



- Deliverables
 - College presentation
- Use of Funds:
 - Funds are unrestricted
- Timeline (for 2022-2023):
 - All applications are due by April 28, 2023 at 5:00pm
 - Academic Affairs will notify faculty about the status of proposals by June 30th 2023.
- Selection process for applications through taskforce
 - Reviewers (5-7)
 - Double-blind peer review process
 - Rubric
 - Applications will be considered according to aggregate rubric scores.
- Proposal Package
 - DO NOT include your name or any information that identifies you in the proposal as proposals will be evaluated by a double-blind peer review process. Applications that fail to follow these guidelines will not be considered.
 - Abstract (100-200 words)
 - Project Narrative (maximum 3 pages) should include:
 1. Discussion of the purpose and broader significance of the project.
 2. Evaluation of its potential contribution to the field.
 3. Brief explanation of the applicant's qualifications to execute the proposed project and how the project enhances the applicant's professional development.
 4. Dissemination plan (specific journals, publications, conferences, exhibitions, performances etc.).
 5. If the work for which an applicant is seeking funding is part of a larger project, the progress made on that project must be made clear and must contain an explanation of how this grant-funded work will be incorporated within that project.
 6. Permits, copyright releases, licenses, IRB, or other authorizations necessary for execution of this project must be included and are the responsibility of the awardee.
 7. Selected bibliography might be included if appropriate as part of the 3-5-page length.
 - Timeline:
 - Must include a clear and attainable development plan with a completion date no later than June 30, 2024.
 - If IRB approval is necessary, the deadlines must be clearly stated. No funding will be provided until IRB approval is obtained.
 - Submission: sri@sussex.edu



Rubric for Employee Research Grant Evaluation

Rating	Excellent (4)	Very Good (3)	Good (2)	Poor (1)	Missing (0)	Score
The applicant explains the purpose and significance of the project.						
The specific objectives of the project are clearly defined.						
Applicant has demonstrated relevant qualifications for the completion of the proposed project.						
The proposal includes a clear and attainable timeline.						
Proposal clearly shows the design and methodology.						
The applicant has shown how the project will enhance his or her professional development.						
Proposal has clearly defined outputs, not limited to journals, publications, specific conferences, other presentations/performances						