



Application for Summer Research Assignment (SRA)

COVER PAGE

Name:

Date:

Proposal Title:

Researcher Stage (select one):

- New researchers - within 5 years of receiving terminal degree; worked at ETSU for between 1-5 years by the application deadline.
- Research or scholarly activity enabling preliminary work to be more competitive for external funds
- Experienced researchers needing bridge funds or previous successful track record
- Experienced researchers entering new research fields

Applicant Signature

Date

I endorse this application:

Department Chair Signature

Date

*Attach a copy of the proposal along with this signed cover page.

Summer Research Assignment (SRA) Guidelines

Purposes

The purposes of the Clemmer College of Education and Human Development Summer Research Assignment include to: enhance scholarship and the academic excellence of the College; contribute to the professional growth and renewal of the faculty, and; strengthen the College's total curriculum and improve research across the College in ways that cannot be accomplished under the constraints of regular workload assignments.

Eligibility

To be eligible for a faculty summer research assignment, an applicant must:

- a. Be a tenure-track or tenured member of the full-time teaching faculty, including department chairs;
- b. Not have received SRA funding for more than 2 consecutive years; and
- c. Demonstrate significant scholarly or creative performance in the faculty member's discipline. Please see "Criteria for the Evaluation of Scholarly and Creative Productivity" for definitions of these terms.

Application Procedures

Applications must be submitted to the associate dean of research and faculty success (mimspj@etsu.edu) by **March 6, 2026**, and shall include the following:

- a. A copy of the above cover page, signed by applicant and chair. The department of the applicant will provide a plan for summer instructional replacement (if applicable) with commitment by the Dean for such replacement funds as necessary.
- b. A statement of goals and objectives or research aims, with a timeline, compatible with the statement of purposes for the project or program that links to the literature,
- c. A statement of applicant's priority group and how you fit into that priority group (see Scoring Criteria).
- d. A description of the applicant's vision for how this work will provide return on investment (ROI), such as how a grant application could lead to funding, or how a journal article could lead to increased visibility for the College and for ETSU (see Scoring Criteria for more examples).
- e. A description of budget justification. While these funds are not meant to fund your work, rather to fund your time to do the work, a justification is needed on the amount of funding requested given the scope of work. For example, if you plan to write a major federal grant over the summer, it could justify a full course pay over the summer. But, if you plan to write up the manuscript of a study that has already occurred, it likely would not warrant a full course pay over the summer given the scope of work is much smaller than a federal grant application.
- f. Anticipated schedule of progress during the assignment from notification of award (spring) to final presentation and report (fall/winter).
- g. A current CV, and
- h. If applicable, proof of collaboration (e.g., acceptance by cooperating universities, letter from partner organization, approval by granting agencies, etc.)

Format

Proposal narrative (goals/aims, literature grounding, timeline, ROI, and budget justification) may not exceed 10 pages, 12-point font. Please use APA 7th edition guidelines for formatting.

Proposal Evaluation and Recommendation

CCEHD Internal Research Advisory Committee (IRAC) will evaluate summer research assignment proposals based on the criteria outlined in the "Summer Research Assignment Review Scoring Criteria" and advise the Associate Dean of

Research and Faculty Success as to which should be recommended for approval. The Associate Dean of Research and Faculty Success will then notify the faculty member of the award, copying the dean, department chair, and Assistant Dean of Fiscal Affairs and Administration.

The IRAC committee may offer a **Revise and Resubmit** option for applicants,

- If 2 or more categories in the Merit section are scored as 'unclear/no evidence'
- If the ROI is unclear or low, and/or
- If additional information is required via reviewer consensus

The Associate Dean of Research and Faculty Success will reach out to the applicant to invite a Revise and Resubmit option and outline the area of question/concern. The applicant will have 2 weeks to resubmit the application for consideration. If the applicant chooses to Revise and Resubmit,

- Applicant must include a cover letter (no more than a page) where they specifically state how they addressed the areas of concern.
- Revisions must directly address the questions posed by the committee.
- Revisions must be tracked using highlighted text or Track Changes.
- Revisions must be submitted within 2 weeks of the request.
- Revise and Resubmit request do not guarantee the final approval and funding.
- A subcommittee will be assigned to review these R&R applicants and suggest decisions to the larger IRAC group.
- Resubmitted proposals will be re-reviewed and rescored; final decisions will be based on available funds and relative ranking.

