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# The J. Keith Behner and Catherine M. Stiefel Program: Application for Faculty Funding

The J. Keith Behner and Catherine M. Stiefel Program on Brazil is an interdisciplinary, university-wide program dedicated to advancing scholarship and teaching on Brazil. The Program on Brazil (PoB) seeks to expand faculty research in or on Brazil by offering seed money for preliminary projects that increase competitiveness for extramural funding, develop deeper ties to Brazilian universities and organizations, and lead to collaborations with Brazilian scholars.

This competition is open to all Unit 3 faculty, except those who received research funding from the Program in the previous year.

**Criteria for Review**

The primary criteria used in evaluating applications for funding are as follows:

* Relevance or merit of the proposal to the goals of the PoB,
* Expertise of the applicant in Brazil and the area of investigation,
* Probability of leading to refereed publications, exhibitions, or performances,
* Likelihood of creating sustainable ties to Brazilian universities and organizations,
* Educational impact on students and nature of student involvement,
* Likelihood of obtaining extramural funding,

**Application Packet Components**

1. Applicant Information

2. Abstract in lay terminology (maximum of 150 words)

3. Project Description (maximum 1000 words including references)

# 4. Experience and Qualifications (maximum of 350 words)

# 5. Itemized Budget and Budget Justification

# Submission

For the 2019 competition, faculty may propose field research or to bring a research collaborator to campus to advance a project. Submit all application materials in a single to Erika Larkins at [erika.larkins@sdsu.edu](mailto:erika.larkins@sdsu.edu) and [brazilcoordinator@sdsu.edu](mailto:brazilcoordinator@sdsu.edu).

Requests for support will reviewed by a committee starting March 11th.

**Do not include this page with your application**

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# Instructions:

* Complete each section of this application on separate paper.
* Do not exceed word limit; use no less than 12 point font.
* Proposals must conform to word limits and be complete.

# Applicant Information (Incomplete applications will not be processed):

|  |  |  |  |
| --- | --- | --- | --- |
| Last Name |  | First Name |  |
| College |  | Department |  |
| Academic Rank |  | Email |  |
| Phone |  | Total Amount  Requested |  |
| Mail code |  | | |
| RED ID# |  | | |
| Project Title |  | | |

**2. Agreement:** Your signature below acknowledges that, if your proposal is funded, you agree that:

* The project will likely be completed during the academic year or summer period. You may request one (1) extension of your award period, with justification, from the Program on Brazil. Decisions for extension will be made on a case-by-case basis, and are final;
* Departures from limits indicated in budget section must be approved by the Program on Brazil.
* You are responsible for monitoring your budget to avoid overrun, and are responsible for any expenditures not covered by the budget; and
* You are responsible for obtaining all necessary visas, permits, human subjects approvals and other documentation necessary for a successful project.
* You also agree to submit a progress report when requested. Any intellectual property developed in conjunction with the PoB must be disclosed to the University in accordance with the SDSU Intellectual Property, Copyrights, Trademarks, and Trade Secrets, and Patent Policies, found at <http://senate.sdsu.edu/policy/policy_file.pdf>.

|  |  |  |  |
| --- | --- | --- | --- |
| Applicant’s  Signature: |  | Date: |  |

###### 4. Abstract in lay terminology (maximum of 150 words):

# 5. Project Description (maximum 1000 words including references): Provide a description of the proposed project and the methodology using lay terminology so the project can be understood by those not trained in your discipline. Include project objectives, timelines, background and references. Address the significance of the project and summarize work completed to date. Identify where you anticipate the results of the research/scholarly activity will be disseminated (e.g., publication, performance, convention paper, application for further funding, exhibition) if applicable. Indicate whether any intellectual property may be developed in conjunction with this project (for guidance contact the SDSU Technology Transfer Office at (619) 594-0516). If proposing to bring collaborator(s), please also explain how the visit will advance your research and competitiveness for extramural funding.

# 6. Experience and Qualifications (maximum 350 words): Provide a brief description of relevant experience that qualifies you to complete the proposed research (do not attach your curriculum vitae). Disclose any UGP and other university awards and all external funding *relevant to the project.* (If for other projects, please omit.)

**7. Budget:** Provide a detailed budget showing specific amounts requested.

**Authorized Expenses:**

* Approved expenses include transportation and expenses incidental to field work (in Brazil or in the diaspora) or travel to special libraries, collections, laboratories. Automobile mileage and food per diems should be listed at current Research Foundation per diem rates.
* Note: International travel must be approved by the Risk Management office either at the SDSU Research Foundation or the University depending on which entity administers the funds.

**8. Budget Justification (maximum 350 words):** Provide justification for travel, supplies, or other expenses related to the proposed project.