



## Sponsored Projects and Research Competition (SPARC)

### 2019 Call for Full Proposal

**DEADLINE: 11/11/2019 5:00 p.m. CST**

- I. **Purpose:** SPARC encourages MUW faculty to pursue external funds for research, instruction, public service, and other projects or activities that innovate or transform the way we educate and engage with our students and community. SPARC is funded by the Office of Academic Affairs and administered by the Office of Sponsored Projects & Grant Writing in conjunction with the participating college, division, or department.
- II. **Eligibility:** The full application is invite only. Eligible applicants have been notified and only those proposal applications will be accepted.

#### III. **Proposal Requirements:**

**Format:** Application must be double-spaced, Ariel font pt. 12. Proposal must include ALL sections detailed below with each section clearly labeled.

Required Proposal Elements:

1. PI(s) name(s) and project title must be included on every page (excluding budget) in the header.
2. **Abstract:** Brief (150-word maximum) project abstract. These will be used for promotion and announcement purposes. Please write for the non-specialist.
3. **Project Plan:** (Maximum of 3 pages; Minimum 2 pages). All proposals should clearly explain the merits of the research project relative to the technological and pedagogical advancement of the Division of Education and Outreach. Include need for compliance approval, such as IRB, IACUC, and IBC. Project Plan must also include a section CLEARLY LABELED as “**Sustainability Plan**” that details how the PI plans to continue the project once SPARC funding has ended.
4. **References/Bibliography:** (Maximum one page) Please provide a link for any video examples.
5. **Budget Detail:** (Maximum one page) for detailed budget and Justification. Budgets must be itemized and listed items must total no more than \$500.

6. **Curriculum Vitae** in outline form (two pages or less) List no more than five recent publications relevant to the proposed project.

- IV. Budget Restrictions:** Salary support for faculty or staff is prohibited. Funds must be justified and directly allocable to the work being done or needs of the project. All materials and supplies purchased through the project will be the property of the division and university.
- V. Proposal Review Criteria:** Proposals will be evaluated based on the original pre-proposal criteria along with the additions listed below. Please follow all instructions- there will be no partial credit given for not following the format criteria.
- Idea/project/activity must be innovative or transformative to a current practice
  - Must be relevant to instruction & delivery of current Division of Education & Outreach programming
  - Must be practical and achievable
  - Must be grounded in research
  - Must be grounded in best practices
  - Sustainable
- VI. Award and Timelines:** Notices of Award will be sent out December 2019. Projects should have a start date no earlier than January 6, 2020 and an end date no later than December 13, 2020.

SPARC has a minimum of \$500.00 in its award pool. Applicants may request the full \$500, though the full amount may not be awarded.

- VII. Submission instructions:** Applicants must complete the web form and upload proposal as a single PDF file at [www.muw.edu/osp/sparc](http://www.muw.edu/osp/sparc) by **5:00 p.m. on Monday, November 11, 2019**. File must be named: **SPARC2019Full; "Applicant's Last Name, First Name"** ex: **SPARC2019Full; Croft,Lara**.

**Applications received AFTER the deadline will NOT be automatically disqualified.**

Points of Contact:

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