**Charlotte Zietlow Endowment Women Faculty Research Grant**

**Application Form 2019 Award**

Deadline for submission: March 15, 2019

Submit applications to the Zietlow Grant Selection Committee

Either in hard copy or electronically to Barbara McNeill (email: Barbara.McNeill@indstate.edu) or Multidisciplinary Studies, Holmstedt Hall 291

Questions may be sent to the committee chair, Cindy Crowder at: Cindy.Crowder@indstate.edu

COVER PAGE: Each application should be submitted with the following cover page. Cover page, narrative, chair’s recommendation, and vita should be scanned together in that order and submitted as one document.

|  |
| --- |
| Title of Project |
| Applicant’s Name and 991 # |
| Applicant’s Department and College |
| Year of ISU Hire in Tenure-track |
| Academic year of Final Tenure Review |
| Applicant’s Email Address and Office Telephone Number |
| Date of Submission |
| Applicant’s Signature |

Checklist of Application Materials:

\_\_\_\_\_\_ Narrative (2-3 pages, including budget)

\_\_\_\_\_\_ Vita

\_\_\_\_\_\_ Chairperson’s Letter of Recommendation. **The chairperson’s letter should**

**assess the importance of the grant for the candidate’s successful tenure review.**

**Guidelines for Application Narrative**
Using a subheading format address the following areas in 2-3 pages:

**Research project**: Describe the project in terms of rationale, methods, anticipated outcomes or impacts, and significance to your field.

**Research Plan**: Describe the role of the project in your overall research plan and your immediate and future goals for the project (e.g. journal publication/s, conference presentation/s; monograph, book). Provide a projected timeline for this project. If the project requires it, IRB approval must be in hand before funds can be disbursed.

**Contribution toward tenure**: Describe how completion of the research project will contribute to the requirements for promotion and tenure. Your narrative can and should include subjective as well as objective information; i.e. tell the committee in personal terms as well as professional terms the significance of this award to your successful tenure. Please note that this section is very important. Otherwise good proposals that do not demonstrate need in order to achieve tenure cannot be awarded funding.

**Other sources of funding**: Identify any other sources of funding supporting the project (including the amount of departmental support when requesting travel funds), and status (submitted, pending, awarded).

**Funding Request**: Request the funding amount and state how monies will be used. Funds may be used for a wide variety of purposes that traditional grants may not support, provided that the funding directly contributes to progress toward tenure.

**Frequently Asked Questions**

Award amounts depend on available funding and the applicant pool. Past years’ awards have ranged from $500- $2,000. The award is a stipend that is disbursed directly to the awardee in the form of a check.

Eligibility: all women faculty on tenure-track appointment at ISU. Funds cannot be used for the completion of the terminal degree required for the tenure-track position.

Previous applicants and awardees are welcome to reapply.

 Applicants who are awarded funding are required to submit a brief follow-up report on the use of funds by the end of the annual year in which the award was made. Awardees submitting subsequent applications must have the follow-up report on file to be considered for further funding.

Materials may be submitted in hard copy or electronically. Electronic submissions should be sent to Barbara McNeill at: Barbara.McNeill@indstate.edu. Hard copy submissions should go to the Multidisciplinary Studies Office.

Only complete applications will be considered.