

Muslim Studies Endowment Faculty Research Grant

Program

Provides up to \$5,000 in support of original, creative, and scholarly projects for qualitative or quantitative research.

Please Note: The grant only provides funding for one fiscal year.

Eligibility

Continuing full time faculty are eligible to apply for research funds.

Due Date

Faculty research grant applications have a deadline of the first Friday of February, by 5:00 PM. Signed, scanned applications should be sent to muslimstudies@butler.edu.

Application Process

In addition to the BAC research criteria, please include a statement speaking to the relevance of the study to Islam and or Muslims (one page or less).

Your application must include:

- **Program Statement**—Your proposal must include a program statement. Please attach a description of the proposed project following the outline listed below. Proposals will be evaluated by readers who are not necessarily experts in the specific field of the proposal. The application should be written for a general audience to understand.
- **Background**—The background for the project including the problem or need, related work and the underlying rationale.
- **Objectives**—The objective(s) of the project.
- **Significance**—The importance or significance of the research and the relation of the research to the applicant's previous and future work. State how the project contributes to scholarship within the field.
- **Methods**—Describe the methods applicant will use to achieve his/her objectives including any of the following that apply: the creative procedures or experimental methods, equipment required, data gathering and analysis, time schedule, evaluation and reporting of results.
- **Analysis**—Describe information to be collected and how it will be used or analyzed.
- **Timeline**—An anticipated timeline for the proposed project should detail how the work will be completed over the granting period.
- If appropriate, suggest how research completed through this grant will create opportunities for future external funding.

- References and bibliography—In this section, applicants must include all relevant references cited in the application and may include a complete bibliography. This section is not part of the Program Statement and is not included in the five page limit.
- **Budget**—The budget is an important part of the application and care should be taken to ensure the budget is clearly defined and the proposed expenditures are justified. A budget justification narrative must be included with the application that carefully details all expenditures and how they are related to the proposed work. Expenditures not fully justified will not be funded. Use the budget form from the online application.
 - Summer stipends—A faculty summer stipend up to \$4000 gross (pre-FICA and TIAA Cref deductions) is permitted to compensate the applicant for the extensive time invested in conducting scholarship, creating art, writing a play, or creating a proposal for a book. Faculty should indicate any other grant that funds this work during the summer months.
 - Multiple collaborators—The gross \$4000 maximum faculty stipend (pre-FICA and TIAA Cref deductions) may be divided among several colleagues. Two or more faculty members may submit multiple proposals for the same project, but limited resources make it unlikely that more than one grant would be funded in any one given year.
 - **Total stipends/wages to all faculty and other personnel, including students, may not exceed \$5000 gross.**
 - Travel/conferences—Allowable travel costs include food and incidentals, actual lodging costs, actual travel fares and mileage. The BAC committee will not fund food per diem for more than 14 days. Faculty members are encouraged to use college or department funds for other travel expenses or to apply for a BAC travel-to-present award. Travel within a 50 mile radius of Indianapolis will not be supported.
 - Books—Generally speaking, applicants should be careful in their request for the purchase of books and other texts. Applicants must justify the purchase of books not otherwise available in the library in their budget narrative.
 - Computer hardware and software will be supported only if they are essential to the unique requirements of the research project
 - Exclusions—These awards are not to be used to support the completion of a graduate degree program. In addition, proposals will not be accepted for projects for which the faculty member is already being compensated, such as writing a book for which there is anything more than a nominal honorarium already being paid by the publisher to the author.
- **Curriculum vitae**—Include a two-page curriculum vitae that includes education, skills and experience. In addition to the basics, the CV should include research and teaching experience, publications relevant to the project, grants and fellowships, professional associations and licenses, awards and other information relevant to the funding for which you are applying. Make sure dates are on all publications included.

- **Appendix A** (report on extramural grant applications)—Applicants who have received two or more faculty research grants must provide evidence that they have attempted to secure extramural funding to support their research.

The proposal should be signed by the applicant, the chair of the department or program, and the dean of the college or library.

The application format includes the following specifications:

- No more than five pages typed and spaced at 1.5 line spacing
- Times New Roman font, size 11 or 12 with one inch margins
- Should be signed by the applicant, department chair and dean.

Duration

The grant period is from May 1 to May 31 of the following year. In exceptional circumstances, an extension of the grant period (for annual grants) is permitted. If an awardee requires additional time to complete his/her project, a request for an extension should be submitted no later than one month prior to the end of the grant period. No new grant money will be released until the first project, including the final report, is completed.

Report

A report detailing exactly what was accomplished and the results of the project is due to the MSE (muslimstudies@butler.edu) no more than 60 days following the end of the grant period. This report can be a paper that has been submitted for publication. Failure to submit this report will jeopardize chances for future funding.