

VCU ARTS, HUMANITIES AND SOCIAL SCIENCES FUND Request for Applications

Purpose: Through a partnership between the Office of the Provost and the Office of the Vice President for Research and Innovation, the VCU Arts, Humanities and Social Sciences Fund is designed to support, facilitate and enhance the creation, production and dissemination of arts, humanities and social sciences research and creative activity at any stage of development, including initial or mid-stage project development, presentation or performance, and final publication.

Eligibility: Principal investigators must be any full-time VCU faculty regardless of rank or tenure status. Both single- and multi-scholar and artist grants are eligible.

Award Period: Funding up to \$10,000 total for 12 months. The start date July 1, 2023 and project end date of June 30, 2024.

Full proposal deadline: Application packages must be submitted via RAMS-SPOT Internal Opportunities here: [Arts, Humanities, and Social Sciences Fund: \(OP00000506\)](#) no later than **5 p.m. (ET), Feb. 10, 2023**. You will receive a confirmation email upon receipt. **Applications will not be accepted after the deadline for any reason.**

Format: Applications should be single spaced, Arial, 11-point (minimum) font with half-inch margins on all sides. [Required forms can be downloaded here.](#) Proposals not following the format requirements will be returned without review. **Proposals must include the following components, in this order:**

1. **Project abstract (250 words)**
2. **Project plan (3 pages):**
 - a. Background and significance.
 - b. Identify the [One VCU Research Strategic Priorities Plan](#) initiative(s) and the specific goal(s) and objective(s) the project advances.
 - c. Scientific or creative objective(s).
 - d. Research methodology, data or materials to be used, method of analysis or performance of the project.
 - e. Description of measurable outcomes/timeline (i.e., publication of book, performance/exhibit details, program outcomes, etc.).
 - f. Sustainability plan: Description of how project outcomes/outputs will advance your creative or scholarly trajectory/line of inquiry.
3. **References cited (1 page):** Use the citation format appropriate for your field.
4. **CV (5 pages total)**
5. **Budget and budget justification:** Use this [budget and justification form](#) to justify all requested costs associated with the proposed project. Arts, Humanities and Social Sciences funding cannot supplant existing support for the proposed project. Facilities and administrative (F&A or indirect) costs are not allowed.

Note: Budgets will require approval from the chairs and deans (or their designees) in RAMS-SPOT before submission. Please allow adequate time for approval routing.

Eligible costs:

- a. Salary support, **including fringe benefits**, for PI(s) and co-investigators.
- b. Salary support for project staff.
- c. Supplies for the project.
- d. Undergraduate, graduate student and postdoctoral stipends if relevant to the project with a detailed justification.
- e. Travel essential to the project.
- f. Participant fees.

Ineligible costs:

- a. Salary support for administrative personnel.

- b. Office equipment and supplies (including faculty computers/laptops/tablets unless strictly related to project).
 - c. Travel not strictly related to the project.
 - d. Student travel that is not strictly related to the project.
 - e. Tuition other than graduate student tuition.
 - f. Professional organization dues or membership fees.
 - g. Sub-contracts to institutions or salary support for individuals external to VCU.
 - h. Pre-award costs.
6. **Current and pending support:** Use the [current and pending support form](#) to itemize all current and pending support associated with the proposed project.

Review Process: Applications will be reviewed and scored by a faculty panel including members from across the University. Recommendations from the panel will then be submitted to the Provost and the Vice President for Research and Innovation for final selection. Written reviews and scores will be sent to those applicants not awarded. Review criteria will include:

1. Scholarly and/or creative merit and impact.
2. Feasibility (budget and timeline).
3. Relation to Strategic Research Priorities Plan: specific potential for a project to advance the goals and objectives identified.
4. Suitability of the PI for the proposed work.

Award and Reporting Requirements: The project start date July 1, 2023 and project end date June 30, 2024. A final project report including an accounting of all funds expended will be required 30 days after the project end date.

Additional requirements for all Arts and Humanities Fund awards:

1. Projects must have documented compliance approvals (e.g., IRB, IACUC), as applicable and appropriate, secured before work may begin.
2. The principal investigator(s) will be required to participate in an annual survey of results and outcomes (e.g., external grants submissions and awards, publications, creative work, intellectual property, etc.) associated with their fund-sponsored research. Participation will begin one year after the project end date and continue annually for a total of three years.
3. All publications, presentations, etc., resulting from the project must acknowledge financial support from the VCU Arts, Humanities and Social Sciences Fund, as appropriate.
4. Projects are expected to be completed within the specific budget period. No-cost extensions will be granted only in highly exceptional circumstances. PIs will be expected to fully justify any extension requests in writing. Extensions are at the sole discretion of the Provost and VPRI.

Questions: Please direct all questions to ovprifunds@vcu.edu.