Completion of Assignment Report and Sharing Benefits

1. Upon completion of the assignment, each participant will submit a written report of the assignment activity to the Dean, Chair of the IRAC, and Department Chair. The report should be submitted to the following Google Drive.

https://drive.google.com/drive/folders/15Lo4d7KNnUXZydXKUHqtmVTUCeJ_k6rj?usp=sharing

The report must be submitted by January 15 following the grant award (or at agreed upon date with Dr. Mims if the work goes beyond this timeframe). The report should include:

- a statement indicating the degree to which the objectives of the proposal were accomplished;
- evidence of work in progress or completed. (Examples may include: IRB approval, conference proceedings, and or research findings reported to date.)

2. The faculty member will share the benefits of the summer research assignment with the College community through their participation in an appropriate presentations and publications and will agree to present at a Brown Bag session in the following academic year.

Stipend

Summer research assignments shall be a stipend in the amount of between \$1,500-\$8,000. The total number of stipends to be awarded will depend on the availability of funds. The stipend can be used as a buyout (for 12 months only) or as summer pay for 9-month faculty. You must specify which option you choose on your application (note on section A on cover page) and your chair must agree. Note-funding requests and may be reduced based on committee review and/or availability of funds.

***Note- you must follow Clemmer formula for the cap on additional pay allowed over the summer (i.e., 8/32).**

<https://www.etsu.edu/senate/facultyhandbook/section4.php#f>

Check with your department chair to determine the total amount allowable to request based on your salary and your workload, should you plan to teach in addition to working on the SRA.

Please reach out to the grant management staff for any questions related to this.

Lee Sallah- Grant and Research Manager, 9-7544

Mike Shoun- Grant Coordinator, 9-3631

Published Materials

Published materials or performances resulting from the assignment must include acknowledgment of Clemmer College of Education and Human Development and East Tennessee State University in the article, book, or public announcement of performance.

Recipients should be aware that patented or copyrighted works produced as a result of summer research assignments must be governed by the [ETSU Intellectual Property \(1.13\)](#)

Recognition

All SRA recipients will have a published Grant Award announcements each spring through newsletters, social media, website, and emails that will include names, study titles, purpose of the research. All recipients will be asked to present their results later in the academic year and a shared Brown Bag session with other SRA recipients.

Review Scoring Criteria

Clemmer College Summer Research Assignment (SRA)

These criteria will be used by reviewers to assess applications across a variety of indicators. Final determination of priority category will be made by IRAC.

PRIORITY CRITERIA (max of 12 points) _____ total (select one of the following)

New researchers (12 points) – within 5 years of receiving terminal degree; worked at ETSU for between 1-5 years by the application deadline.

Research or scholarly activity enabling preliminary work to be more competitive for external funds (10 points)

Experienced researchers needing bridge funds or previous successful track record (8 points)

Experienced researchers entering new research fields (6 point) Other (4 points)

MERIT CRITERIA (max of 18 points) _____ total

| Merit Criteria | | 2 strong evidence | 1 some evidence | 0 unclear/no evidence |
|----------------|--|-------------------|-----------------|-----------------------|
| 1 | The application is generally understandable to any faculty member. | | | |
| 2 | The proposed activities are feasible within the time period. | | | |
| 3 | The specific goals and objectives are observable and measurable. Or specific Aims are clear research questions. | | | |
| 4 | The description of the research or scholarly activity is detailed and permits thorough evaluation. | | | |
| 5 | The investigator appears to be familiar with pertinent literature and methodology. | | | |
| 6 | The budget for the summer work seems reasonable and sufficiently justifiable for the scope of work proposed. | | | |
| 7 | There is a possibility of external sponsored support. | | | |
| 8 | Research problem on which research or scholarly activity is based is of sufficient importance, significance, and originality. | | | |
| 9 | Research: The methodology and design of the research activity has been carefully thought out. Scholarly activity: Plan for completing scholarly activity has been carefully thought out. | | | |

RETURN ON INVESTMENT CRITERIA (max of 12 points) _____ total

Return on Investment (ROI) is the potential or likelihood for the scholarly work to generate funding and/or recognition for the investigator, the College, and the University. The investigator should demonstrate for the review committee how the proposed project might position them to seek and successfully obtain one or more of the following ROI priorities:

- **Financial return.** This proposal could lead to an external grant proposal that will bring in funding and indirect costs for future research.
- **Recognition return.** This work would lead to publications directly or prepare publications to get recognition for the researcher, the College, and the University. These may include journal articles, conference presentations, or other publications that serve this purpose.

