estimate if you are requesting funding for air travel.

Estimated cost of accommodations

\$320.00

Estimated cost of fares and mileage

\$650.00

Estimated cost of meals

\$150.00

State requirements: \$50/day; \$25/half day

Are you applying for funds to attend a conference?

Yes No

What is the significance of this conference to you and to your field?

As the largest annual conference for scholars of medieval studies, the ICMS is the most significant conference that I attend within my discipline. Presenting, networking, and engaging with fellow medievalists at the ICMS provide valuable opportunities to develop my teaching and research.

What is your role at the conference?

I will present about our grant-funded work on "Source Study and Undergraduate Research: A Roundtable," and I will attend the annual business meeting of the SASLC project as an Editorial Board member of the project Co-Director of the Digital Research Center.

E.g., organizer, presenter, attender. Please include your paper or session title if you are presenting or organized a session.

Does your proposal include non-conference related travel?

Yes No

Note to Committee

If you have received any counsel from the chair of the committee in relation to extenuating circumstances of your application, please note that here.

Upon submission of my proposal for a Faculty Scholarship Grant,

I acknowledge that my application may not be considered if it is received after the deadline.

I have filled out every applicable field of this application form. Where something is not applicable, I have inserted "n/a" or "none."

If applying from the arts, I have attached any supporting images as a PDF document, not to exceed 5 pages (optional).

If awarded a Faculty Scholarship Grant,

I agree, in consideration to grants administration personnel, to submit my requests for reimbursement in a timely manner (within one month of expenditure). Any outstanding requests for reimbursement for this grant cycle must be submitted before June 30, 2020..

I must submit a brief final report on the use of these funds by September 30th of the ending year for which the grant was received. The award letter will detail the report requirements. I acknowledge that until I submit the final report, I will be ineligible to receive future faculty scholarship awards.

I agree to abide by my awarded budget, the purchasing and travel policies of Rhode Island College in the performance of any award made to me, and that if I have questions I will contact either the Purchasing or Accounting Offices for clarification on those policies.

I agree to acknowledge the support of the Committee for Faculty Scholarship and Development in my completed work.

I agree that award title and basic project information may be shared with the campus community and the Office of College Communications and Marketing as part of the college's effort to publicize faculty research and projects.

Signature

Supporting materials for visual artists

Upload supporting visual material as a single document, no longer than 5 pages

Documentation of rejection of book or software purchase