- **Student recruitment return.** The event would assist in recruitment of students who apply and attend ETSU as a result of participation or increased awareness in ETSU and/or Clemmer College programs. (e.g., high school involvement program; activities that draw in students to participate in specific programs).
- **College and University impact return.** The activities would further enhance the impact of the College and University related to significant issues to the East Tennessee region, the state, and/or the national level, for example, increasing potential impact of ETSU on the region's health (e.g., collaborations with www.etsu.edu/cph/rural-health-research) or the region's educational system (e.g., research that supports local teachers or students with disabilities).
- **Others.**

The applicant should include rationale and evidence of ROI potential, such as the following (examples):

- Current issue in the field/hot topic in field
- Issue that has not been addressed in the field
- Past record of publication or of getting grants
- Doing the proposed study would situate the investigator to propose a larger project to an interested funder, or proposed study involves writing a grant proposal
- Data from prior research on impact

Ratings

Reviewers will assess the ROI aspect of proposals based on how many of the above priorities are met and the likelihood that one or more of the priorities will be met. Because these funds are intended, in part, to increase sponsored research activity within the College, proposals that demonstrate strong potential for external funding may receive higher ROI ratings.

Examples of Projects with Associated Scores and Ratings

| ROI Score | Rating | Project description |
|-----------|---------------|--|
| 12 | Very High ROI | writing large federal external grant application that builds on prior work and other funding (e.g., RDC grant), which would also bring recognition to ETSU, and which would focus on issues important to this region |
| 9 | High ROI | writing and submitting 1 journal article and 1 small grant proposal on topics related to this region; doing local community college outreach describing research results of interest to potential future students |
| 6 | Moderate ROI | writing and submitting 2 journal articles on topics related to this region |
| 3 | Low ROI | writing and submitting an internal grant proposal |
| 1 | Very Low ROI | conducting exploratory work without a defined dissemination or funding pathway |

Notes (e.g., strengths, weaknesses, suggestions for improvement):

TOTALS

Priority Score _____ Merit Score _____ Return on Investment (ROI) Score _____ **Total**
Score: _____ / 42

Criteria for the Evaluation of Scholarly and Creative Productivity

The term "scholarly and creative productivity" comprises a variety of activities, including those typically defined as research. Because activities considered to be scholarly and creative productivity vary considerably from discipline to discipline, the College recognizes that scholarly and creative productivity includes all forms of discovery and integration of knowledge, critical analysis, and products and performances.

Definition of Research

A large subset within the area of scholarly and creative productivity is commonly called research. The term "research" has been defined by the Internal Research Advisory Committee (IRAC), and the faculty evaluation system shall continue to recognize IRACs definition of research and modes of documenting research.

The definition for research is: A deliberative process which contributes to the expansion of knowledge and understanding, applies such knowledge and understanding to societal issues, or exemplifies creative expression in a specific field of study. The results of research and creative activities are shared with professionals outside the University through a peer-reviewed or juried process in a manner appropriate to the discipline.

The College recognizes both the scholarship of discovery and scholarship of integration. The scholarship of discovery contributes to knowledge and involves the pursuit of knowledge and/or creative expression for its own sake. The scholarship of integration interprets, draws together, and brings new insight to bear on original research or creative expressions.

Evaluation Guidelines and Criteria for Scholarly and Creative Productivity

The evaluation of scholarly and creative productivity requires consideration of a variety of factors including quality and significance of each contribution. Factors used to evaluate meritorious scholarly and creative productivity include but are not limited to:

1. Authorship or co-authorship of peer-reviewed published materials such as journal articles, abstracts, monographs, books, book chapters, cases, artistic works, software, or other professional and technical documents;
2. Authorship or co-authorship of published materials such as editorially reviewed books, articles, abstracts, translations, software, artistic works or other professional and technical documents;
3. Production and presentation of radio and television works, films and videos related to the scholarly or creative discipline; Presentations and papers delivered at local, regional, national and international meetings;
4. Performances, exhibitions, and other creative activities locally, regionally, nationally and internationally;
5. Obtaining competitive external or internal grants related to scholarly and creative productivity;
6. Writing and submitting proposals for competitive grants, internal or external, related to scholarly and creative productivity;
7. Writing and submitting required grant and contract reports;
8. Receiving internal or external awards obtained for scholarly or creative productivity;
9. Providing evidence that scholarly or creative works have been submitted for review (e.g., peer-reviewed journals; practitioner-focused publications such as *Science and Children*, *Teaching Exceptional Children*)
10. Documenting scholarly or creative works in progress.